

**Addendum to International College Graduate Bulletin 2005-2006 Volume 7  
September 1, 2005**

*Effective January 12, 2006*

The following changes are incorporated into and made a part of Graduate Bulletin Volume 7, as reflected above. **By signing the bulletin receipt form, students agree to abide by these changes.**

P. 34 Add Master of Professional Studies Degree Program as follows:

**MPS PROGRAM DESCRIPTION**

The Master of Professional Studies degree is designed to provide an advanced level of understanding in professional areas of study or for those students seeking a broad interdisciplinary approach to knowledge. Graduates of the program will be prepared for advanced positions in organizations that focus on a global environment and the ability to analyze issues through multiple lenses. Students in the program will be able to solve complex social, economic and political problems by learning how to think expansively, apply knowledge and integrate various resources. MPS graduates are required to successfully complete four professional studies core courses prior to selecting one of the professional tracks in legal/computer, law, psychology, or education. Graduate students will integrate and apply knowledge from the professional core courses to the professional track. Students may also self design an interdisciplinary concentration under the direction and approval of the program director.

**MPS ADMISSION REQUIREMENTS**

The MPS program is comprised of advanced academic course work and, therefore, admission is only granted to applicants who display a high probability of success in graduate level study. Eligibility for admission is determined by the Graduate Program Committee, based on prior academic performance, MPS Admissions Test results, and/or other relevant demonstrations of preparation for graduate study.

Admission to the MPS program requires the following:

1. Completion of the Application for Graduate Program Admission; and
2. A bachelor's degree from an accredited college or university; and
3. Official transcripts from all prior colleges and universities; and
4. GPA of 3.0 or higher in the last 60 credits of college-level work; and
5. Acceptable results on the MPS Admission Test; and
6. Two letters of recommendation.

The College reserves the right to deny admission to an applicant when such action is deemed to be in the best interest of the applicant or the College.

## **CONDITIONAL ADMISSION**

Applicants who demonstrate a high potential for graduate study due to professional experience, or other extenuating factors, may apply for Conditional Admission if their GPA (last 60 college credits) is less than a 3.0, but 2.5 or higher. If the Graduate Admissions Committee approves such a Conditional Admission, the student may be admitted for one term only, during which time the student must demonstrate the ability to attain a 3.0 GPA in at least six credit hours of course work. At the end of the first term, the student's academic record will be evaluated by the Committee and a final decision will be made either to allow the student to continue or terminate the student's enrollment.

NOTE: Students who require an undergraduate course(s) to achieve admission into the graduate program may request to enroll in an undergraduate course(s) provided they are enrolled in at least one graduate level course. They must complete the undergraduate course with a grade of B or higher by the end of their second term to be admitted into the program.

Conditional Admission may only be granted with the applicant's written understanding and acceptance of responsibility for successfully completing all admissions requirements. The college is not responsible for any expense incurred by a student who requests Conditional Admission and is later denied continued enrollment, due to failing to meet admissions requirements. The student bears the total risk for Conditional Admission and there will be no appeal of the Committee's findings.

## **MPS PROGRAM OF STUDY**

The MPS Program is a multi-faceted program that can be customized to meet academic and career needs. The program is designed to be delivered online and in an accelerated format. The program consists of 30 credit hours, or ten 3-credit courses, that can be completed in either 4 or 5 trimesters. Students taking classes in the accelerated format attend class one evening per week and earn six credits. This format requires extensive outside study and preparation for comprehensive in-class development of the material. The student must complete and pass the two accelerated courses each term or repeat both classes.

Students are required to take four professional core courses (12 credit hours) offered online or in the traditional classroom setting. These courses are offered as single classes over a 15 week semester. After completing the four professional core courses, students choose one of the four professional tracks or self design an interdisciplinary track with the guidance of the program director. The professional tracks consist of six courses (18 credit hours) and are delivered in the accelerated format.

### **Professional Studies Core Component (12 credits)**

The Professional Studies Core Component courses are designed to provide the student with a solid background in competencies that complement the discipline-specific courses listed in the tracks within the program.

### **Discipline-Specific Tracks (18 Credits)**

Students must declare which track they wish to develop special expertise to fulfill personal or career interests. Each track consists of 18 credits.

### **MPS DEGREE COMPLETION REQUIREMENTS**

To qualify for the Master of Professional Studies, the candidate must:

1. Complete 30 semester credit hours of required courses with a grade point average of at least 3.0, with no course grade below a C; and
2. Successfully complete the exit assessment requirements for the program; and
3. Successfully complete a Professional Portfolio; and
4. Meet all program requirements within five years of initial enrollment; and
5. Satisfy all financial obligations with the College.

NOTE: The last 21 semester credits must be completed at International College.

### **MPS ACADEMIC COURSE STRUCTURE**

Graduates of the MPS program must successfully complete the following degree components with a minimum of C in all course work with an overall GPA of 3.0.

<b><u>Professional Studies Core Courses</u></b>		<b><u>Semester Hour Credit</u></b>
GEB/IDS 5226	Research Methods	3
GEB/IDS 6376	Professional Ethics, Social Responsibility and Diversity	3
MAN 5055	Management Processes	3
EDU 6110	Instructional Techniques for the Adult Learner	3
<b>Total MPS Core Component</b>		<b>12</b>

#### **Legal/Computer Track**

GEL/BUL 6445	Legal Environment of Business	3
GEL/CIT 6130	Legal and Ethical Aspects of Computing	3
GEL/CIT 6500	Technology in Legal Services	3
GEL/CIT 6501	Technology in Law Office Management	3
GEL/ENG 6503	Argumentative Writing	3
GEL/CIT 6502	Independent Study	3
<b>Total Track Component</b>		<b>18</b>

#### **Law Track**

GEL 6000	Legislative Procedures	3
GEL 6001	Judicial Procedures	3
GEL 6002	Appellate Procedures	3
GEL 6003	Administrative Law	3
GEL 6004	The United States Constitutional Law	3
GEL 6005	Independent Study of Law and Public Policy	3
<b>Total Track Component</b>		<b>18</b>

### **Psychology Track**

PSY/MCJ 6201	Stress Management and Behavior	3	
PSY/MCJ 5200	Special Topics in Crime and Social Morality	3	
PSY 6300	Psychosocial Theory and Applications	3	
PSY 6301	Substance Abuse Theory and Prevention Methodology	3	
PSY 6302	Human Sexuality	3	
PSY 6304	Gender and Society	3	
<b>Total Track Component</b>			<b>18</b>

### **Education Track**

EDU 5100	Instructional Technology Tools and Management	3	
EDU 6120	Theory and Methods of Online Instruction	3	
EDU 5000	Foundations of Education	3	
EDU 5001	Group Theory and Classroom Application	3	
EDU 6000	Multicultural Education	3	
EDU 6001	Comparative Educational Delivery Systems	3	
<b>Total Track Component</b>			<b>18</b>

### **Interdisciplinary Track**

Students select 6 courses from any of the graduate programs offered at the College to design a degree plan for professional or personal improvement. This plan must be developed in conjunction with a faculty advisor and students must meet the prerequisites needed to take the courses that they include in their plan. Students may opt to take more than 30 credits to complete their degree in accordance with their stated objectives.

**Total Track Component** **18**

**Total Semester Hours for Graduation** **30**

## **MEANS OF EVALUATING STUDENT ACHIEVEMENT**

Achievement of course objectives will be measured by examinations, projects, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by successful completion of a professional portfolio.

## **ACADEMIC PROGRAM PLANNING**

The student and faculty advisor will prepare a detailed *Approved Program of Study* to guide each student to successful program completion in a timely manner. The *Approved Program of Study* will become part of the student's official academic records. Changes to the Approved Program of Study may not be made without the approval of the faculty advisor.

## **ESTIMATED DEGREE COMPLETION TIME**

A student may complete the MPS program within four terms.

## INSTRUCTIONAL METHODOLOGY

The graduate faculty utilizes a variety of instructional methods including traditional classroom lecture sessions, readings, classroom discussion, online discussions, student facilitation, interactive learning, computerized learning resources, case studies, research projects, team activities, simulations, and cohort online study activities. The objective of employing varied instructional methods is to enrich the student with multiple approaches to understanding and solving problems that are encountered in the workplace.

P. 39 After MCJ 6309 add a heading of: Psychology Track for MCJ/PSY 6011, 6041, 6015, 6307, 5200, and 6201. Add additional Terrorism Track consisting of the following courses: MCJ 6401 Investigative and Intelligence Analysis: Theory and Practice; MCJ 6402 Homeland Security; MCJ 6403 Global Perspectives of Terrorism; MCJ 6404 Domestic Terrorism; MCJ 6505 The Structure of Antiterrorism and Counterterrorism Programs; MCJ 6406 The Legal Context of Antiterrorism Programs

P. 42 After Executive Management Track add OR Contingency Planning and Risk Management Track consisting of the following courses: MAN 6501 Contingency Planning and Risk Assessment; MAN 6502 Business Impact Assessment and Analysis; MAN 6503 Strategy and Planning for Business Continuity; MAN 6504 Exercising and Maintaining a Continuity Plan; MAN 6505 Contingency Planning and Communication; MAN 6506 Management Perspectives in Preserving American Security

P. 46 Add the following course descriptions:

**HSA 6010      Public Health Interventions in the 21<sup>st</sup> Century**

This course will focus on the study of basic population structure, composition, trends and their relationship to the delivery of healthcare services, including emergency preparedness and bioterrorism threats. The methods and techniques used by epidemiologists investigating the distribution and causes of diseases are utilized in a holistic approach to principles of disease surveillance, control and prevention.

**HSA 6020      Comparative Health Policy**

Access to health care and concern over the quality of care are issues near the top of the national agenda in many industrialized countries, including the United States. This course will study U.S. healthcare policies from a political and economic perspective. It will also explore the tools and mechanisms that have been used to manage cost, care, and the health of populations worldwide.

**HSA 6030      Competitive Advantage: Strategic Planning and Finance in Healthcare**

This course will explore the principles, techniques, and case study applications of strategic planning and finance in the context of changing environmental, policy, and competitive forces in the health services industry. The course will investigate methods of strategic planning and

management of health services organizations, techniques for determining strategies for unique services, integration of strategy, structure, finance and administrative systems.

After page 55, add the following course descriptions:

**Master of Professional Studies Courses**

**EDU 6110 Instructional Techniques for the Adult Learner**

A course of study in higher education instructional techniques, focusing on the learning modalities of the adult learner. This course is intended to explore current teaching methods for faculty members and graduate students who plan to teach at the college level. Areas covered include integration of learning theories, classroom techniques, syllabus and curriculum development, online course management, and utilization of information resources and instructional technologies.

**GEB 5226 Research Methods**

A study of the philosophy and methodology of conducting business and public sector research and reporting. Areas of study include primary and secondary data collection, online search methods, and the analysis and compilation of conclusions for decision making. A final research paper will focus on the student's area of concentration. This course must be taken during a student's first or second term.

**GEB 6376 Professional Ethics, Social Responsibility and Diversity**

A study of the establishment and management of organizational standards for ethics, social responsibility, and cultural diversity. Case studies will augment the instruction of societal and legal requirements for responsible corporate behavior. The student is required to complete and document a community service project or field research project during the term of study.

**MAN 5055 Management Processes**

A course of study of the origins and current practices of management. The course includes a foundation in decision making, human resources, motivation, leadership, global management, planning, organizational structure, group behavior, ethics and organizational culture.

**GEL/BUL 6445 Legal Environment of Business**

A comprehensive study of the legal process as it applies to business enterprises. The political environment and the impact of public policy on business is studied and reviewed relevant to integrating public ideologies and expectations of the manager.

**GEL/CIT 6130 Legal and Ethical Aspects of Computing**

This course presents an overview of legal, ethical, and moral considerations for computing professionals. Topics to be covered include liability and ethical considerations in systems development; intellectual property rights; privacy and security considerations; risk management; computer and Internet crime; and professionalism and professional certifications and licensing.

**GEL/CIT 6500 Technology in Legal Services**

This course focuses on the study and mastery of technology for the legal professional dealing with document preparation, electronic filing in courts, confidentiality issues, and demonstrative aides in the initiation, maintenance and completion of technology in litigation. Prerequisites: Bachelor's Degree in Legal Studies or its equivalent or relevant legal experience and Computer Applications or its equivalent.

**GEL/CIT 6501 Technology in Law Office Management**

This course is designed for students with a legal background who are interested in perfecting contemporary technology utilized by the legal profession. Students will become proficient in technology dealing with calendars, cases, conflicts, contacts, communication court rules, dockets, docs, emails, instant messages, time/billing and accounting. Prerequisites: Bachelor's Degree in Legal Studies or its equivalent or relevant legal experience and Computer Applications or its equivalent.

**GEL/CIT 6502 Independent Study**

Students will select a particular legal program and apply it to a case study that will demonstrate its purpose, effectiveness, and potential for future uses within a legal environment.

**GEL/ENG 6503 Argumentative Writing**

Students are taught the elements of argumentative writing and how they apply to a legal setting. Inductive and deductive reasoning are studied as applicable to legal documents. Students will learn how to produce letters, memorandums, and legal documents that incorporate argumentative writing theory as well as how to respond to same.

**GEL 6000 Legislative Procedures**

This course is an advanced study of the powers and procedures employed by federal, state, and local legislative bodies to enact laws with a focus on real and practical applications and statutory interpretation.

**GEL 6001 Judicial Procedures**

This course is an advanced study of the powers and procedures employed by federal, state, and local courts to resolve disputes with a focus on real and practical applications and legal logic.

**GEL 6002 Appellate Procedures**

This course is an advanced study of the powers and procedures employed by appellate courts to process appeals, write opinions, and administer justice.

**GEL 6003 Administrative Law**

This course is an advanced study of the rules and regulations that govern the application of law in an agency setting. Students will select one governmental agency to use as a case study analysis wherein they will apply the law to resolve the issue presented in the case study.

**GEL 6004 The United States Constitution**

This course is an advanced study of the United States Constitution as interpreted by the United States Supreme Court, including a study of current political issues and cases.

- GEL 6005 Independent Study of Law and Public Policy**  
Students will select a particular current political issue pertaining to a matter of public policy at a local, state, or federal level and prepare a paper and presentation comparing and contrasting various solutions or decisions resolving the policy. The paper and presentation will address constitutional, legislative, and judicial concerns regarding the policy.
- PSY 5200 Special Topics in Crime and Social Morality**  
**MCJ 5200** A special study of topics in the field of crime and social morality which are of interest to the criminal justice community and the student, in cooperation with a faculty mentor.
- PSY 6201 Stress Management and Behavior**  
**MCJ 6201** A study of factors leading to stress in members of the Criminal Justice community, the effects and symptoms of stress, and management of stressed personnel.
- PSY 6300 Psychosocial Theory and Applications**  
In this course, students learn to relate social conditions to mental health. Students explore how societies and individuals within those societies impact human development, both from a positive perspective and a negative perspective. Examples in history that demonstrate how powerful influences take control over a society's perception of right and wrong will be studied. Students will learn applications that can be developed by a society to ensure a healthy and perpetual existence.
- PSY 6301 Substance Abuse Theory and Prevention Methodology**  
This course will focus on the history of substance abuse in our society, how it is defined, perceived, and accommodated. The various methods of prevention will be examined from a medical, psychological and social perspective. Student will conduct a case study using one of these methods to determine the efficacy of each.
- PSY 6302 Human Sexuality**  
This course presents an investigation of sexuality within the larger context of the human experience. Emphasis is placed on the study of human sexual development, dimensions of sexual behavior, sex education, health issues, sexually transmitted diseases, and ethical and legal aspects of sexuality.
- PSY 6303 Gender and Society**  
In this course, students will review a wide variety of theoretical positions about the meaning and origins of gender and examine the role of gender in our most central social institutions: relationships, work, school, media, and culture.
- EDU 5000 Foundations of Education**  
Students investigate and reflect on the greatest educational theorists from across the centuries and around the world. The focus will be on educational/learning theory, character development and intelligence assessments, the role of society and government in education, as well the role of educators as facilitators of learning.



- EDU 5001 Group Theory and Classroom Application**  
Students explore the practical and philosophical theories of group process. Auditory, visual and kinesthetic learning styles are discussed and applied to the classroom environment. The course will focus on integrating various techniques to maximize the learning experience.
- EDU 5100 Introduction to Technology Tools and Management**  
This course is designed to meet the needs of faculty using technology to support classes and improve learning outcomes. It blends educational theory with skills training, and is designed to teach the technology skills necessary to support the teaching activities in both traditional and distance education environments. A variety of instructional methods will be utilized, based on the use of Blackboard as a course management system. Methods include reading, skill training, discussion, and best practice forums. The course will place a heavy emphasis on technology skill building, with students spending a majority of the time working on projects that will enhance the delivery and organization of their courses.
- EDU 6000 Multicultural Education**  
In this course, students critically evaluate education practices from the perspective of social justice, education equity and dedication to creating a multicultural educational experience. Emphasis is placed on the exploration of a learning environment in which students of all cultural and ethnic backgrounds can maximize their learning potential.
- EDU 6001 Comparative Educational Delivery Systems**  
Educational delivery systems began as a “one size fits all” model. Today our educational models in both primary and secondary educational institutions range from the traditional to blended to online to home schooling. In this course, students will critically evaluate the various American educational delivery systems and review models from other countries.
- EDU 6120 Theory and Methods of Online Instruction for Adult Learners**  
A course of study that examines the theory and practice of online course delivery with a special emphasis on the adult learner. The course focuses on the learning modalities of the adult learner in the online environment. Areas covered include adult learning theory, course development, and online delivery techniques consistent with adult learning principles, technology for online delivery, and special topics pertaining to the effective delivery of online courses.

After page 56, add the following MCJ course descriptions:

- MCJ 6401 Investigative and Intelligence Analysis: Theory and Practice**  
The purpose of this course is to provide the student with an understanding of intelligence analysis capabilities and resources that have taken a new and critical meaning since the terrorist attacks on September 11, 2001. Recent policy changes of the national intelligence system have mandated changes to appreciate, understand and utilize intelligence analysis throughout all levels of the criminal justice system. Developing an

analytical assessment process will give students the skills to perform an analytical assessment of the potential threat to a critical infrastructure and recommend implementation to local authorities.

**MCJ 6402 Homeland Security**

This course is designed to be a continuation of the investigative and intelligence process to establish a basis for an understanding of state and local criminal justice agencies' role in combating terrorism since the creation of the Department of Homeland Security. This course brings together the study of intelligence and terrorism to provide a comprehensive understanding of the government's responsibilities and capabilities to deter, prevent and respond to acts of terrorism. Emphasis is placed on local agencies' capabilities and the changing strategies and security challenges in today's environment.

**MCJ 6503 Global Perspectives of Terrorism**

The study of theoretical frameworks about the causes and roots of terrorism will provide a better understanding of why and how terrorists select modes, methods, and targets. Known domestic and international groups will be examined to understand the organization, structure, and leadership of terrorist organizations.

**MCJ 6404 Domestic Terrorism**

This course will define the sources of threats to the Homeland and discuss recent patterns of domestic terrorism and related violence in the United States. This course will address potential threats of violence against the nation and its citizens. Students will evaluate the likelihood of terrorists employing weapons of mass destruction, as well as newer threats such as cyber attack. The possibility of terrorist surprise attacks will be examined from a risk management perspective.

**MCJ 6405 The Structure of Antiterrorism and Counterterrorism Programs**

This course will explore the history and the current structure of anti and counter terrorism programs and organizations. Issues and challenges to effective policy coordination raised by the requirement to defend the Homeland will be examined. Specific provision of anti terrorism programs at the federal, state, and local level will be examined to determine if the programs are working. U.S. policy following a domestic or international terrorist attack will be critically analyzed.

**MCJ 6406 The Legal Context of Antiterrorism Programs**

This course will examine the use of laws, policies, and regulations to reduce the hazard of domestic and international terrorism. The intersection of homeland security with traditional constitutional rights, legal protections and civil liberties will be examined. Students will be asked to critically assess the policy interplay between the burgeoning requirements of homeland security such as the Patriot Act with the maintenance of traditional freedoms. Theoretical perspectives involving international treaties, conventions, and laws to reduce terrorism will be examined.

Add on page 59 the following course descriptions:

**MAN 6501 Contingency Planning and Risk Assessment**

This course explores crisis management principles, strategies, tactics, and communication methods in order to predict, manage, and control expected or unexpected contingencies in order to develop expertise in the pivotal role of preparedness in a complex world. Emphasis is placed on the process of developing and implementing a business contingency plan.

**MAN 6502 Business Impact Assessment and Analysis**

This course focuses on anticipating and assessing the effects and implications of any disruption or predictable security threat. The course includes a foundation in analyzing potential and non-financial impacts to organizations due to disruption. Also emphasized are critical analysis, planning skills and tools.

**MAN 6503 Strategy and Planning for Business Continuity**

This course emphasizes response to readiness through the use of control models such as strategic planning and implementation associated with crisis, recovery, and restoration procedures. The process of risk assessment and analysis leading to plan development is examined through the inclusion of issues of chain of command; role delegating; crisis escalation; employee life-safety readiness; evacuation preparedness; and the potential impact of widespread outage which affects telecommunications, emergency systems, transportation, food service facilities, and many other areas.

**MAN 6504 Exercising and Maintaining a Continuity Plan**

This course focuses on the development and testing of a business continuity plan for an organization. Trial runs, tabletops, walk-throughs, and drill tests are discussed and analyzed to understand their value in the process. In addition, the steps to continuity planning maintenance are covered in order to understand how to budget for change and ensure senior management considers its business continuity plan whenever business operations are modified.

**MAN 6505 Contingency Planning and Communication**

This course provides an understanding of how internal and external communication about an organization's business disruption and its effect on stakeholders fits into crisis management and continuity planning. It focuses on how to mobilize organizational resources in a crisis to develop and implement a communication strategy and plan. Topics included are crisis management skills, handling news media and press conferences, common missteps and how to avoid them, obtaining forgiveness when people are hurt, squashing false rumors, and restoring trust and confidence.

**MAN 6506 Management Perspectives in Preserving American Security**

This course presents an overview of the key homeland security issues facing the United States. These include the causes of war, terrorism, the spread of weapons of mass destruction, the challenge from the developing world, the responses to security threats in the wake of 9/11. The roles and

regulations of the Department of Homeland Security and other related agencies will be discussed as they relate to awareness, prevention, protection, response, and recovery.

P. 75 Add Karen Locklear as Master of Professional Studies (MPS) Program Chair.

Please check with your Program Chair for changes in faculty and staff as well as changes in course titles and prerequisites. New bulletins incorporating these changes are available online and will be available in hard copy for the Fall 2006 Term.