

WESTERN MARYLAND COLLEGE 1993-1995

GRADUATE CATALOG



Western Maryland College views its graduate mission as a logical extension of an undergraduate liberal education by preparing individuals for professional studies and imbuing them with a lifelong enthusiasm for learning. The College's graduate programs provide specialized knowledge, enhanced professional expertise, and growth in specialty and skills gained from continued

Western Maryland College's graduate expertise of the College's faculty and working in the field.



fields, as well as additional knowledge studies in the liberal arts. Students in programs benefit from the academic from the experience of professionals

Shortly after the Civil War, Fayette R. Buell, a Westminster teacher, embarked on his dream of founding a small private college. He purchased a tract of land — a hill overlooking the town — and issued a prospectus in search of support for his dream. Although financing was slow to materialize, he did receive generous support from two of the community leaders: the Reverend J. T. Ward, of the Methodist Protestant Church, who would become the College's first president, and John Smith, president of the thriving Western Maryland Railroad and a resident of nearby Wakefield Valley.

Mr. Smith, who became the first president of the College's board of trustees, suggested that the College be named after the railroad, which maintained an important terminal in Westminster. On the day in 1866 that the cornerstone was laid for the College's first building, free rail passage was granted to everyone who attended the ceremonies. Eventually, the Western Maryland Railroad became extinct after merging with another company. But the College that bore its name continued to grow.

The first building on the Hill was completed in September, 1867; that year 37 men and women were enrolled in eight areas of study. Already, the new college was in many ways ahead of its time. In the original Charter, the founders and the first board of trustees clearly reflected their intentions that Western Maryland be an innovative and independent institution:

Western Maryland College shall be founded and maintained forever, upon a most liberal plan for the benefit of students without regard to race, religion, color, sex, national or ethnic origin, which students shall be eligible for admission to equal privileges and advantages of education and to all social activities and organizations of the college, without requiring or enforcing any sectarian, racial or civil test, and without discrimination on the basis of sex, national or ethnic origin, nor shall any prejudice be made in the choice of any officer, teacher, or other employee in the said college on account of these factors.

Not only was Western Maryland the first coeducational college south of the Mason Dixon line, but one of the first in the nation. Since its inception, it has been an independent liberal arts college with an autonomous board of trustees. A voluntary fraternal affiliation with the United Methodist Church existed from 1868 until



1974; today there are no ties to any denominational body. Control and ownership are fully vested by the Charter in the trustees, under Maryland state law.

In its 125-year history, the College has had only seven presidents:

Dr. Ward, Dr. Thomas Hamilton Lewis (1886-1920), Dr. Albert Norman Ward (1920-1935), Bishop Fred G. Holloway (1935-1947), Dr. Lowell S. Ensor (1947-1972), Dr. Ralph C. John (1972-1984), and Dr. Robert H. Chambers (1984-present). Under their guidance, the College has assumed a place among the quality liberal arts colleges in the nation, developing programs and material and physical assets that fulfill the vision of its founders.

LOCATION

Western Maryland's picturesque campus is just a short drive from two of the nation's major metropolitan centers — Baltimore and Washington. It overlooks the historic town of Westminster onto a panorama of rich farmland, mountain silhouettes, and spectacular sunsets.

Western Maryland's 160-acre campus is centered on the crest of a high hill. Its landscaping, roadways, numerous playing fields, and 40 buildings take advantage of the varied, sloping terrain. Although the predominant architectural influence is Georgian, an eclectic and interesting variety has been added by the presence of Classical, Victorian, Dutch, and more modern styles.

Located on Main Street in Westminster, the College is within walking distance of department stores, restaurants, antique and specialty shops, churches, movie theaters, and banks. Parks, recreational areas, and historic sites are just a few minutes away by car.

Baltimore, home of Maryland's banking,

shipping, and communications industries, is 30 miles southeast of the College.

Washington, D.C. is just over 50 miles to the south. Both offer Western Maryland students opportunities for learning and leisure — art and history museums, internships on Capitol Hill, Baltimore Orioles games, and Georgetown nightlife.

On campus, facilities for learning and leisure include fully equipped science laboratories, a comprehensive library, an audiology lab, and video equipment; a nine-hole golf course; the Physical Education Learning Center with a weight training center and human performance laboratory; and Decker College Center, with a bookstore, lounges, post office, snack bar, and pub.

COLLEGE PROFILE

Western Maryland College is accredited by the Middle States Association of Colleges and Secondary Schools. It holds membership in the American Association of Colleges for Teacher Education, the Association of Graduate Liberal Studies Programs, and has program approval from the Council on Education of the Deaf. Six graduate programs provide advanced certification and are approved by the Maryland State Department of Education. The College is authorized by the State of Maryland to confer the Master of Liberal Arts degree and the Master of Science degree.

PHILOSOPHY AND OBJECTIVES

Chartered in 1866 as a private, liberal arts college, Western Maryland College has over a century of tradition as an institution of higher learning. Dedicated to the liberal arts as a vital part of our culture, Western Maryland College views the graduate programs as a logical extension of our educational mission. The development of responsible and creative graduates clearly entails commitment to an environment open to the pursuit of truth and the growth of professional attitudes, ethical values, and critical judgement. Graduate study at Western Maryland College seeks to provide depth and breadth of educational experience as individuals prepare themselves for the challenges of the future in the workplace and in their professional lives.

Two graduate degrees are granted by Western Maryland College, the Master of Liberal Arts and the Master of Science.

The Master of Liberal Arts program extends the College's long tradition in the study of the liberal arts at the baccalaureate level. The M.L.A. degree entails a balanced program in varied liberal arts fields.

The Master of Science programs are designed to enrich the background of individuals in an area of specialization. In addition to the depth of study provided by the area of specialization, there is breadth of educational experience provided by selection of coursework in supporting fields and by the selection of a liberal arts course to complement the program.

STUDENT BODY

Western Maryland faculty recognize the benefits and rewards of working with a diverse student population. Students of all ages, interests, and professions are encouraged to apply for graduate study. While more than 5,000 students are listed on the active graduate roster throughout the year, approximately 1,100 individuals are attending graduate classes on campus and off-campus during any one semester. Most students commute to

GRADUATE CALENDAR

Summer Session 1993

(Variable Formats Offered: See also Summer Session Announcement)

First 4-week term begins	Monday, June 21
First 3-week term begins	Monday, June 28
First terms end	Friday, July 16
Second 3 and 4-week terms begin	Monday, July 19
Second terms end	Friday, August 13

Fall Semester 1993

Fall semester begins	Tuesday, September 7
Fall break	Monday, October 18 and Tuesday, October 19
Thanksgiving recess begins	Wednesday, November 24
Classes resume	Monday, November 29
Fall semester ends	Monday, December 20

campus from surrounding Maryland counties, as well as nearby Pennsylvania, the District of Columbia and northern Virginia.

During the Fall and Spring semesters most graduate courses are conducted in the late afternoon and evening. This format accommodates the majority of our working students who attend on a part-time basis. Most courses meet once a week for 2 1/2 hours. During the summer most courses are conducted during the day and meet on a daily basis.

MASTER OF LIBERAL ARTS

The Master of Liberal Arts program consists of 30 credits divided accordingly:

- * 12 credits in CULTURAL HERITAGE; including HU:509 and HU:510 with the remaining courses each in a different department.
- * 6 credits in 2 different departments designated as CONTEMPORARY SOCIETY.
- * 3 credits in the CREATIVE PROCESS.
- * 6 credits of elective graduate credit. A maximum of 6 credits in non-M.L.A. designated courses may be included.
- * 3 credits for the Final Project

Courses in each category are designated throughout the catalog by the appropriate symbol.

- CULTURAL HERITAGE
- ▲ CONTEMPORARY SOCIETY
- CREATIVE PROCESS

Students entering the M.L.A. Program should confer with the coordinator early in their course work to design their program and during the semester before their Final Project.

MASTER OF SCIENCE

The Master of Science program is available in the following areas:

- Administration
- Counselor Education
- Elementary Education (Regular and Curriculum and Instruction Option)
- Media/Library Science
- Physical Education
- Education of Deaf Children
- Reading
- Secondary Education (Regular and Curriculum and Instruction Option)
- Special Education (Regular and Community-based Option)
- Supervision

Spring Semester 1994

Classes begin	Monday, January 30
Classes end	Friday, May 12

Summer Session 1994

First 4 week term begins	Monday, June 20
First 3 week term begins	Monday, June 27
First term ends	Friday, July 15
Second 3 and 4 week terms begin	Monday, July 18
Second terms end	Friday, August 12

Fall Semester 1994

Classes begin	Tuesday, September 6
Classes end	Monday, December 19

The structure of the Master of Science programs includes coursework in the area of specialization along with supporting electives. Each student in the M.S. program must also enroll in ED: 550, Introduction to Educational Research. This course is designed to provide the master's level student with an overview of research methodology and techniques in order to analyze and interpret research more accurately as appropriate for the area of specialization. In addition, each student selects one elective from among the courses in the liberal arts offerings at the graduate level. This option includes any course with the designation □, ▲, or ■ (as long as this course is not a required or supporting course for the student's specialty area.) This liberal arts elective gives additional breadth in the student's program by providing a perspective other than that of the specialty field.

Students enrolling in the M.S. programs should confer with the appropriate program coordinator for their area of specialization. The coordinator for each program serves as the student's adviser. Coordinators are listed

on the last page of this catalog. Literature for individual programs is available from the coordinator and explains the programs in more detail. Western Maryland College is dedicated to personal advising and interaction between faculty and students. Each student meets personally with the program coordinator who tailors the program to the needs of the individual student in accordance with state guidelines for particular specialty areas. Program handbooks, available from individual coordinators, explain the programs in detail and outline any additional requirements for individual programs.

By following specially designed and approved patterns of courses, students may meet Maryland State Department of Education and Pennsylvania Department of Education requirements for certification in the following fields:

- Guidance and counseling
- Education for deaf children
- Media/library science
- Reading specialist
- School administration and supervision
- Special education

Approved programs for state certification may require additional hours beyond the master's degree and may have additional admissions requirements which are described in the individual program handbooks.

ACADEMIC POLICIES

Western Maryland College offers two graduate degrees: the Master of Liberal Arts and the Master of Science. Many students enter the College with the goal of attaining one of these advanced degrees. Other students may not be seeking a degree, but are interested in advanced coursework. Still others have not chosen a program. Depending on their goals, students follow different admission procedures.

CATEGORIES OF ADMISSION

DEGREE-SEEKING STATUS

An applicant for admission to one of the degree programs should understand that graduate work

is not a mere extension of an undergraduate program. One is expected to demonstrate scholarship of a higher level, creativity, and professional competence, along with corresponding increases in student initiative and responsibilities. Since master's degree programs have specific requirements, students should meet with the program coordinator early in their course of study to develop an individual program.

A. Pre-matriculation

Applicants for degree programs are first admitted as pre-matriculated students after submitting: (1) the Application for Graduate Study form (found in the back of this catalog) with a one-time, non-refundable fee of \$35.00; and (2) official transcripts certifying completion of an undergraduate degree. If a student graduated from Western Maryland College, it is not necessary to submit a transcript. Students seeking a master's degree remain in this pre-matriculated category until they complete 9 credits of graduate work at Western Maryland College.

If a student changes status from non-degree to degree-seeking, with the approval of the program coordinator, a maximum of 9 credits earned in the non-degree status may be applicable to the new program. This decision is made by the student's faculty adviser.

B. Matriculation

The Graduate Affairs Committee selects students for degree candidacy when the following conditions are met:

1. all requirements for pre-matriculation are fulfilled;
2. a program plan has been developed in consultation with the program coordinator;
3. three letters of reference have been received;
4. a 3.00 cumulative grade point average has been attained in the first 9 hours of study at WMC, which includes at least 6 hours in the area of concentration;
5. approval has been received from the student's program coordinator;

6. satisfactory scores have been received from either the National Teacher's Examination (Communications Skills), the Graduate Record Examination (General Test), the Miller Analogies Test, or the Pennsylvania Teacher Certification Testing Program (Basic Skills Test). Scores that are considered inadequate by the Graduate Affairs Committee will result in probationary status for the candidate. The Graduate Affairs Committee determines when candidates are removed from probationary status.

7. all incomplete grades are removed.

Non-degree Special Student Status

The non-degree special student category is designed for students who are not immediately interested in receiving a degree, but who wish to enroll in or attend graduate classes. Examples of the types of individuals who may seek non-degree status include:

- persons who already hold an advanced degree and wish to take additional courses in their own field or in another area;

- graduate students who are in good standing at other institutions who wish to enroll temporarily at WMC and then return to their home institution;

- persons who wish to take graduate level courses to meet certification requirements, but who are not seeking entry into a degree-granting program;



—individuals who hold a bachelor's degree who are interested in intellectual enrichment.

Students who wish to register for a class as a non-degree special student may do so by submitting an Application for Graduate Study. This form must be sent together with the one-time, non-refundable fee as indicated on the Application for Graduate Study form (found in the back of this catalog). Transcripts issued by Western Maryland College will indicate that the student has taken graduate work as a non-degree special student.

If a student changes status from special student to degree-seeking, a maximum of 9 credits earned as a special student may be applied to the degree program. The decision about whether to accept work taken as a special student is made by the program coordinator.

INTERNATIONAL STUDENTS

In addition to the general admission requirements, international students whose native language is not English must submit official scores of the Test of English as a Foreign Language (TOEFL) examination. Only students with scores of 550 or higher are accepted for admission. In addition, international students must comply with other requirements issued by the Office of Student Affairs.

Undergraduates Enrolling in Graduate Courses
Second semester seniors at Western Maryland College may apply to the Dean of the Faculty, Vice-President of Academic Affairs to enroll in a graduate course if they have a 3.20 grade point average. A maximum of six graduate credits may be taken. These courses will count toward the individual's undergraduate degree.

TRANSFER CREDIT

With the approval of the program coordinator, a maximum of six transfer credits may be accepted from other accredited institutions. Credit earned at another institution should be presented for consideration at the time the student applies for matriculation. Specific restrictions are:

1. the work must be equal in scope and content to that offered by WMC;
2. only grades of A and B may be transferred;
3. a maximum of six credits from an existing master's degree may be applied where appropriate to a second degree at Western Maryland College;
4. credits must be within the six-year time limitation for the degree.

ACADEMIC LOAD

The normal full-time student load is 9 credits per semester. It is recommended that students employed full-time take a maximum of 6 credits per semester. It is recommended that 6 credits be the maximum accumulated during any one 4- or 3-week summer term, to a maximum of 12 credits during the entire summer period.

Cross-Listed Graduate/Undergraduate Courses
A maximum of 6 credits may be applied toward a graduate degree from undergraduate courses listed for graduate credit (for example, PE:306G). In these cross-listed courses, graduate students are required to do additional work.

GRADES

A student's grade reflects the quality of the student's scholarly achievement. Any one of five grades (A, B, C, F, and I) may be given. The grade point equivalents are 4, 3, 2, 0, and 0, respectively. An average of 3.00 (B) must be maintained. Plus and minus grades may be used by instructors to indicate differentiated achievement within these grade ranges, but are not used to calculate grade point average.

An Incomplete (I) grade may be given only for emergency reasons acceptable both to the instructor and the Dean of Graduate Affairs. The Request for Incomplete Grade form will specify a date for completion, which may not be longer than one year from the date when the original grade was issued. Any Incomplete grade which extends beyond the completion date becomes an F.

CHANGE OF GRADE

Grades submitted by the instructor are considered final and may be appealed only if:

1. a reporting or arithmetic error occurred which resulted in an incorrect grade. The instructor will submit a Change of Grade form to the Dean of Graduate Affairs for approval.
2. the student believes the grade was prejudicial or capricious. In such cases, the student will first discuss the grade with the instructor. If the student is not satisfied with the outcome of that discussion, then he or she will discuss the grade with the appropriate graduate program coordinator. If further discussion is necessary, the student may appeal the grade to the Dean of Graduate Affairs. If a resolution cannot be reached, the student may then appeal the grade to the Graduate Affairs Committee.

WITHDRAWAL

A student may drop a course by completing an official withdrawal form obtained from the Office of the Registrar. The Registrar will establish the official date of withdrawal. If withdrawal occurs by the established withdrawal date, a grade of "W" will be issued. Withdrawal after that date will result in an "F" grade. The last withdrawal date is the midpoint of the course. Tuition refunds are applicable during the early part of the term, as published.

ACADEMIC PROBATION AND DISMISSAL

Graduate students must maintain a 3.00 grade point average for all course work. If the average drops below 3.00, the student is placed on academic probation. By action of the Graduate Affairs Committee, students may be academically dismissed:

1. if academic probation extends beyond the completion of 9 additional credits; or
2. if the grade point average falls below 2.50 at any time following completion of the first nine hours of graduate study at the College.

A student has the right to appeal an academic dismissal. A written appeal should be sent to the Graduate Affairs Committee within 30 days after the notice of dismissal. The Graduate Affairs Committee will review the appeal and act on it in a timely fashion.

Dismissals may also result from failure to observe the College's Honor Code, from unethical or unprofessional conduct, or from unsuitability for one's field of study. The Graduate Affairs Committee may be asked by faculty or administrators to review students for dismissal. A student has the right to appeal such a dismissal to the Dean of Graduate Affairs within 30 days after the notice of dismissal. The Dean will review the appeal in a timely fashion.

TIME LIMITATION

All course work and degree requirements must be completed within six years of taking the first course at Western Maryland College. Appeals for extension of the six-year limit must be sent to the Graduate Affairs Committee, which will review them.

OFF-CAMPUS COURSES

A variety of courses are offered by Western Maryland off-campus. A maximum of 11 credits taken off-campus may be counted toward the master's degree.

ACADEMIC ADVISEMENT

Degree-seeking students must schedule an appointment with the appropriate program coordinator who is the student's academic adviser. The purpose of this appointment is to plan one's program of study and to assess one's prior academic work. The program plan completed at this meeting is to be followed by the candidate unless subsequent adjustments are approved in advance by the coordinator. Periodic meetings with one's adviser are encouraged. Advisers are also available for telephone consultation. Students should feel free to call the coordinator of a program for any advice regarding that program.

A student's academic adviser guides the program and is available for consultation, but the final responsibility for knowing the curriculum requirements and academic policies rests with the student.

AUDITING

A person who has completed the non-degree status requirements and who wishes to attend a course without satisfying the formal course requirements may do so by:

1. securing the written permission of the instructor to register;
2. presenting this approval to the Registrar;
3. paying the audit fee.

The audit symbol (Au) will be recorded on the individual's transcript.

WEATHER CONDITIONS

Inclement weather may cause the cancellation of graduate classes. When this occurs, radio and television stations in the area are notified by 2 p.m. However, when classes are not cancelled, each student must make his or her own decision regarding the advisability of travel based on factors of personal safety.

GRADUATE AFFAIRS OFFICE HOURS

During the Fall and Spring academic terms, the Graduate Affairs Office in Thompson Hall is open from 8:30 A.M. until 7:30 P.M. on Monday through Thursday and on Friday from 8:30 A.M. until 4:30 P.M.

During the Summer Session, the office is open from 8:00 A.M. until 4:30 P.M. Monday through Friday.

FINANCIAL AID

Western Maryland College offers a limited number of graduate assistantships for full-time students. These are available in the 504 Office, which provides assistance to disabled students, and in the Graduate Affairs Office. Graduate assistants receive tuition remission in return for their work. Contact the Office of Graduate Affairs for more information. A current list of other employment opportunities, scholarships, and loans is available in the Financial Aid Office located in Elderderice Hall.

TRANSCRIPTS

Official transcripts will be sent upon request to authorities designated by the student. A \$3.00

fee is charged for each transcript requested. Transcript request forms are available in the Registrar's Office, Elderdice Hall. Please allow sufficient time for processing.

Transcript requests must be received in writing. Transcripts cannot be processed if the student has any outstanding accounts at the College.

GRADUATION

As students near the end of their program, they must notify the Graduate Affairs Office of their intended date of graduation. All students must fill out the Application for Graduation form. This form will be sent to all students who register for the comprehensive examination, MLA project, thesis or indicate on the graduate registration form their intent to graduate. It can also be obtained from the Graduate Affairs Office. Formal commencement exercises are held once a year in May.

THE HONOR SYSTEM

The Western Maryland College community affirms its commitment to the ideals of personal integrity and community honor in all aspects of campus life, including academic endeavors, use of the library and other facilities, and respect for community and personal property. The honor system at Western Maryland affirms that honest people are the most important elements of a good community and that the rights of the honest majority must be protected against the actions of individuals acting dishonestly. Thus, the honor board is established to correct academic honor violations within the College community. Academic violations consist of cheating in course work and misuse of library materials and borrowing privileges. Both students and faculty have an obligation to themselves and to their peers to discourage honor violations in any form. For the student, this means not only taking personal responsibility for one's own actions, but also discouraging academic dishonesty by making it socially unacceptable behavior. The student is expected to report all instances of academic honor violations. This action is a social responsibility because academic dishonor has a detrimental effect on the grades of all students in

a given course. For the faculty, this means clearly establishing guidelines at the beginning of every course and then making it physically difficult to cheat during the rest of the semester. In some courses this might simply mean removing temptation; in others, it might involve more stringent procedures such as simultaneously administering all examinations regardless of course sectioning. In some courses it might also mean proctoring examinations.

Students will sign an honor pledge on all their work, indicating that they have neither given nor received unauthorized help.

HONOR SYSTEM PROCEDURES (academic violations)

NOTIFICATION

1. When instances of cheating or plagiarism are discovered, the faculty member responsible for the course involved must inform the Dean of Graduate Affairs with supporting detail. The faculty member does not have the option of unilaterally disposing of the situation. In cases where the faculty member responsible for the course is unaware of the alleged violation, the instructor should be informed in person, by those people who witnessed the alleged violation and by the person who committed the alleged violation.
2. If the alleged violation consists of misuse of library materials and privileges, it should be reported to the librarian, who must then report to the Dean of Graduate Affairs.

INVESTIGATION

1. The faculty member responsible for the course is expected to investigate thoroughly the alleged violation prior to the hearing.
2. At the request of the Dean of Graduate Affairs, an academic department or graduate specialty area will designate a faculty member and a designated graduate student to act as investigators in cases involving that discipline.
3. When the case requires it, the Dean of Graduate Affairs will, within 24 hours (excluding weekends) of the report of an alleged violation, notify the appropriate investigative team of the need to begin its investigation.

4. When the investigation is complete, the Dean of Graduate Affairs notifies the Associate Dean of Student Affairs if a hearing is required.

HEARING

The Associate Dean of Student Affairs shall appoint two students and two faculty members from the Honor Board to serve as a hearing board. The Associate Dean will appoint one of the four as chairperson and one as a recorder. The hearing should be convened within a reasonable period of time from the report of the alleged violation. As soon as the time and place of the hearing have been established, the Associate Dean shall notify the accused in writing of the exact nature of the charges. The accused must be notified in writing at least 48 hours prior to the hearing of the time and place of the hearing. The accused will have the right to an adviser of his or her choice from the college community (faculty, staff, student body) present at the hearing. The hearing board will request declarations of fact from the accuser, the accused, and the witnesses, and arrive at a decision of innocent or guilty. A guilty decision requires the vote of three members of the board. If the person who reports the alleged violation wishes to have his/her identity withheld from the accused, the hearing board must arrange the hearing so that this is possible. All hearings will be tape recorded. When a student is found guilty of a violation of the honor system, the tape will be given to the Dean of Student Affairs.

EXAMINATIONS

Western Maryland College is an official testing site for the Miller Analogies Test, the National Teacher Examination and the Graduate Record Examination. Contact the Center for Counseling and Career Services (410/857-2243) for details of the GRE and MAT. Contact Mr. William Spence (410/857-2434) for details on the NTE.

COMPREHENSIVE EXAMINATION

Comprehensive examinations are administered in the Master of Science degree programs. A stu-

dent should take the comprehensive exam after study in the area of concentration is complete, preferably during the last term before graduation. The examination should be scheduled after consultation with the adviser. Comprehensive examinations are administered three times a year, in October, March, and July. Students indicate their intent to take the comprehensive examination by registering for the exam in the same way they register for a course. They complete the Course Registration form indicating the area in which they plan to take the exam.

Thesis Option for Master of Science Students Students may elect to write a thesis as part of their program. This option exempts students from the comprehensive examination and one of the 3-credit courses required for the non-thesis program.

Students who elect to write a thesis should discuss this option with their graduate program coordinator early in their program. The graduate program coordinator and the student will submit an abstract of the proposal, and suggested names of committee members to the Dean of Graduate Affairs. After approval is received, the student then registers for the thesis using the Course Registration form.

Additional information is available from the program coordinators.

THE JOSEPH BAILER AWARD

Each year a former graduate of the master's program at Western Maryland College is selected to receive the Joseph R. Bailer Award. The award, presented by Margaret Bailer Sullivan, is given in memory of her husband, the former Dean of the Graduate program. The award rotates among the various graduate programs of the college and honors someone of outstanding accomplishment who has received a master's degree from Western Maryland College.

TUITION

The tuition for full-time and part-time students enrolled in any of the graduate programs for the Summer of 1993 through Spring 1995 is \$185.00 per credit hour. A \$30.00 non-refundable registration processing fee is required at the time of registration. The registration fee is charged to the student once per semester, regardless of the number of classes taken within that semester. A late fee of \$25.00 will apply on registrations received later than one week before the first day of the session.

The \$30.00 non-refundable registration processing fee will reserve a space in classes for the current semester; however, tuition must be paid in full before the first class session. An additional charge (late payment penalty) of 1.5% a month on the unpaid balance, or \$25.00, whichever is greater, will be added if payment is not received in the Bursar's Office located in Elderdice Hall, 410/857-2208, by the first class. The proceeds of a Stafford Loan or Supplemental Loan are exempt from the late payment penalty provided a completed application is received in the Financial Aid Office located in Elderdice Hall, 410/857-2233, at least two weeks prior to the first day of class. Checks should be made payable to Western Maryland College.

A Western Maryland Graduate Tuition Contract Payment Plan is available during the Fall and Spring semesters for students desiring monthly payment arrangements. If you wish to use this option, please complete the information requested at the bottom of your registration form. Students enrolled in off-campus courses may also apply for the Tuition Contract; however, a copy of the approved contract issued by the Bursar's Office must be presented to the instructor at the first class session.

Financial obligations must be met in order for students to be permitted to enter class, enroll in a subsequent course, graduate and request transcripts.

TUITION AND FEES 1993-94

No increase in tuition is expected in 1994-95.

Tuition and Fees

	1993 Summer Session	1993-1994 Fall/Spring Semester
Application fee ----- <i>This is a one-time fee with payment due with the submittal of the Application for Graduate Study when the student enrolls in the first course at WMC</i>	\$35.00	\$35.00
Tuition/credit hour -----	\$185.00	\$185.00
Due at the time of registration ----- <i>At the time of registration, a \$30.00 non-refundable registration processing fee is required each semester. This registration processing fee also reserves a student's place in classes for the current semester.</i>	\$30.00	\$30.00
Late registration fee ----- <i>Students have until one week before the semester begins to register for classes. Students registering after this time are required to pay a late registration fee.</i>	\$25.00	\$25.00

Comprehensive Examination ----- <i>The comprehensive exam for eligible M.S. graduates at the end of their programs.</i>	\$25.00	\$25.00
Room Charges ----- <i>Two persons per room in college-owned Pennsylvania Avenue Houses.</i>	\$374.00	\$1378.00*
Board charge ----- <i>Board is required of students living in Residence Halls during the Summer Session. Optional board plans are available to all students.</i>	\$431.00	\$1405.00*
		*Per semester

MISCELLANEOUS FEES

A current listing of miscellaneous fees is available in the Bursar's Office. Examples of these fees follow:

Student Teaching Fee -----	\$250.00
Music Fee (private lessons) -----	\$100.00/1/2 hr. \$200.00/hr.
Photography Lab Fee -----	\$50.00
Transcript Fee -----	\$3.00
Parking Registration -----	\$25.00/yr.

ROOM FEES 1993-94

Students may apply for housing space by notifying the Office of Student Affairs. Rooms are assigned on a semester basis, and a non-refundable \$100 housing reservation deposit is required. This is subsequently credited toward the room charges when billed.

Selected campus houses are available to full-time graduate students on a first come, first-served basis. Some of the houses are equipped with TTD communications (for hearing-impaired students) and kitchen facilities. Part-time graduate students may apply for residence in these houses should vacancies exist. For a complete listing of on-campus housing options contact the Graduate Affairs Office.

A listing of off-campus apartments and rooms for rent is available for inspection in the Office of Student Affairs.

Room charges per semester for the 1993-94 Fall and Spring semesters and the 1993 Summer Session follow:

	1993 Summer Session	1993-1994 Fall/Spring Semester
Pennsylvania Avenue Houses		
double -----	\$ 374.00†	\$1378.00*
single -----	\$ 426.00†	\$1503.00*
Residence Halls		
double -----	\$ 336.00†	\$1215.00*
single -----	\$ 390.00†	\$1340.00*
†Rate for 4 weeks		*Per semester

Board is required of students living in residence halls during the Summer Session. Optional board plans are available to all students.

BOARD FEES 1993-94

The board charge of \$1405.00 per semester is for a comprehensive plan which provides 20 meals per week in the College's cafeteria-style dining hall. Students living in campus residence halls are required to participate in the full board plan. Optional meal plans, as well as the full board plan, are available to commuters and to residents of the Pennsylvania Avenue houses.

Students not on the full board plan may purchase meals in the dining hall at guest rates. The grille, located in Decker College Center, operates on an a-la-carte basis.

TUITION REFUND POLICY

It is assumed a student will not withdraw from the College during a semester. Should withdrawal become necessary because of prolonged illness or similar unusual circumstance, the following refund policy will prevail:

Tuition refund in event of withdrawal:

Fall & Spring Semesters

One class session -----	80%
Two class sessions -----	60%
Three class sessions -----	40%
Four class sessions -----	20%
Five or more class sessions. -----	no refund

Summer Session

Less than 3 days -----	80%
Between 3 and 4 days -----	60%
Between 5 and 6 days -----	40%
Between 7 and 8 days -----	20%
Over 8 days -----	no refund

Note: For classes with an unusual format, the refund will be prorated based on the percentage of the course which has been offered.

Room: There will be no refund unless the room can be occupied by another student. If the room is filled, the refund will be prorated from date of withdrawal. The effective date of withdrawal is established by the Registrar.

Board: A pro rata refund will be made from date of withdrawal. The effective date of withdrawal is established by the Registrar.

The effective date of withdrawal is the date of receipt of written notification from the student in the Registrar's Office.

Should a credit balance be generated due to a reduction in tuition or other charges when a student withdraws, policies regarding refunds to federal aid programs will take precedence. Any remaining credit balance will be mailed to the student within 2-3 weeks of the effective date of withdrawal.

LIBRARY

The Hoover Library is the research information center of the College and offers materials and services supporting undergraduate and graduate programs. A \$10 million expansion project was completed in Fall 1991. The Library contains 173,000 volumes, books and bound periodicals.

The number of current periodicals on standing order is 900.

There is a comprehensive collection of ERIC documents totalling approximately 411,000 titles on microfiche, of research in the field of education distributed by the Education Research Information Center. The College subscribes to the ERIC Index on CD ROM for access to the collection.

The library is also a center for government publications and houses 212,200 items including books and periodicals, and pamphlets published and distributed by the United States Superintendent of Documents.

SPECIAL REFERENCES

Electronic reference services: through Dialog, BRS, and BRs After Dark, the Library provides online access to hundreds of databases in every imaginable subject speciality. In addition, the most heavily used traditional indexing services are available in the Library on CD ROM, bringing all of the advantages in speed and precision of computer assisted searching to the local researcher without extensive online connect charges.

Interlibrary loan is available to access books and periodical articles not owned by the Library. They are located and borrowed through an online bibliographic network. In many cases periodical articles can be copied, transmitted by FAX, and be available to the borrower within 24 hours.

COMPUTER FACILITIES

A microcomputer center housing Macintoshes and IBM PS/2's is located on the first floor of Hoover Library. This facility is normally avail-

able for use whenever the Library is open. Graduate students are required to show identification when entering the center and are expected to comply with all posted regulations and instructions provided by the staff member monitoring the room. At the beginning of each semes-



ter the Writing Center in Memorial Hall schedules workshops for students wanting to learn how to use the Macintoshes for word processing.

COLLEGE EVENTS

A calendar of events of interest to the College community is available at the Information Desk in Decker College Center. A full program of cultural and recreational activities is presented by the College Activities Programming Board, the Office of College Activities, musical organizations and other college departments and organizations. Most programs are open to the entire college community. Inquiries should be directed to the Office of College Activities.

CAREER SERVICES

The Career Services Office, located in Smith House, offers career counseling and placement services for graduate students.

Any enrolled student or graduate of Western Maryland College may establish a credentials file with the Career Services Office. The file contains information about the student's college program, certification, and letters of reference.

Copies of the file are sent to prospective employers at the student's request, for a fee. The office also publishes a job placement bulletin, listing job vacancies, monthly. While a free copy of the most recent bulletin is always available in the Career Library, it is also sent first-class to subscribers for a small fee.

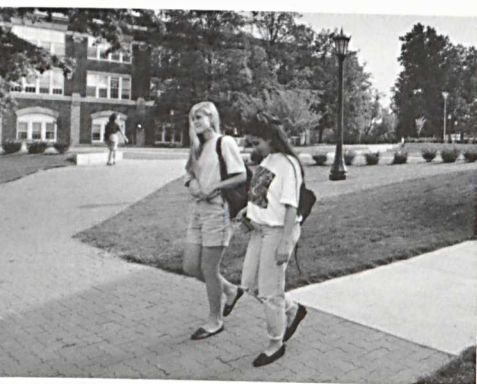
On-campus recruiting is conducted as one of the sources of employment for graduates. Recruiting organizations visit the campus each fall and spring to interview prospective employees. Visiting recruiters include representatives from the Boards of Education of various counties in Maryland, Pennsylvania and Virginia.

COUNSELING SERVICES

The Counseling Center, located in Smith House, offers short-term personal counseling and referrals to graduate students free of charge for residential students and for a small fee for commuting students.

DECKER COLLEGE CENTER

Western Maryland maintains several services for the convenience of students and faculty in Decker College Center. The College Store sells textbooks and other books, general college supplies, imprinted sports clothing, health aids, records, greeting cards, gifts and many other items. The use of Decker College Center is available to graduate students on the same basis as undergraduates. The College Center houses lounges, TV areas, grille, pub, Post Office, and Gameroom. Mailbox assignments are available to resident graduate students upon request.



FOOD SERVICES

The College has one dining hall with cafeteria-style meals and a College grille. Although designed to serve residents on the full-board plan, other students may purchase meals in the dining hall at guest rates or through various other plans. The grille located in Decker College Center is available to the entire college community and operates on an a-la-carte basis.

HEALTH SERVICES

The facilities of Student Health Services, located in Smith House, are available free of charge to all currently enrolled full-time graduate students living in College residence facilities during a regular academic year. Student Health Services provide a full range of confidential medical and health-related services including gynecological services for acute problems and health maintenance. While visits are free, there is a nominal charge for medications and certain laboratory tests done at the Health Center. Services provided by specialists, other health care providers outside the Health Center, and Carroll County General Hospital and its emergency department, labs, and X-ray are the financial responsibility of the student. Health Center hours are posted each semester outside Smith House.

Applications for the school medical insurance plan are available at Smith House for both part-time and full-time students. Commuter students may pay a small fee for health services.

HOUSING SERVICES

Housing services are offered to graduate students. A listing of off-campus apartments and rooms for rent is available for inspection in the Office of Student Affairs. Students may make application to the Associate Director of Residence Life for assignment to housing space on campus. Rooms are assigned on a semester basis and a non-refundable deposit is required.

Academic Skills Center and the 504 Office for Services to Students with Disabilities Western Maryland College is committed to offering a campus environment free of discrimi-

nation and bias in matters affecting individuals with disabilities. In order to make reasonable accommodations in the variety of learning activities offered by the College, the ASC and 504 Office provides services to students with disabilities enrolled at Western Maryland College. As stated in Section 504 of the Rehabilitation Act of 1973, it is the student's responsibility to make his or her disabling condition known and to request academic adjustments in a timely manner. The ASC and 504 Office requests any student seeking academic adjustments, auxiliary aids, and/or interpreter services to 1) provide documentation of the disability and the need for services requested; and 2) provide documentation that the student has registered with the Department of Vocational Rehabilitation in Maryland or the student's home state. If the student is unsure about such procedures, the ASC and 504 Office will assist the student in obtaining the required documentation. Where deemed necessary, academic adjustments and auxiliary aids will be provided to address the needs of the student.

INTERPRETER SERVICES

Students who are hard-of-hearing or deaf may secure the services of qualified interpreters by requesting these services on the Graduate Course Registration form. Requests must be made at least two weeks prior to the start of classes. (See 504 statement above for applicable procedures.)

NOTETAKING SERVICES

Volunteer notetakers provide this service for students who are hard-of hearing or deaf. Notetakers are identified during the first class period. Reproduction services are available in the Center on Deafness, Thompson Hall. (See 504 statement above for applicable procedures.)



I.D. CARDS

The use of numerous campus facilities and admission to some events is limited to students with a Western Maryland College ID card. Cards are available for each currently enrolled graduate student. These cards provide free admission to the College pool, the Gill Center, golf course, Computer Centers and gameroom. ID cards are available at the Department of Campus Safety located in the lower level of Rouzer Hall.

CAMPUS SAFETY

The Department of Campus Safety is located on the lower level of Rouzer Hall. The on-campus telephone extension is 202. Students in need of assistance may contact Campus Safety at the office or through the Information Desk in Decker College Center. Campus Safety can also be contacted by calling 410/848-7000 or 410/857-2202. Officers are on duty 24 hours a day, 7 days a week and place top priority on protecting students and their property. Campus Safety responds to all emergencies and is also responsible for parking registration, traffic control, securing campus buildings and responding to calls for service or assistance. Escort service and motorist assistance is available upon request.

Local police, fire and ambulance service can also be contacted in an emergency by dialing 911.

Parking and Traffic

In order to ensure a safe and efficient system of parking for the entire Western Maryland College community, the following regulations apply. (Complete rules and regulations will be given out when a parking permit is purchased.)

Fire Lanes

Marked by red curbs or signs. Any vehicle parked in a fire lane may be subject to being towed at the owner's expense and will be issued a parking citation.

Illegal Parking

Any vehicle parked on the grass, sidewalk, blocking a dumpster or any other area not designated as a legal parking space may be towed at the owner's expense and will be issued a parking citation.

Student Parking

Graduate students may park their vehicles on any designated student parking lot. Student spaces are marked with white lines.

Faculty and Staff Parking

Several parking lots are reserved for faculty and staff during weekday hours 7:00 a.m. - 4:00 p.m., unless otherwise indicated. Any student who parks in a faculty and staff lot during this time period will have the vehicle towed at the expense of the owner and will be issued a parking citation. Faculty and staff spaces are designated by yellow lines.

Visitors' Parking

Vehicles parked in a visitors' space are subject to towing at the owner's expense and will receive a parking citation.

Commuter Parking

Commuter students may park in the designated areas located on the roadway behind Baker Memorial Chapel and Winslow Center or any student lot.

Traffic Violations

Speeding, spinning wheels, negligent driving or any other violation which places pedestrians or

passengers in an unsafe environment will be considered a serious violation and will be handled accordingly. Maximum speed limit on campus is 15 mph.

Parking Registration

All motor vehicles and motorcycles parked on the Western Maryland College campus must be registered with the Department of Campus Safety. Parking permits are valid only for vehicle(s) registered and are not transferable. The cost to register a vehicle is \$25.00 per year and each additional vehicle is \$5.00. Vehicles not properly displaying the permit will be considered not registered. Temporary permits are available for a limited time period. When issued a permit, please adhere to the following:

1. Remove all other WMC permits.
2. Display permit in accordance with accompanying directions.
3. If the permit becomes damaged or worn, contact the Department of Campus Safety to obtain a new one.
4. Familiarize yourself with WMC parking and traffic regulations.

Payment of Fines

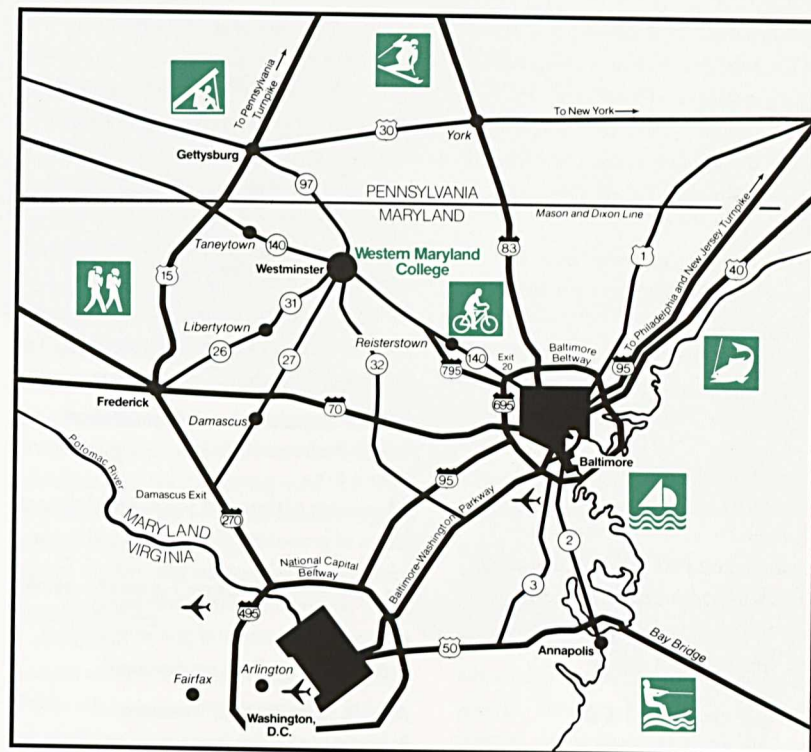
Fines are payable at the Bursar's Office, Monday through Friday 9:00 a.m. to 4:00 p.m. or by mail.

Appeals

An appeal for a citation must be made in writing at the Department of Campus Safety within ten days of the date issued. No appeal will be accepted after this time period. All appeal decisions are final.

Misuse of Parking Permit

Anyone who gives, sells, loans, or allows his/her permit to be used by someone other than the owner/operator of the registered vehicle will be subject to a \$50.00 fine and loss of parking privileges as determined by the Director of Campus Safety.



Mileage

From Baltimore	-----31 miles
From Columbia	-----36 miles
From Gettysburg	-----24 miles
From New York	-----218 miles
From Northern Virginia,	
Fairfax, Arlington	-----70 miles
From Philadelphia	-----136 miles
From Washington	-----56 miles
From Wilmington	-----100 miles

Both Washington, D.C., and Baltimore, Maryland are served by major airlines and Amtrak.

Westminster is a short drive from both cities.

Directions

From Baltimore: Take I-695 (Baltimore Beltway) to Exit 19 onto I-795 North (Northwest Expressway), continue to its completion. Follow signs to Westminster via Route 140 West around Westminster, and turn left exiting onto Route 31. Drive 1/4 mile (WMC golf course is on your left)

and turn left at the second light — onto Uniontown Road. Drive 3/10 of a mile and turn left into Admissions Visitor Parking. The Office of Admissions is located in Carroll Hall, the Victorian-style red brick building.

From Washington D.C.: From the Washington Beltway (I-495) exit onto I-270 North toward Frederick, then onto Route 118 East toward Germantown/Damascus (Exit 15). Take Route 27 North to Westminster. Turn left at the intersection of Routes 27 and 32, and drive 1/2 mile. Bear left at the forked roadway and turn right into Admissions Visitor Parking.

From the North: From U.S. 15 at Gettysburg, exit onto Route 97 South. Follow 97 to Route 140 West, and follow it around Westminster. Exit left onto Route 31 and go 1/4 mile (WMC golf course is on your left) and turn left at the second light — onto Uniontown Road. Drive 3/10 of a mile and turn left into Admissions Visitor Parking.

In addition to these courses, a few selected 300 and 400 level undergraduate courses are offered for graduate credit. Such offerings will be listed in course announcements by an undergraduate number and a G suffix letter.

The following symbols denote courses which fulfill certain M.L.A. requirements.

- ☐ Cultural Heritage
- ☒ Contemporary Society
- ☒ Creative Process

AMERICAN STUDIES (AMS)

▲ AMS:510 Trends in American Thought 3 credits

A critical examination of several of the major social and political problems confronting American society in the balance of the twentieth century. Contemporary Society

ADMINISTRATION (AD)

AD:501 Introduction to School Administration 3 credits

A study of management skills and administrative theory, stressing organizational behavior, leadership patterns, the change process, decision-making, and the planning and organizing functions. Students compare and contrast models of administration and organizational structure, evaluate current research from the behavioral and social sciences, and apply concepts derived to the role of the school administrator.

AD:502 The Role of The Principal 3 credits

An overview of the specific duties and responsibilities of the school principal. The planning function, evaluation of personnel and programs, pupil personnel concerns, extra-curricular program, the instructional program, and the non-instructional responsibilities are examined. Forces influencing the principal's role are examined, as are relationships with the central office, the faculty, students, parents and the community as a whole.

AD:503 The Role of the Supervisor 3 credits

An in-depth study of the roles and responsibilities of the instructional supervisor. The concept of the supervisor in a non-administrative role responsible for designing, implementing, and evaluating instructional programs is explored. Topics include strategies for affecting change, the supervisor's responsibility for inservice education, the supervisory visit, the post-observation conference, the design of a faculty meeting and a PTA meeting, and the analysis of personal interaction.

AD:504 Supervision and Evaluation of School Personnel 3 credits

An overview of personnel practices and the evaluation of personnel. Management and human relations principles are stressed. Systems for analyzing classroom teaching performance are explored, and methods of providing teachers with effective feedback are developed.

AD:510 School Labor Relations 3 credits

A study of organized labor groups as they pertain to education. Topics to be studied in depth include the public school teacher as an employee, bargaining and the law, collective bargaining and the negotiations process, and fringe benefits.

AD:516 Case Studies in School Administration 3 credits

Prerequisite—Permission of program coordinator. Analysis of case studies dealing with problems in school administration is the focus of the course. This course is the final course in the program resulting in the M.S. degree in school administration. In a seminar mode, the students will examine the cases, propose alternative administrative responses, and evaluate the probable effects of each response.

AD: 552 Internship in School Administration 3 credits

Prerequisites—Matriculation, successful completion of all area courses and permission of program coordinator. Field experiences under the supervision of an on-site supervisor and an administration faculty member.

AD:553 Internship in School Administration 3 credits

Prerequisites—Matriculation, successful completion of all area courses and permission of program coordinator. Field experiences under the supervision of an on-site supervisor and an administration faculty member.

AD:590 Thesis in Administration 3 credits

The presentation of a research proposal and subsequent thesis acceptable to a committee of graduate faculty selected by the graduate program coordinator, faculty sponsor and student.

ART (ART)

■ ART:G Studio Courses 3 credits

The Art Department will offer a variety of studio courses which may be taken as electives in either the M.S. or M.L.A. programs; in addition, these courses will also meet the M.L.A. "creative process" requirement. In some instances, an undergraduate studio course may be open to graduate enrollment; such courses will appear with a G suffix. Creative Process

□ ART:504 Studies in Art History 3 credits

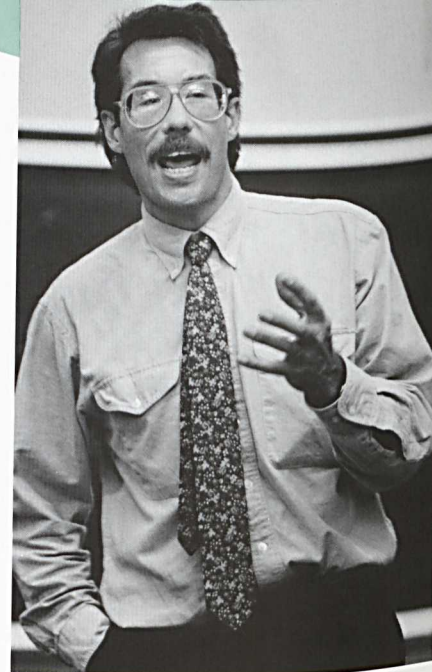
This course will focus on various topics in art history. The topics change periodically and will be fully described in the Course Listings published each semester. Cultural Heritage

▲ ART:505 Twentieth Century Art 3 credits

A focus on art as an expression of the modern spirit. Topics covered will include Expressionism, Cubism, Dada and Surrealism, Abstract Expressionism and Pop Art. Contemporary Society

□ ART:506 Art in Area Collections 3 credits

An introduction to art history through a study of art works in area museums and galleries. The course will include Saturday field trips to Washington, DC and Baltimore. There will be a modest fee for transportation expenses. Cultural Heritage



■ ART:510 Photography 3 credits

The theory, aesthetics, and technical aspects of photography with particular emphasis on the production and exhibition of quality prints and color slides, and the preparation of photography aids. The student must have 35mm camera with adjustable shutter speeds and lens openings. (Lab fee) Creative Process

■ ART:511 Advanced Photography 3 credits

Prerequisite—ART:510 The principles and practice in creative use of adjustable cameras. Emphasis on individual projects will offer opportunities for students to refine skills in film selection, darkroom manipulation, and display techniques. (Lab fee) Creative Process

BIOLOGY (BIO)

▲ BIO:504 Dynamic Ecology 3 credits

The study of the patterns of adaptability and the responses of organisms to their environment, of the structure and functions of the ecosystem at the population and community levels, and of the application of these principles to spaceship economy. Contemporary Society

▲ BIO:505 Seminar in Biology for Non-Scientists
3 credits

A study of a major topic or theme in the biological sciences. A different topic is selected each time the course is offered, for example: Genetics, or the Environment. No previous scientific background is required. Contemporary Society

▲ BIO:506 Human Genetics
3 credits

The study of recent scientific discoveries in the area of human genetics including genetic disease, human molecular genetic counseling, and cytogenetics. Contemporary Society

▲ BIO:507 Molecular Genetics
3 credits

Review of the present day knowledge of genetics at the molecular level. This course examines a number of genetic problems particular to molecular genetics, including hybridization, organelle genes, transposable elements, and oncogenes. Contemporary Society

▲ BIO:508 Ethics of Health Care
3 credits

An examination of biomedical ethics and the issues faced in contemporary society. The course will include analysis of alternative ethical perspectives and their application to specific cases in research and clinical care. Contemporary Society

**BUSINESS
ADMINISTRATION (BA)**

BA:527 Economics and Financing of Education
3 credits

A study of the conceptual and legal bases for the financing of education through various alternative models. Also included are budgeting, maintenance of facilities and auxiliary services, and principles of school financial accounting.

COMMUNICATION (COM)

▲ COM:501 Studies in Mass Communication
3 credits

A study of the impact of various media of mass communications. Particular attention is given to possible influences of media on the minds of the young. Contemporary Society

▲ COM:541 Communication and Social Change

A study of the persuasive strategies used by groups seeking social change in opposition to the established social order. We examine the life cycle, leadership, arguments, and resistance to these groups in the twentieth century.

COMPARATIVE LITERATURE (CL)

□ CL:501 The Metamorphosis of the Hero in World Literature
3 credits

Readings from Eastern and Western literature, ancient and modern. Beginning with the ancient epic and tragic heroes of Homer and Greek tragedy, this course traces the changing types of the hero down to modern existentialism. Cultural Heritage

□ CL:502 Utopias in Literature
3 credits

Beginning with the classical statements of Plato and Sir Thomas More, this course then emphasizes modern treatments of utopia in the works of Dostoevsky, Zamyatin, Huxley, Orwell, and B.F. Skinner. Cultural Heritage

□ CL:503 Seminar: Comparative Literature
3 credits

A study of a major figure, theme, genre, or period in Comparative Literature. A different topic is selected each session. Cultural Heritage

COUNSELOR EDUCATION (CE)

CE:501 Introduction to Counseling
3 credits

An orientation to the role and function of the counselor. The course will focus on the student's understanding of the context in which coun-

selors work, the skills they must acquire, and the need to be increasingly aware of their own competencies, responsibilities, and values. Emphasis will be placed on person-centered, behavioral and reality counseling techniques, as well as upon the development and application of basic listening and attending skills.

CE:502 Counseling Theories and Techniques
3 credits

Prerequisite—CE:501

A study of psychoanalytic, rational emotive therapy, gestalt, existential, and transactional analysis counseling theories and an introduction to techniques involved in applying these theories. Emphasis will be placed on the development of a personal theory of counseling.

CE:504 Lifestyle, Career Development and Decision Making
3 credits

A course to assist counselors in becoming aware of their role in career development with individuals of all ages. A survey of major career development theories, program planning, critical resources and the development of job search strategies will be stressed. Sources for career information and techniques for delivering the information are included. Approaches to career decision making processes are considered.

CE:505 Counseling Special Populations
3 credits

Prerequisites—CE:501 and CE:502

A course to expose counselors, teachers, and other mental health workers to the unique characteristics of a variety of special sub-groups in the population. It is designed to prepare mental health specialists to work effectively with culturally diverse clients, female clients, disabled clients, older clients, and "at risk" groups.

CE:506 Organization and Administration of Guidance Programs
3 credits

A course to assist counselors in the effective organization and management of guidance services. Program planning, use of technology, and techniques for implementation and management are stressed. Research and evaluation skills are included.

CE:507 Counseling Children
3 credits

Prerequisites—CE:501 and CE:502

The study of theory, method and evaluation techniques which are appropriate in working with children. The focus will be on individual and group counseling with children as well as play therapy.

CE:508 Group Dynamics
3 credits

An overview of major group theories, knowledge of group process, and an understanding of the relationship between group goals and group process. The course develops group participant, observer, and facilitator skills. Group leadership, theoretical approaches to working with groups, and the application and integration of group dynamic concepts with school situations are developed.

CE:509 Family Counseling
3 credits

Prerequisites—CE:501 and CE:502

A critical examination of the functions, dynamics, organization, and life cycle of family systems. The primary focus of the course will be to examine the assumptions of various schools of family therapy with an emphasis on strategic/structural family therapy.

CE:510 Consultation and Interpersonal Skills
3 credits

A study of the rapidly growing role of the counselor as a consultant and one's need for interpersonal skills for executing his/her role. Emphasis will be given to creative problem solving, with special emphasis on personal style and projection.

CE:511 Counseling Practicum (Laboratory)**3 credits**

Prerequisites—Matriculation, completion of most area courses and permission of the program coordinator.

A practicum to provide for further development, integration and application of counseling skills. Emphasis will be placed on individual counseling. Each student must have access to at least two clients each semester in an ongoing counseling relationship. Enrollment limited to eight students.

CE:531 Counseling & Advocacy with People With Disabilities**3 credits**

The course is designed to familiarize counselors, teachers and parents with the fundamentals of developmental counseling and advocacy with people with disabilities and their families.

CE:551 Special Studies in Counseling**1 to 3 credits**

Independent study and research under the guidance of a counseling faculty member.

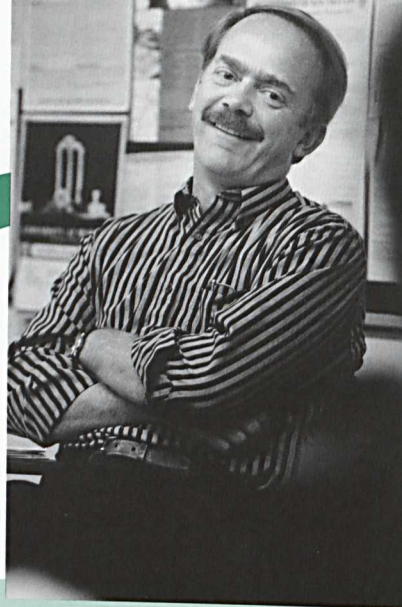
CE:552 and 553 Field Practicum in Counseling**3 credits**

Prerequisites—Matriculation, successful completion of all area courses, and permission of the program coordinator. A semester of field experience under the supervision of a counseling faculty member.

CE:577 Applied Counseling Problems: Alcohol and Drug Abuse**3 credits**

Prerequisites—CE:501 and CE:502

A critical examination of the pharmacological, psychological, and social aspects of substance abuse. Major emphasis is placed upon understanding the actions and effects of various psychotropic drugs. Emphasis is on methods of assessment, motivating substance abusers to seek treatment, counseling individuals and families, and the use of self-help groups.

**CE:578 Current Issues in Counseling****3 credits**

This course enables students to identify and explore current issues and trends in the field of counseling.

CE:590 Thesis in Counseling**3 credits**

The presentation of a research proposal and subsequent thesis acceptable to a committee of graduate faculty selected by the graduate program coordinator, faculty sponsor and student.

EDUCATION OF DEAF CHILDREN (DE)

This is a teacher preparation program for students who wish to teach in elementary and/or secondary programs for deaf children. This program consists of the following courses plus selected supporting courses.

DE:503 Language and Communication**3 credits**

The study of language acquisition and development of language skills in children and the effects of hearing loss on the development of English skills in deaf children. This course will provide a basic understanding of language acquisition and acquisition of American Sign Language.

DE:511 Foundations of Education of Students Who are Deaf**3 credits**

Prerequisite—(Undergraduate Course: Introduction to Ed. of Students who are deaf)

An examination of the philosophical approaches to education of students who are deaf will be presented. The psychological characteristics of persons who are deaf and hard of hearing will be described as well as the sociological implications of being deaf or hard of hearing.

DE:512 Learning Techniques for Children Who are Deaf and Have Multiple Disabilities**3 credits**

This course will review the major characteristics of the most prominent combinations of multiple disabilities. Upon completion, the student should have a knowledge of the basic types of disabilities and the resources available for such students. The course will cover: terminology, concomitant disabilities and the effects on learning, instructional approaches, classroom management techniques, assessment, environmental adaptations, use and modifications, commercial and teacher-made materials, support services, IEP's, parents and other professionals, classroom organization, record keeping and legislation.

DE:518 Diagnostic & Prescriptive Teaching

A review of basic diagnostic procedures, behavior management techniques and the development of competencies in formal and informal assessment techniques. Emphasis will be placed on the study of assessment techniques and strategies used to develop prescriptive educational programs. These competencies will be developed through practical application with children with disabilities.

DE:535 Language and Reading Methods**3 credits**

Prerequisite—RD 517 and DE 503

Principles and methods of developing language and reading in English for children who are deaf, including traditional and current methods. This course will discuss techniques for teaching reading and language through American Sign Language.

DE:538 Linguistics of American Sign Language**3 credits**

Prerequisite - DE:503

An analysis of the major structural features of American Sign Language phonological, morphological, syntactic, semantic, discourse. An examination of the major theories of second language acquisition and their application to the teaching of American Sign Language.

DE:569 American Deaf Culture**3 credits**

Prerequisite DE:511

This course will help students analyze the content and value of "culture" from various perspectives, including those of the layperson, sociologist, anthropologist, and educator. Students will apply the same kinds of analyses to American Deaf Culture (ADC), reviewing the available research literature, and discerning what areas of ADC should be part of an education curriculum and how these areas may be taught. Special problems encountered when teaching the culture of a so-called "disability" group will be discussed.

DE:589 Seminar in Education of Students Who are Deaf**3 credits**

Prerequisite DE:511 and permission of the instructor

This course will focus on the latest developments, issues and problems in the field of Deaf Education. Students will learn the importance of keeping current in the field.

DE:590 Thesis in Deaf Education**3 credits**

The presentation of a research proposal and subsequent thesis acceptable to a committee of graduate faculty selected by the graduate program coordinator, faculty sponsor and student.

ECONOMICS (EC)

▲ EC:501 Economics of Environment 3 credits

The biological and economic crises of contemporary people, the impact of increasing resource use of growing populations, and of affluence on the structure and function of the ecosystem; policies for conservation and preservation of the environment. Contemporary Society

▲ EC:502 Current Economic Problems 3 credits

Topics for study will be selected from the following: pollution, growth, urban problems, poverty, health, education, transportation, population, agriculture, international trade and finance, labor, inflation, unemployment, and energy. Contemporary Society

EDUCATION (ED)

ED:501 History and Philosophy of Education 3 credits

Central philosophical concepts with a study of their effect upon the theory and practice in the history of American education.

ED:505 Appraisal Techniques 3 credits

Nature, function, and use of measurement in the appraisal of achievement, aptitude, and special aptitudes. Both standardized and non-standardized instruments are included; attention is given to the application of procedures in pupil classification, guidance, evaluation, and prediction.

ED:510 Curriculum: Trends and Issues

Students analyze significant issues impacting curricular decisions, trace their historical development and predict likely futures. Issues include conflicts within and between learning theory, educational philosophies (personal and institutional), knowledge base (professional and subject discipline), societal expectations, available resources and the nature of the learner.

ED:511 Curriculum Design 3 credits

Students analyze models for curriculum design and dimensions of learning as they develop a curriculum for classroom implementation. The designs integrate the development of thinking skills and understanding of the subject matter. Students defend the significance of the outcomes selected for instruction and develop a comprehensive plan for implementation and evaluation.

ED:513 Instructional Systems Design 3 credits

This course provides an overview of instructional systems design with a focus on delivery systems, management plan, media selection, hardware/software, computers. Selection, implementation, and evaluation of methods of instruction are also included.



ED:514 Supervision of Student Teachers 3 credits

A focus on specific skills and information needed by supervising teachers and others in clinical supervision of interns. Four areas of competence will be developed: human relations, supervisory skills, analysis of teaching, evaluation of student teachers.

ED:523 Cooperative Learning 3 credits

This course looks at a specific style of instruction called cooperative learning. Learning strategies which include cooperation, teamwork, thinking skills, and motivation of students will be taught using simulation exercises. Students will learn to implement models including the structured cooperative learning models developed at Johns Hopkins University.

ED:524 Classroom Dimensions of Curriculum Development 3 credits

This course will provide a practical framework for implementing instructional change as delineated in the theoretical books Dimensions of Thinking and Dimensions of Learning. Instructional activities developed across the curriculum will be integrated with current strategies for thinking. Related assessment and staff development issues will be presented.

ED:550 Introduction to Educational Research 3 credits

This course is directed toward the interpretation of educational research. Included are a study of research techniques, a review of appropriate statistical tests and their uses, and overall experimental design.

The following seven courses are offered in collaboration with Performance Learning Systems, Inc., Emerson, N.J.

ED:515 Teacher Effectiveness and Classroom Handling (TEACH) 3 credits

This course emphasizes practical, positive techniques of classroom management, including verbal skills to build self esteem and gain student cooperation, non-confrontation strategies, group dynamics, and decision-making techniques. Properly implemented, these methods allow the teacher to spend more time teaching and less time disciplining and managing the classroom.

ED:516 Professional Refinements in Developing Effectiveness (PRIDE) 3 credits

This course increases the teachers classroom performance through greater precision in teaching skills. Teachers learn to refine their questioning techniques to ask higher level questions that students use throughout life. Participants develop a sensitivity to nonverbal communication of both pupils and teachers. Teachers discover ways to motivate positive behavior rewards and penalties and analyze critical incidents by assessing alternate courses of action.

ED:517 Teaching Through Learning Channels 3 credits

This course explores the process of increasing academic success for all students through the identification and use of learning strengths. There is a focus on the development of strategies to meet the needs of all students, including "at risk" students. Strategies include: methods of dealing with all types of learners in one class; discovering how teaching preferences influence student learning; understanding how the mind organizes information and how to correlate that with teaching activities; ways to assist students in compensating for their weaknesses and constructing memory enhancers.

ED:518 Patterns for I.D.E.A.S. 3 credits

This course will enable teachers to guide more efficient student thinking processes and critical thinking skills in the classroom. Emphasis is placed on understanding how the mind processes information. Teachers will become more aware of their own thinking processes and learn how to present inductive and deductive lessons. Problem solving strategies and corresponding verbal skills specifically applicable to the classroom will be presented along with techniques that enable students to experience lesson formats that stimulate skills necessary for real life thinking.

ED:519 Keys to Motivation**3 credits**

This course will include: identifying and overcoming roadblocks to student motivation (as related through attribution theory), reinforcement response strategies which enable the teacher to provide an encouraging classroom environment, teacher leadership strategies which create an environment where students have greater decision-making power, mapping strategies to enhance organization and expression of ideas and content, group learning strategies to promote student involvement and risk management.

ED:521 Peer Collaboration**3 credits**

Develops and models strategies that help teachers share teaching ideas with one another. Participants will be introduced to communication and coaching skills that enable them to talk and reflect on their own teaching. Participants will learn how to: plan and implement coaching conferences; build rapport, using supportive techniques that enhance teacher self esteem; unlock the power of sharing ideas with colleagues in a nonthreatening environment; identify excellent teaching practices and grow from them. Teachers will gain insights about their teaching style; learn how to enhance their presentation skills and collect a repertoire of activities for use in their class.

ED:525 Advanced Project TEACH**3 credits***Prerequisite ED:515*

Teacher-participants will extend their use of Project Teach skills through initial self-analysis and goal setting of target areas for internalization. Each class will determine the direction of the course using story-boarding for creative planning. Each participant will hone skills of communication, dealing with resistances, team building, positiveness, humor and decision making. Teachers will discover the impact of journal writing and portfolio development for self-reflection of their own teaching and for use with their students.

SUBJECT METHODS

The following courses are designed to provide a detailed study of the specific educational problems pertinent to the teaching of each discipline.

ED:503 Seminar: Teaching Art**3 credits**

An investigation into differing art teaching techniques with emphasis placed upon proper classroom activities for attainment of specific objectives. Preparation of plans which will establish these goals will be an activity of the group.

ED:522 Creative Dynamics in the Elementary Classroom**3 credits**

A course for teachers who are interested in supplementing cognitive skills and knowledge in the creative application of the performance arts and other dynamic forms as a dimension in classroom instruction. Setting conditions for creative teaching are explored and developed through practical integration utilizing literature, drama, movement, arts, crafts, music, verbal and non-verbal communication.

ED:527 Beyond Assertive Discipline**3 credits**

Systematic, competency-based approach to classroom behavior management; skills necessary to maintain discipline throughout the year; management of severe behavioral problems; integration of discipline skills with teaching strategies.

ED:538 Writing Instruction in the Elementary School**3 credits**

A survey of writing instructional methods, styles, trends, and research with emphasis on their application to classroom writing instruction.

ED:539 Early Childhood Mathematics**3 credits**

An investigation of trends and issues in mathematics education at the early childhood level. Consideration will be given to topics ranging from the readiness for number use to use of technology, and a problem solving approach to mathematics instruction from pre-school through the primary grades.

**ED:546 Outdoor Education****3 credits**

The exploration of outdoor education as it relates to current practice in American education. History, philosophy, program development, interdisciplinary relationships and methods are considered.

ED:548 Seminar: Teaching Social Studies**3 credits**

The place of social studies in the education of elementary and secondary students; a basic curriculum and methods course focusing on diverse topics such as materials analysis, role-playing and simulation, objectives and evaluation, learning stations, conceptual-inquiry approach, discussion techniques, the process of valuing. Other topics will be developed as they come from the students' survey of the problems.

ED:556 Teaching Math in the Elementary School**3 credits**

An analysis of contemporary concerns in mathematics education at the elementary level. Methodology related to elementary mathematics is presented. Some of the topical areas are: the math-lab approach, geometry, readiness and mathematics instruction, the remedial and enrichment student, minimum competence, problem solving, measurement, and calculator use.

ED:557 Seminar: Teaching of Mathematics**3 credits**

A study of current methods and materials for teaching mathematics in the junior and senior high school. Attention is given to motivation, evaluation, and special teaching problems through a study of the current literature and research in mathematics education.

ED:559 Diagnostic Math Techniques**3 credits**

An emphasis on diagnosis of mathematical ability at levels K-8, and focus on the development of remedial and enrichment programs of elementary and middle school pupils. Competencies to be developed will be in the following areas: diagnostic testing, alternative algorithms for computational success, enrichment strategies, clinical use of case studies, and record keeping.

EDUCATIONAL COMPUTING (EC)**EC:501 Introduction to Microcomputers****3 credits**

A course designed to introduce the student to the hardware and software that make up a microcomputer system. Emphasis will be placed on the uses of microcomputers in education. Students will be introduced to the BASIC programming language and program design. (No previous knowledge of computers required.)

EC:502 Advanced Microcomputing with BASIC**3 credits**

Prerequisite—EC:501 or permission of the instructor. This course provides a thorough development of modern formal computer programming techniques in BASIC. Topics include problem analysis, algorithm design, arrays, and sequential files. Emphasis will be placed on educational applications.

EC:520 Structured Programming Using Pascal**3 credits**

A study of structured programming with emphasis on programming style and algorithm development. The Pascal language will be examined in detail and the course will provide teachers with the necessary background to teach an Advanced Placement computer science course.

ENGLISH (ENG)

ENG:001 Writing Workshop 0 credits

Using a clinical approach, this course is designed to provide individualized assistance to students needing intensive review of writing skills.

Grading is pass/fail and course length is variable: students may test out at mid-term and be reimbursed half of tuition; others may remain longer than one semester, owing one-half tuition for subsequent semesters of enrollment.

□ / ▲ ENG:502 Seminar: Major British Writers 3 credits

A study of a major figure, theme, genre, or period from British literature. A different topic is selected each session. Cultural Heritage or Contemporary Society

□ / ▲ ENG:503 Seminar: Major American Writers 3 credits

A study of a major figure, theme, genre, or period from American literature. A different topic is selected each session. Cultural Heritage or Contemporary Society

■ ENG:510 Creative Writing Workshop 3 credits

A study of what creative persons say about inspiration, craftsmanship, and their own process of creation, with emphasis on writing. An attempt to apply this understanding of the creative process to one's own writing—whether poetry, stories, or essays. Informal workshop and tutorial approach. Open to students at any level of competence in creative writing. Creative Process

■ ENG:511 Writing Process Workshop 3 credits

A study of what writing process theorists say about invention, revision, and editing, along with working writers' comments on their own writing processes. Students will apply this understanding of the writing process to their own writing—whether poetry, stories, or non-fiction. Informal workshop and tutorial approach. Open to students at any level of competence in writing. Creative Process

GENERAL SCIENCE (GS)

▲ GS:502 Earth Science 3 credits

A review of basic geological concepts followed by a presentation of recent advances selected from the areas of environmental studies, economic geology, historical geology, geophysics, geochemistry, meteorology, and oceanography. Contemporary Society

▲ GS:503 Astronomy 3 credits

A review of basic astronomical concepts followed by a presentation of recent advances selected from the areas of astrophysics, cosmology, and space science. Contemporary Society

▲ GS:504 Weather Science 3 credits

A basic study of meteorology emphasizing the influence of weather on technology and culture. Contemporary Society

▲ GS:505 Energy: Now and Future 3 credits

An in-depth study of the present energy situation with emphasis on present and future technologies to meet the current and future energy demands of this nation and the world. Contemporary Society

▲ GS:506 Topics in Geology 3 credits

An examination of major developments in geological thought over the past twenty years. Emphasis also will be placed on how current theories explain the evolution and physiographic features of the North American continent. Contemporary Society

▲ GS:509 Impact of Science on Culture 3 credits

Current issues in modern science (20th century) will be selected for in-depth analysis, to understand their scientific basis and then to examine their role in problems confronting society. Each student will be challenged to examine each issue

critically and to formulate his or her own position on the topic. Four topics will be chosen each semester from among areas such as energy, genetics, pollution and evolution. Contemporary Society

GS:516 Speech Science & Audiology

A study of the physical characteristics of the speech and hearing mechanisms and the physical dimension of sound. A practical preparation in the use and care of hearing aids and amplification systems, including the application of this information to educational settings. A study of the psycho-acoustic aspects of sound and their relationship to speech acquisition and development in hearing and deaf or hard of hearing individuals.

HISTORY (HIS)

□ HIS:507 The England of the Tudors 3 credits

A portrait of the creative personalities of the Tudor Age as well as an analysis of the political, social, and economic forces of the 16th century. Cultural Heritage

□ HIS:508 Medieval People: Biography and Autobiography in the Middle Ages. 3 credits

Biographies and autobiographies are studied as sources for understanding the evolution of society and the family in the Middle Ages. Subjects include: Augustine, early saints' lives, Charlemagne, Abelard and Heloise, Frederick Barbarossa, St. Louis, and the Pastons. Cultural Heritage

▲ HIS:509 Major Issues in Modern American History 3 credits

In-depth analysis of central themes in U.S. history since 1900, such as the role of the federal government, labor organization, the changing status of women, the Cold War, McCarthyism, and the influence of the mass media. Contemporary Society

□ HIS:511 The Native American, Past and Present 3 credits

A study of Indian-white relations from the sixteenth to the twentieth century, with a special emphasis on the place of native American people in Anglo-American society. Topics will include Indian culture, mutual discovery, missionary initiatives, frontier wars, and Federal policy on Indians. Cultural Heritage

□ HIS:540 America's Women, 1907 - the Present 3 credits

This topic focuses on the experience of America's women in an effort to illuminate the past and provide a historical perspective on our present. The course locates women in the family, the work place, and the political arena, and it examines interaction between context and ideology in the process of social change. Cultural Heritage

HUMANITIES (HU)

□ HU:509 The Ancient World: Intellectual and Cultural Heritage Before 1500 3 credits

A study of some of the most influential books, people, and ideas of the ancient world (prior to 1500). Cultural Heritage

□ HU:510 The Modern World: Intellectual and Cultural Heritage Since 1500 3 credits

A study of some of the most influential books, people, and ideas of the modern world. Cultural Heritage

MATHEMATICS (MA)

MA:501 Modern Algebraic Structures 3 credits

Elementary theory of modern algebra; emphasis on the structures of algebra including groups, rings, fields, and vector spaces; selected topics from number theory, polynomial theory, and matrix theory.

MA:502 Modern Geometry**3 credits**

Elementary theory of the foundations of geometry, logical systems, and the methods of proof; selected topics in Euclidean geometry with a brief study of finite and projective geometries; an intuitive investigation of the basic ideas of non-Euclidean geometry.

MA:504 Calculus for Teachers**3 credits**

A study of infinite sets, functions, limits, continuity, derivatives, and Riemann integrals, with applications of the concepts to the teaching of elementary calculus.

MA:505 History of Mathematics**3 credits**

A study of the development of the major areas of mathematics, with emphasis on personalities, historical periods, and significant cultural influences. Attention will also be given to the role of history in the teaching of mathematics. Cultural Heritage

MA:521 Mathematics for Middle School Teachers**3 credits**

An intuitive study of the nature of mathematics through an examination of some concepts from logic, numbers, geometry, and probability. The course is designed for those teachers who feel uncomfortable with mathematics or whose mathematical background is limited.

MA:522 Elementary Functions**3 credits**

A study of linear, quadratic, polynomial, exponential, logarithmic, rational, and trigonometric functions.

MA:523 Discrete Mathematics**3 credits**

A study of the mathematical techniques and applications of matrices, sets and counting principles, probability, statistics, and linear programming.

MEDIA/LIBRARYSCIENCE (LS)**LS:500 Introduction to Library Media Studies****1 credit**

An introduction to the philosophy and goals of the library profession. An overview of the graduate program, emphasizing the role and responsibilities of the school library media specialist.

LS:501 Administration of the School Library Media Center**3 credits**

The planning, organization, and coordination of the library media center into the instructional program of the school. The course includes working with faculty in curriculum planning and implementation, micro-computer applications, and developing communication skills with students, staff, and administration. On-site observations are incorporated into course requirements.

LS:502 Organization and Access to Information**3 credits**

The principles and techniques of cataloging and classifying print and non-print media for ease of access including technological advances available to process and disseminate information in multiple formats.

LS:503 Media Selection for Children**3 credits**

The principles of selection, evaluation and integration of literature, fiction and non-fiction, in a variety of formats to support, supplement and enrich classroom activities and recreational reading. Knowledge of outstanding authors and illustrators of media for children is emphasized.

LS:504 Media Selection for Young Adults**3 credits**

The principles of selection, evaluation and integration of literature, fiction and non-fiction, in a variety of formats to support, supplement and enrich classroom activities and recreational reading at the middle-school and high school levels.

LS:505 Information Sources: Retrieval, Dissemination and Utilization**3 credits**

An introduction to the selection, evaluation, and utilization of reference materials. Guidance in working with the user to locate and retrieve information for research and reference purposes is emphasized. Information retrieval in various formats, including computerized data bases, is an integral part of the course.

LS:506 Selection and Use of Media**3 credits**

Selection and evaluation of media for classroom and library media center use. Integration of media into curriculum planning and implementation. Instruction in the applications and maintenance of media in all formats, including computer hardware and software.

LS:507 Design and Production of Non-Print Media**3 credits**

The theory and application of the planning, design, and production processes of non-print materials for instructional and informational use. This includes audiovisual and video techniques and the application of computer graphics. Creative Process

LS:509 The Library as a Cultural Institution**3 credits**

An overview of the historical development of writing and libraries. Examines the role libraries and librarians have played in the cultural development of our society. An overview of all types of libraries, including public, academic, research, special and school libraries.

LS:512 Video Production Techniques**3 credits**

A course designed to introduce the students to the use of video to enhance and extend the curricular programs of the school. It involves the techniques of video production, including the use of portable equipment, aspects of lighting, graphics and studio editing.

LS:513 Current Educational Technologies**3 credits**

This course offers demonstrations, hands-on instruction, and follow-up activities in the use of computers, telecommunications, video and other evolving new instructional technologies. Instruction includes ways in which the teacher or media specialist can integrate these skills in an educational setting.

LS:515 The Art of Storytelling**3 credits**

An introduction to source materials for storytelling and the techniques for learning and telling tales. The course includes the selection, adaptation, learning, and presentation of stories for all ages. Creative Process

LS:523 The Art of Grantsmanship**1 credit**

An overview of the art of obtaining grants, from speaking the language of grantsmanship to applying skills of writing proposals. This course walks the student through the process of searching for grants, establishing a relationship with prospective funders, developing an effective proposal and managing the funds once a grant is received.

LS:524 Case Studies in Management for Educational Media Administrators**3 credits**

Prerequisite: Educational Media Specialist or Generalist Certification (Level II)

Case studies of situations and problems of school library media supervision. Students will examine case studies, propose alternative responses and evaluate probable effects of each response.

LS:551 Special Studies in Media/Library Science**1 to 3 credits**

Independent study and research under the guidance of the program coordinator or the media/library science faculty.

LS:552 Internship in Media/Library Science
3 credits

Prerequisite—matriculation, completion of required media/library science courses and permission of program coordinator.

This internship involves field experience at both the elementary and secondary levels in a school library media center under the supervision of a media/library science faculty member.

LS:553 Internship in Media/Library Science
3 credits

Prerequisite: matriculation, completion of required media/library science courses and permission of program coordinator.

This internship is designed to provide the student who has already served successfully as a school library media specialist with field learning experiences at a higher level than the basic field requirements of the LS:552 internship.

LS:590 Thesis in Media/Library Science
3 credits

The presentation of a research proposal and subsequent thesis acceptable to a committee of graduate faculty selected by the graduate program coordinator, faculty sponsor and student.

MUSIC (MU)

■ **MU:510 Piano: A Tool for Creative Expression**
3 credits

An introduction to the easier literature of the master composers and how they used the piano as a creative tool. The course will be taught pragmatically with considerable student involvement in sight reading, transposition, and other functional elements. (Regular access to a piano is required either at home or on campus.) Enrollment is limited to those without previous piano experience. Creative Process

▲ **MU:520 Jazz and Its Influence**
3 credits

History of the development of a truly American idiom and its influence on both the classical and jazz world in this country and in Europe. Contemporary Society

□ **MU:521 The Piano: A Most Accessible Instrument**
3 credits

The history and development of the piano as a musical instrument; survey of some of the major compositions written for the piano. Students will also learn how to play simple melodies and chords. Creative Process

MLA:501 Final Project
3 credits

An interdisciplinary independent study project required for the completion of the Master of Liberal Arts degree. The project enables the student, under the supervision of a faculty member, to explore a topic of significance in some depth. It culminates with a major research paper or suitable alternative (see adviser for guidelines).

PHYSICAL EDUCATION (PE)

PE:306G Advanced Athletic Training
3 credits

An in-depth study of athletic injuries with emphasis on their prevention, care and treatment. The roles of the trainer, coach, physical education teacher and physician are stressed as vital entities in the total sports medicine program. Training room organization and administration, policies, therapeutic modalities, medical referrals and current trends in athletic training are considered.

PE:308G Aquatics Management
3 credits

Administration and organization of swimming pools and aquatics programs. Standards of health; supervision, maintenance and operation of pools; personnel training and certification; facility and program planning for schools, camps and recreation centers are among the topics considered.

PE:325G Nutrition
3 credits

A study of the nutritional needs of humans through the life span. Topics included are energy nutrients, vitamins, elements, recommended daily allowances and energy balance. Fad diets, nutritional supplementation and famine are also examined.

PE:501 Statistical Analysis in Physical Education
3 credits

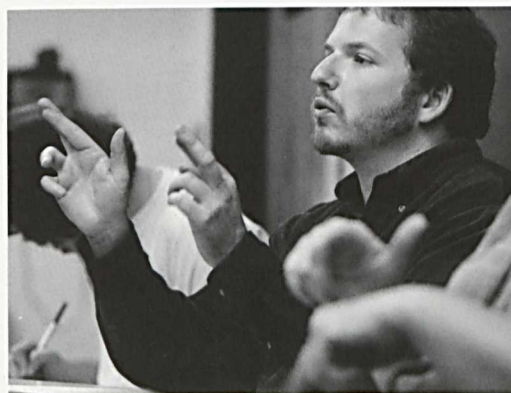
A critical statistical analysis of measurement and evaluation in physical education. The tools and techniques of descriptive and inferential statistics are emphasized.

PE:502 Administration of Athletics
3 credits

A study of the development, standards, practices and problems associated with the organization, management and conduct of athletic programs in American educational institutions.

PE:503 Issues and Trends in Physical Education
3 credits

An examination of the heritage of physical education leading to an analysis of the current issues and trends encountered by the profession and discipline of physical education.



□ **PE:506 Comparative Physical Education**
3 credits

Physical education activities and programs, both past and present of various countries throughout the world are examined in light of geographical, political, social, religious and cultural aspects of each country. Cultural Heritage

PE:514 Topical Studies in Physical Education and Sport
3 credits

A study of a selected topic or theme in physical education and sport. Selected topics relevant to current issues, students' interests and goals are presented. Topics may be presented or developed in the form of seminars, independent study and/or practica. Course objectives and format will vary with the topic selected and the students' area of interest.

□ **PE:515 History of Sport and Physical Education**
3 credits

An overview of the historical and philosophical development of sport and physical education from early civilization to the present is offered. A critical analysis of the current status of sport and physical education is accomplished with emphasis on the evolution of program objectives and results. Cultural Heritage

▲ **PE:516 Sociology of Sport**
3 credits

An examination of sport as a social phenomenon. Topics include the interrelationship of sport and religion, politics, law, economics, art and literature and social change as well as the impact of sport upon the individual and social institutions. Contemporary Society

PE:517 Physiological Aspects of Physical Activity
3 credits

Prerequisite: Undergraduate course in human physiology or its equivalent.

An examination of the basic physiological principles governing motor activity. Energy sources, training and conditioning, ergogenic aids, diet and other pertinent topics are considered.

▲ **PE:518 Psychology of Sport**

3 credits

The principles of psychology as they relate to motor learning, performance, motivation, transfer and other topics associated with physical activity and sport. Contemporary Society

▲ **PE:519 Physical Education Facilities**

3 credits

A study of terminology, principles and standards for planning construction, use and maintenance of indoor and outdoor physical education, athletic and recreation facilities.

▲ **PE:520 Coaching Seminar: Basketball**

▲ **PE:521 Coaching Seminar: Football**

▲ **PE:522 Coaching Seminar: Volleyball**

▲ **PE:523 Coaching Seminar: Lacrosse**

▲ **PE:524 Coaching Seminar: Track and Field**

▲ **PE:525 Coaching Seminar: Wrestling**

The theory and principles of coaching the selected sport. Primary emphasis is given to personnel analysis, examination and development of basic systems of play, safety considerations and other organizational topics.

▲ **PE:526 Biomechanics of Physical Activity**
3 credits

A study of the mechanical principles governing human movement and performance in physical activity. Topics in applied anatomy will also be considered.

▲ **PE:529 Motor Learning**
3 credits

The principles of motor learning as they relate to skill acquisition, retention, transfer, perception, cognitive learning and other topics associated with the motoric development of the human being.

▲ **PE:530 The American Sport Novel**
3 credits

A study of the sport novel as a special type in American literary expression. Contemporary Society

▲ **PE:551 Special Studies in Physical Education**

3 credits

Independent study and research under the guidance of a graduate faculty member of the Physical Education Department.

▲ **PE:552 Internship in Physical Education**

3 credits

A semester of experience in the field under the guidance of a graduate faculty member of the Physical Education Department.

▲ **PE:590 Thesis in Physical Education**

3 credits

The presentation of a research proposal and subsequent thesis acceptable to a committee of graduate faculty selected by the Departmental coordinator, faculty sponsor and student.

PHYSICS (PHY)

▲ **PHY:503 Classical Physics**

3 credits

A review of classical physics emphasizing mechanics, electricity and magnetism. Other areas to be considered include wave phenomena and heat. Also included will be material related to physics teaching methods and use of the pedagogical literature. Contemporary Society

▲ **PHY:504 Modern Physics**

3 credits

An introduction to quantum theory, to special relativity theory, and to the basic experimental facts and theoretical concepts of atomic physics, molecular and solid-state physics, nuclear physics, particle physics, and cosmology. Contemporary Society

POLITICAL SCIENCE (PS)

▲ **PS:527 School Law**

3 credits

A study of school administration from the legal point of view; principles of law and their applications described in legal theory. Attention is given to legal powers and duties. Supreme Court and other appellate cases are examined.

▲ **PS:528 Special Topics in School Law**

3 credits

Prerequisite—PS:527

Topics of recurrent interest in school law are investigated in depth. Students may expect to spend some time pursuing topics of their own choice, working independently under the guidance of the professor.

PSYCHOLOGY (PSY)

▲ **PSY:501 Advanced Educational Psychology**

3 credits

A study of the learning process and the application of principles of psychology to education. Factors influencing learning, the products of learning, and evaluative techniques are emphasized.

▲ **PSY:502 Human Growth and Development: Child**

3 credits

A study of the basis for changes and constancies in psychological functioning throughout childhood. Research and theories of development are emphasized.

▲ **PSY:503 Human Growth and Development: Adolescent**

3 credits

A study of the basis for changes and constancies in psychological functioning throughout adolescence. Problems and conflicts associated with emerging adulthood are explored. Research and theories of development are emphasized.

▲ **PSY:504 Mental Health and Interpersonal Relations**

3 credits

Principles of mental health with emphasis on interpersonal relationships. Focus is on improving communication skills, identifying the effect of feelings on communication, and enriching personal-social adjustment. Contemporary Society

▲ **PSY:505 Psychology of Personality**

3 credits

A study of the major contemporary approaches to personality theory, including relevant research and overall evaluation. Contemporary Society

▲ **PSY:506 Behavior Modification in Applied Settings**

3 credits

A study of behavioral and cognitive change techniques in applied situations. Students learn principles and methods of change through readings, lectures, discussions, and class projects. Demonstrations, practice in recognition, and application of principles and methods are emphasized.

▲ **PSY:507 Psychology of Language**

3 credits

A basic course in psycholinguistics which includes psychological analysis of descriptive grammar, the role of learning in language, meaning, thought, and language development. Contemporary Society

▲ **PSY:508 Altered States of Awareness**

3 credits

A current analysis of normal and altered states of consciousness with emphasis on sleep and dreams, biofeedback, relaxation, meditation, and psychoactive drugs. Students will examine their own brain waves and the electrical activity of muscles and skin to enhance understanding of various altered states.



PSY:510 Psychology of Exceptionality
3 credits

A focus on the nature and needs of exceptional individuals. The degrees and causes of exceptionality and the behavioral manifestations of these disorders are studied. Psychological bases of suitable programming are included.

PSY:511 Psychology of Abnormal Behavior
3 credits

A study of disorganized behavior of persons, including anxiety reactions, neuroses, and conduct disorders with some attention to signs of psychotic behavior. The course aims to develop capacity for recognizing abnormal behavior patterns.

PSY:512 Psycho-Social Aspects of Disability
3 credits

Behavioral implications of disability are studied in depth, with particular emphasis upon relevant literature. Research related to intelligence, personality, social adjustment, and vocational considerations is reviewed and synthesized.

Appropriate diagnostic and assessment procedures with the disabled are discussed. This course is oriented toward providing the student with informational background for the guidance and counseling of disabled children and adults.

PSY:513 Memory Development in Children
3 credits

An introduction to current psychological studies of memory and development of memory in children. Topics include perception, remembering and forgetting, and short- and long-term memory, recognition memory, and application of memory improvement (mnemonic) techniques in a variety of tasks.

▲ PSY:528 Special Topics in Psychology

This course will focus on various topics in psychology. The topics change periodically and will be fully described in Course Listings published each semester. Contemporary Society.



READING (RD)

RD:501 Reading Strategies and Methods
3 credits

A survey focusing on the process of learning to read. Techniques and materials are evaluated for their use in teaching the basic skills with different types of learners in a variety of learning settings from emergent literacy through adulthood.

RD:502 Reading: Assessment & Planning
3 credits

Prerequisite—RD:501 or equivalent.

A course for teachers who have some background in reading. The emphasis is on those assessment and instructional techniques and materials readily available to the classroom teacher to help cope with reading needs at all levels.

RD:503 Reading: Assessment & Planning, Advanced
3 credits

Prerequisite—RD:502

A course designed to develop ability to deal with disabled readers at all levels. Students gain competence in administration, scoring, and interpretation of informal and formal diagnostic instruments. Students will also develop facility in planning individual reading programs based on assessment.

RD:504 Reading Practicum
3 credits

Prerequisites—RD:501, RD:502, RD:503

A supervised clinic experience which emphasizes ongoing assessment as well as increased facility as a resource person. Students are expected to design and execute a reading program based on formal and informal assessment data.

RD:506 Current Issues in Reading
3 credits

Prerequisite—6 graduate credits in reading

A course to deepen the student's knowledge and understanding of areas such as contemporary issues in reading; special learning problems; related language arts; affective considerations, and causes of reading disability. Students also research topics of individual interest.

RD:507 Teaching Reading to the Gifted
3 credits

An examination of current curricular adaptations in the field of reading for gifted students. The course will also focus on the special reading needs and abilities of gifted students both in terms of types of books available and techniques for developing advanced reading skills.

RD:510 New Directions in Reading
3 credits

A course to enable students to keep abreast of current trends in the field of reading through a combination of campus seminars and on-site seminars and meetings at the State of Maryland International Reading Convention. Students attend pre- and post-conference seminars on campus, attend and critique on-site meetings and seminars given by experts in the field. Students then pursue independent study projects.

RD:511 Teacher as Researcher in Reading
3 credits

A course to encourage students to apply the theory and research results in reading to classrooms. Students will explore at least two topics in depth and will conduct classroom research to determine what modifications are needed to translate the theoretical ideas of current authorities to actual classroom practices.

RD:515 Administration and Supervision of Reading Programs
3 credits

Supervision models for various types of reading programs are examined along with models for reading in-service. Students get actual practice in supervisory situations and in-service presentations in the area of reading instruction.

RD:517 Reading for Children Who Are Deaf
3 credits

Prerequisite—A course in the teaching of reading

A focus on the processes of learning to read as it applies to children who are deaf, techniques and materials used in teaching reading skills to the child with a mild to profound hearing loss; and diagnostic techniques.

RD:524 Adapting Materials for Reading Instruction
3 credits

Emphasis will be on adapting currently existing materials to meet the needs of learners of all levels. Emphasis will also be on the production of new materials as well as planning with existing materials. Materials adapted include basals, content textbooks and children's literature.

RD:525 Reading-Writing Connection
3 credits

A workshop which focuses on the parallel processes of comprehending text and producing text. Participants examine the theory and methods behind the reading-writing connection and its practical implications for the classroom. Class members will prepare materials and plan activities for use in a variety of classroom settings.

RD:532 Reading in the Content Areas
3 credits

A course to help teachers develop teaching strategies in reading using content area materials at all grade levels. In addition, students will design activities that directly influence the comprehension of content materials.



RD:533 Teaching Children to Write
3 credits

A course designed for reading specialists and classroom teachers at all levels. Teachers will focus on writing instruction as a process which includes pre-writing, writing, and rewriting activities as well as language development, journal writing, and the integration of writing with the rest of the curriculum. Emphasis will be on practical classroom activities and much class involvement.

RD:539 Teaching Reading with Trade Books
3 credits

A course which deals with the theoretical and practical issues for implementing a trade book-based reading program. Selection of books, program and process evaluation, integration of basic reading strategies, methods and critical thinking skills are highlighted. Dealing with controversy in terms of traditional basal readers and monitoring parent concerns are some of the issues discussed.

RD:540 Whole Language Instruction
3 credits

The whole language movement in education will be explored from both a theoretical and practical basis. Techniques for integrating listening, speaking, reading, and writing across the elementary and middle school curricula will be emphasized.

RD:542 Whole Language Instruction: Advanced
3 credits

Designed for teachers who have mastered the fundamentals of Whole Language instruction in reading, this course focuses on a theoretical understanding of the reading process and literacy acquisition. Students will develop proficiency in organizing and teaching thematic units, using reading and writing workshop, and making use of flexible grouping strategies to enhance student achievement. Several current assessment issues related to Whole Language Instruction will be examined including miscue analysis, portfolio assessment, and continuous assessment of reading and writing progress.

RD:574 Creative Teaching of Language Arts
3 credits

A variety of instructional techniques suitable for all grade levels are examined that support the interrelated teaching of listening, speaking, reading, and writing. Curricular adaptations for teaching language arts are also explored.

RD:590 Thesis in Reading
3 credits

The presentation of a research proposal and subsequent thesis acceptable to a committee of graduate faculty selected by the graduate program coordinator, faculty sponsor and student.

RELIGIOUS STUDIES (REL)

▲ **REL:501 Religion As Autobiography**
3 credits

An investigation of the religious dimensions of one's personal story by studying the autobiographical reflections of such contemporary persons as Dag Hammarskjöld, Thomas Merton, Margaret Mead, and Malcolm X. Contemporary Society

▲ **REL:503 Mythologies of India**
3 credits

Introduction to the mythologies of India, primarily Hindu, together with an exploration of critical strategies in the study of mythology. Includes some introduction to history and cul-

tures of India, as well as examination of selected mythological themes (e.g. the hero; the origin of evil; death and rebirth). Contemporary Society

SOCIOLOGY (SOC)

□ **SOC:502 Anthropology: General and Applied**
3 credits

A study of the parallels between physical and cultural evolution with emphasis upon selected ethnographies of people representing various stages of cultural development. Emphasis upon the uses of anthropology in the modern world and its relationship to planned culture change. Cultural Heritage

▲ **SOC:505 Sociology of the Community**
3 credits

The main objective of this course is to acquaint the student with some basic sociological concepts which can be applied to the analysis of the community in which one lives. Special focus is placed upon the school and the interpretation of the materials as they relate to this social institution. Contemporary Society

▲ **SOC:507 Criminology**
3 credits

The causes, incidence, treatment, and prevention of crime and delinquency. Contemporary Society

SOC:521 Introduction to Social Services
3 credits

Social welfare services in modern America; historical development, institutional nature, and current trends; evaluation of effectiveness of current programs. Characteristics of social agencies, their functions and personnel. Emphasis on agencies interacting with public education.

SPECIAL EDUCATION (SE)

School-Based Program With Certification

This is a teacher preparation program for students who wish to teach elementary and/or secondary programs for students with mild/moderate disabilities. This program consists of the following courses plus selected supporting courses.

SE:501 Exceptional Children: Conceptual Models and Applied Theories
3 credits

Prerequisite—PSY:510

Basic theoretical considerations involved in child development and learning, as applied to instruction for students with mild/moderate disabilities. Legal and policy issues are presented to provide a foundation for understanding the development and implementation of educational approaches and instructional models.

SE:502 Teaching Strategies for Exceptional Elementary Children
3 credits

Prerequisite—PSY:510

Methods, techniques, and models used for the analysis of specific tasks and selection of teaching strategies and materials to be employed with exceptional elementary students with mild/moderate disabilities.

SE:503 Diagnostic-Prescriptive Teaching with Exceptional Children
3 credits

Prerequisites—ED:505, SE:502 or SE:511

A review of basic diagnostic procedure and the development of additional competencies in formal and informal assessment techniques which deal specifically with exceptional elementary children. Emphasis will be placed on the study of techniques and strategies used to develop prescriptive educational programs. These competencies will be developed through practical application with exceptional children.

SE:508 Seminar: Exceptional Persons
3 credits

Prerequisite—at least one Special Education (SE) course

A review of literature, legislation and practices in the treatment of disabilities throughout the lifespan. Models of transition, vocational rehabilitation, and adaptations (curricular and vocational) will be studied to provide a context for exploring the diverse ways disabling conditions affect adolescents and adults.

SE:511 Special Adaptations for Secondary School Students

3 credits

Prerequisite—PSY:510

A study of the cognitive and affective adaptations that are essential to assist the special secondary school student in surviving in the mainstream both academically and socially. Emphasis will deal with academic, social, and career assessment in order to provide programming focusing on comprehension and overcoming psychological barriers to learning.

SE:520 Parent Conferencing Skills

3 credits

Prerequisite—PSY:510

A course designed to facilitate the development of communication and counseling skills of teachers and special education personnel. These skills will be specifically applied to conferencing parents of exceptional children. Legal requirements and implications, mainstreaming, effective teaching practices, and current trends in special education will provide the context in which communication skills are developed.

SE:590 Thesis in Special Education

3 credits

The presentation of a research proposal and subsequent thesis acceptable to a committee of graduate faculty selected by the graduate program coordinator, faculty sponsor and student.

SPECIAL EDUCATION (SE)

Community-Based Human Service Management

This program is designed to train middle managers for community-based human service programs. **TARGET, Inc. of Westminster, Maryland**, a service delivery agency providing residential, vocational and recreational services for developmentally disabled persons, is affiliated with **Western Maryland College** and provides the experiential aspect of this program. This master's degree is adaptable to any human service manager. Additional courses will be selected in conjunction with the program adviser.

SE:505 Social-Emotional and Cognitive Development of the Developmentally Disabled

3 credits

A course designed to teach methods of assessing the cognitive and social-emotional development of the severely and profoundly mentally retarded, and to assist in developing individual program plans based on this assessment information.

SE:506 Medical and Physical Aspects of Severe and Profound Handicaps

3 credits

A course on the medical problems and implications and occupational and physical therapy needs of the SPH individual.

SE:509 Case Management and Supervision of Special Programs

3 credits

A study of skills required to manage and supervise community residential programs for the developmentally disabled.

SE:510 Introduction to Agency Management

3 credits

An introduction to basic management strategies. The course will include theories, concepts, and application of management: the planning process and strategic plans; organizational mission; objectives; goals and organizational design; staffing and personnel issues; motivation and communications; and control techniques including financial planning and budgets.

SE:515 Issues in Human Service Management

3 credits

An overview of the operation of twenty-four hour care; human services facilities (day/residential/recreational) including organizational structure, staff hiring, retention and release, financing and budgeting with multiple funding sources, and applicable management principles. The focus will be on the non-profit format but proprietary organizations will be reviewed.

THEATRE ARTS (THE)

Theatre Arts 501-503 are courses in which students attend actual performances, benefitting from (1) preliminary class discussion about the medium and this specific application and (2) a subsequent critique.

▲ THE:501 Performing Arts I: Film
3 credits

This course examines film as a narrative form and will make use of the College Film Series, a different selection each year. Contemporary Society

▲ THE:502 Performing Arts II: Musical Production
3 credits

An opportunity for students to attend musical productions (opera, symphonic music) with readings and lecture beforehand and discussion afterward. Performances will be chosen from those available in Westminster, Frederick, and/or Baltimore area. Contemporary Society

▲ THE:503 Performing Arts III: Theatre
3 credits

An opportunity for students to attend dramatic productions with readings and lecture beforehand and discussion afterward. Performances will be chosen from those available in Westminster, Frederick, and/or Baltimore area. Contemporary Society

■ THE:510 Introduction to Acting and Interpretation
3 credits

An introduction of the elements of self-awareness and theatrical expression for the beginning actor/interpreter. Creative Process

▲ THE:511 Theatre and Drama By and About Women
3 credits

A study of the unique place of women in society as exemplified by female playwrights and their subject matter. Contemporary Society

■ THE:512 Theatre for Children
3 credits

Approaches to children's theatre, creative dramatics and dramatic literature; writing, directing and staging of plays for children with emphasis on the techniques and methods of play construction and production. Creative Process

▲ THE:513 Contemporary Drama
3 credits

A study of the major dramatic works, movements and theatres since 1960 in the U.S. and Europe. Contemporary Society

SPECIAL STUDIES, INTERNSHIP

□ 551 Special Studies in
3 credits

Prerequisite—Permission of program coordinator. Independent study and research under the guidance of a faculty member in the educational field under study.

□ 552 Internship in
3 credits

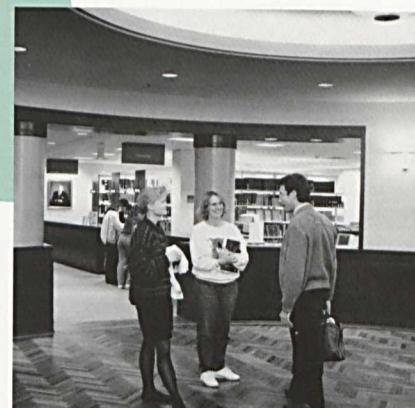
Prerequisite—Permission of program coordinator. A semester of experience in the field under the guidance of a faculty member and a supervisor in the educational setting. (Additional fee may be required.)

□ 553 Internship in
3 credits

Prerequisite—552 or concurrent with :552. Continuation (when required) of :552.

□ 554 Internship in
3 credits

Prerequisite—553 or concurrent with :553



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Round Hill, Virginia

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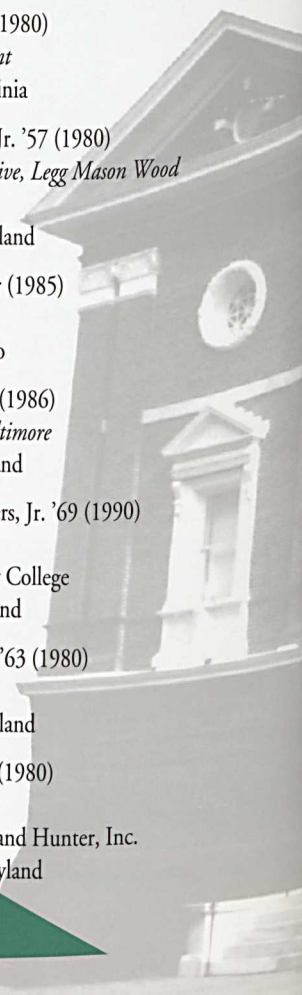
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Lita G. Henck, *Media/Library Science*

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1 Alumni Hall Theatre

2 Art Studio

3 Bair Stadium

4 Baker Chapel

5 Baker Memorial Chapel

6 Buell House (Golf
Clubhouse)

7 Carroll Hall (Office of
Admissions)

8 Conference Services Office
(149 Pennsylvania Avenue)

9 Dean's Cottage

10 Decker Auditorium (Lewis
Hall of Science)

11 Decker College Center

12 Decker Roof Terrace

13 Doyle House

14 Elderice Hall

15 Englar Dining Hall

16 Fine Arts Building

17 Forlines

18 Garden Apartments

19 Gazebo (*Carpe Diem*)

20 Geiman House

21 Gill Gym

22 Gill Physical Education
Learning Center

23 Harlow Pool

24 Harrison House

25 Harvey Stone Park

26 Hoover Library

27 Frank B. Hurt Tennis
Courts

28 Levine Hall

29 Lewis Hall of Science

30 Daniel MacLea Hall

31 McDaniel Hall

32 McDaniel House

33 McDaniel Lounge
(McDaniel Hall)

34 Memorial Hall

35 Physical Plant Department
(192 Pennsylvania Avenue)

36 President's House

37 Rouzer Hall

38 Service Area
(201 Pennsylvania Avenue)

39 Smith House

40 Thompson Hall (Office of
Graduate Affairs)

41 Ward Arch

42 Albert Norman Ward Hall

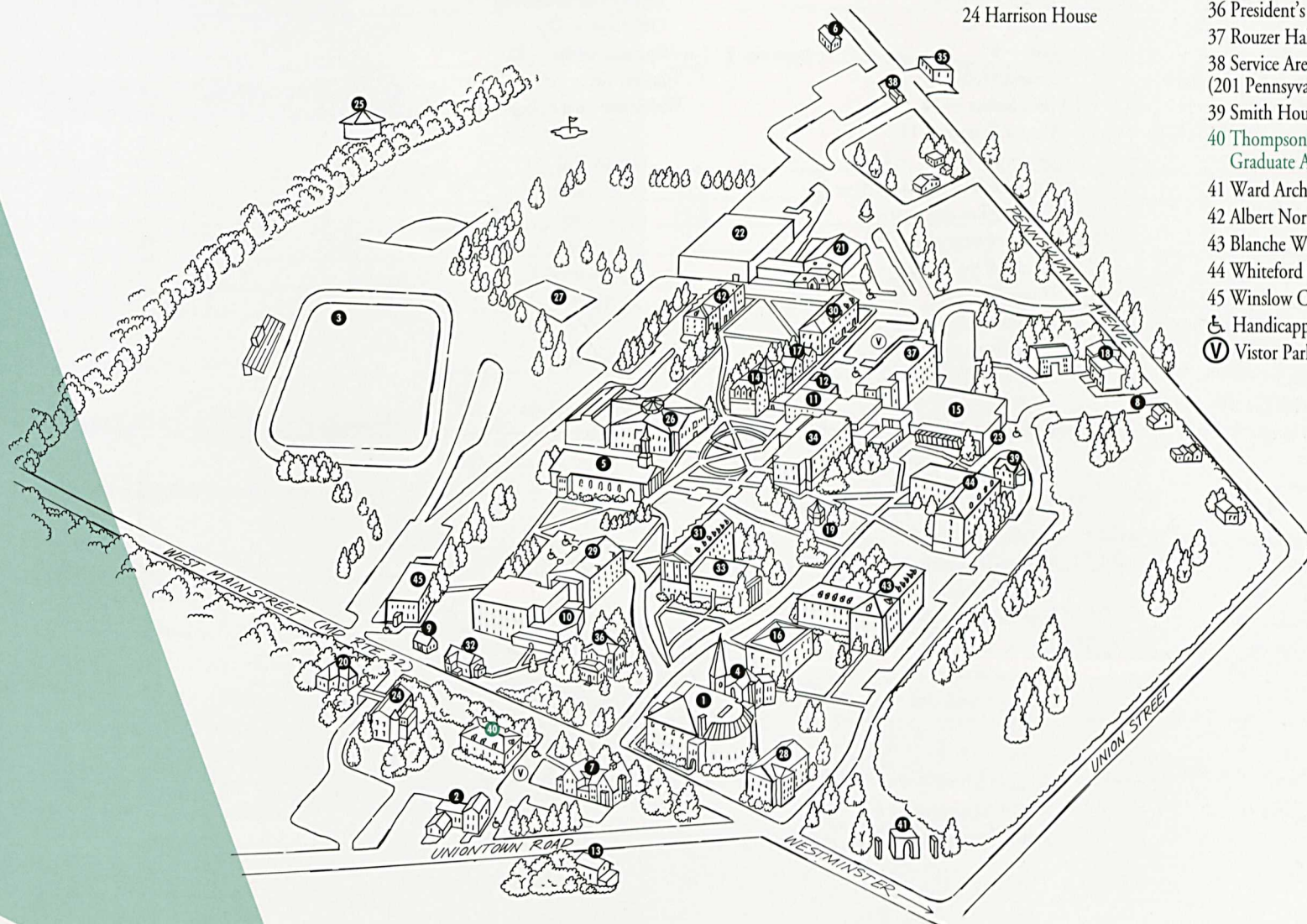
43 Blanche Ward Hall

44 Whiteford Hall

45 Winslow Center

♿ Handicapped Parking

V Visitor Parking



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Please print or type.

Ms./Mrs.
Name Mr. full first full middle last maiden

Address (number and street) _____

City _____ County _____ State _____ Zip _____

Telephone: Home (_____) _____ Work (_____) _____

Social security number _____

Date of birth _____ Place of birth _____

Country of citizenship _____ Visa type (*Non-U.S. citizens*) _____

College and professional schools attended:

Dates _____ Institution _____

Major _____ Degree _____

Dates _____ Institution _____

Major _____ Degree _____

Dates _____ Institution _____

Major _____ Degree _____

Current occupation _____ Job title _____

Employer _____

Teaching certificates currently held:

Field _____ State _____ Date of issue _____

Field _____ State _____ Date of issue _____

Work experience:

When do you plan to enroll? _____ Sept. 19 _____ Feb. 19 _____ Summer 19 _____

Enrollment status: _____ Full-time _____ Part-time _____ Post-masters

Will you live on campus? _____ Yes _____ No

Please indicate your program of study on the list below:

_____ Master of Liberal Arts
_____ Non-degree

Master of Science:

_____ Administration
_____ Counselor Education
_____ Curriculum and Instruction
_____ Education of the Deaf
_____ Elementary Education
_____ Media/Library Science
_____ Physical Education
_____ Reading
_____ Secondary Education
_____ Special Education: _____ School based _____ Community-based Human Services
_____ Supervision

Answers to the following questions are optional but will help the Graduate Office complete annual statistics for educational research.

Age _____ Sex _____ Ethnic group _____ Marital status _____

How did you learn about the Graduate programs?

Friend _____ Newspaper _____ Academic counselor/adviser _____

Other (please name): _____

Return the completed application form with a ^{\$35}\$30 non-refundable application fee to Office of Graduate Affairs, Western Maryland College, Westminster, Maryland 21157-4390. Upon receipt of this application, we will mail you three reference forms to be sent to individuals exclusive of WMC faculty, who can evaluate your scholarship and professional quality. To be eligible to enroll in any graduate course, an individual must submit one copy of an official transcript to verify receipt of a baccalaureate degree from an accredited higher education institution. For further information, please call 301/857-2500.

To the best of my knowledge, the information provided in this application is complete and accurate.

applicant's signature

date

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You may write to any individual or service in care of:
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Westminster, MD 21157-4390

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HEALTH SERVICES: Daniel Welliver, M.D.

HOUSING DIRECTOR: Frank Lamas, *Associate Dean of Student Affairs*

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NOTARY SERVICES: Mary Louise Poole, *Admissions Office*

PARKING: Office of Campus Safety

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2 College Hill

Westminster, Maryland 21157-4390

410/857-2500

410/876-2055 (from Baltimore)

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