

2003

## University of Southern Maine Graduate Catalog 2003-2004

University of Southern Maine

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# USM

Graduate Catalog  
2003-2004



UNIVERSITY OF  
SOUTHERN MAINE

# University of Southern Maine

Graduate Catalog  
2003-2004

University of Southern Maine

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The University of Southern Maine is accredited by the New England Association of Schools and Colleges which accredits schools and colleges in six New England states. Membership in the Association indicates that the institution has been carefully evaluated and found to meet standards agreed upon by qualified educators.

The University of Southern Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the campus compliance officer, 7 College Avenue, (207) 780-5094/TTY (207) 780-5646. Inquiries or complaints about discrimination in employment or education may also be referred to the Maine Human Rights Commission. Inquiries or complaints about discrimination in employment may be referred to the U.S. Equal Employment Opportunity Commission. Inquiries about the University's compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, may also be referred to the U.S. Department of Education, Office of Civil Rights (OCR), Boston, MA 02109-04557, telephone (617) 223-9662 (voice) or (617) 223-9695 TTY/TDD. Generally, an individual may also file a complaint with OCR within 180 days of alleged discrimination.

The University of Southern Maine reserves the right to revise, amend or change items set forth in this catalog from time to time. Accordingly, readers of this catalog should inquire as to whether any such revisions, amendments or changes have been made since the date of publication. The University reserves the right to cancel course offerings, to set minimum and maximum size of classes, to change designated instructors in courses, and to make decisions affecting the academic standing of anyone participating in a course or program offered by the University of Southern Maine.

The University of Southern Maine supports the efforts of secondary school officials and governing bodies to have their schools achieve regional accredited status to provide reliable assurance of the quality of educational preparation of its applicants for admission.

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## *Campus Safety and Security*

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires universities to disclose three years of statistics regarding campus crime, including off campus buildings the University owns, and on public property adjacent to campus in Portland, Gorham, and Lewiston. The USM report (Safety and Security Information Report) also includes policies for campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes and sexual assaults, and other related matters. A copy may be obtained by accessing the following Web address: [www.usm.maine.edu/police/safetyreport.htm](http://www.usm.maine.edu/police/safetyreport.htm) or by calling the Office of Community Standards at (207) 780-5242 to request a paper copy.

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# Academic Calendar

## 2003-2004

### *Fall Semester*

Classes Begin	8:00 a.m., Tuesday, September 2
October Vacation Begins	After all classes, Sunday, October 12
Classes Resume	8:00 a.m., Wednesday, October 15
Veterans Day (no classes)	Tuesday, November 11
Thanksgiving Vacation Begins	After all classes, Tuesday, November 25
Classes Resume	8:00 a.m., Monday, December 1
Last Day of Classes	Sunday, December 14
Final Exams Begin	Monday, December 15
Final Exams End	Friday, December 19

### *Spring Semester*

Classes Begin	8:00 a.m., Tuesday, January 20
Winter Vacation Begins	After all classes, Sunday, February 15
Classes Resume	8:00 a.m., Monday, February 23
Spring Vacation Begins	After all classes, Sunday, March 21
Classes Resume	8:00 a.m., Monday, March 29
Last Day of Classes	Sunday, May 9
Final Exams Begin	Monday, May 10
Final Exams End	Friday, May 14
Commencement	Saturday, May 15

## University of Maine School of Law

### *Fall Semester*

Orientation and Registration (entering class only)	Thursday and Friday, August 21 and 22
Classes Begin	Monday, August 25
Labor Day (no classes)	Monday, September 1
Columbus Day (no classes)	Monday, October 13
Thanksgiving Recess Begins	5:00 p.m., Wednesday, November 26
Classes Resume	8:00 a.m., Monday, December 1
Last Day of Classes	Thursday, December 4
Examination Period Begins	9:00 a.m., Friday, December 12
Examination Period Ends	Monday, December 22

### *Spring Semester*

Classes Begin	Monday, January 12
Martin Luther King Jr. Holiday	Monday, January 19
Presidents' Day (no classes)	Monday, February 16
Spring Recess Begins	5:00 p.m., Friday, March 5
Classes Resume	8:00 a.m., Monday, March 15
Classes End	Tuesday, April 27
Examination Period Begins	9:00 a.m., Wednesday, May 5
Examination Period Ends	Friday, May 14
Convocation	Saturday, May 22

# The University

The University of Southern Maine, one of seven campuses of the University of Maine System, has been serving the higher educational needs of the region for more than 100 years, although this institution has had its present name only since 1978. The University traces its antecedents back to two institutions, Gorham State College (established in 1878) and the University of Maine in Portland (established in 1933). Today, the University enrolls nearly 11,000 students who pursue graduate and undergraduate degree programs in the College of Arts and Sciences, School of Business, Lewiston-Auburn College, College of Education and Human Development, School of Law, College of Nursing and Health Professions, Muskie School of Public Service, and the School of Applied Science, Engineering, and Technology. The University is served by over 320 full-time faculty, most of whom hold terminal degrees in their respective fields and who distinguish themselves by a strong commitment to teaching, scholarly research, and service to the community. USM, as the most cosmopolitan of Maine's higher education institutions, is rich in possibilities. It is a major educational force in the economic, civic, social, and cultural fabric of southern Maine, and as a result, provides students with formal and informal learning opportunities in the arts, humanities, politics, health sciences, business, mass communications, science, and technology.

Graduate study is today an integral part of the educational activity of the University of Southern Maine. The oldest post-baccalaureate program at the University is the juris doctor, offered by the University of Maine School of Law. The study of law has been available in Maine since the establishment of the then College of Law in 1898. The master's degree in education was the next program to be made available, enrolling students in 1964. The master of business administration degree followed in 1971. Today, all are strong programs serving the preparatory and continuing professional and educational needs of their constituencies.

Of the other graduate degrees offered by the University of Southern Maine, some are professional in nature, others are interdisciplinary in emphasis. The entry-level master's degree program in occupational therapy is designed for people who hold a baccalaureate degree in a discipline other than occupational therapy. The master of science program in nursing is designed to meet the present and emerging health care needs of the region by providing an opportunity for advanced study and clinical training in a profession that nationally has assumed greater responsibility for the preparation of its members. The graduate program in social work prepares students for advanced social work practice. The master of science program in computer science is primarily professional in nature and is directed to individuals pursuing careers in industry. The master of arts in American and New England studies is an interdisciplinary program exploring New England's distinctiveness and its contributions to American culture. The master of science in statistics is an interdisciplinary program designed to provide preparation for both a research-oriented and practice-oriented career. The master of science in accounting provides students with a strong conceptual and applied understanding of the field.

The graduate program in public policy and management offers an interdisciplinary, problem-focused master's degree that prepares students for professional careers in local and state government and the nonprofit sector. The master's degree program in health policy and management offers a rigorous, problem-focused curriculum to prepare graduates for leadership roles in a rapidly changing health policy and management environment. The master's degree program in community planning and development is designed to educate professionals capable of shaping changes in the economy, environment, and society of New England and eastern Canada, and to assure the prosperity of communities while sustaining the human and natural environments that distinguish the region. The University's first Ph.D. program in public policy and management prepares students for advanced research, teaching, and administration.

The master of science in applied immunology and molecular biology, offered in cooperation with Maine Medical Center and the Foundation for Blood Research, prepares its graduates for either continuing study or careers in the rapidly developing field of biotechnology. The master of science in manufacturing systems is designed to prepare working professionals for advancement and leadership posi-

tions in manufacturing industries. The Stonecoast master of fine arts in creative writing is a two-year program featuring residencies and semester writing projects.

The University of Southern Maine has recently introduced a number of new graduate programs: biology offered by the College of Arts and Sciences, leadership studies offered by Lewiston-Auburn College, and numerous degrees in music, offered by the School of Music in the College of Arts and Sciences.

The University affirms that graduate education should provide the subject matter and require study at a level that builds upon the knowledge and intellectual skills acquired through undergraduate experience. It should strengthen and broaden professional competence and stimulate independent research. Indeed, research—basic and applied—is a critical component of all graduate education. To support these objectives, the University is served both by a strong faculty and the resources of associated facilities.

The collection of the USM Library contains 1.5 million items, including approximately 380,000 volumes; 3,000 subscriptions to periodicals, journals, newspapers, and yearbooks; over 1 million microforms; more than 110,000 state and U.S. government documents; a growing collection of audiovisual materials; and access to a wide variety of electronic information resources. Included in the Library's special collections are the Osher Map Library containing the Osher and Smith Collections of antique maps, globes, atlases, and geographies representing over 25,000 individual maps; the University Archives; and the newly established Jean Byers Sampson Center for Diversity, which includes the African American Archives of Maine, the Gay/Lesbian Archive, and the Franco-American Archive housed at the Lewiston-Auburn College Library.

Supplementing these collections are the more than 1 million print titles held in the other campuses of the University of Maine System along with the Maine State Library, the state's Law and Legislative Reference Library, and the Bangor Public Library. The holdings of these libraries are represented in the URSUS online catalog and are available to the USM community through URSUS's interlibrary lending system. URSUS and a variety of other electronic resources are available over the World Wide Web through the University of Maine System's new digital library, named MARINER. In addition, the USM community has access to the more than 36 million titles available through the international OCLC online interlibrary loan network.

In addition to the regular academic semesters, the Summer Session offers a wide range of coursework on the graduate level. For a schedule of summer graduate courses, please consult the Summer Session catalog.

## *Graduate Studies*

The Office of Graduate Studies, in association with the Graduate Council and the academic deans, coordinates graduate activities at the University of Southern Maine. The Graduate Council is made up of elected faculty representing all graduate programs. The Council provides advice regarding the quality and standards of graduate education, review of existing and proposed programs, and policy and procedures regarding admissions, degree requirements, and related matters. The associate provost and dean of Graduate Studies is responsible for the operation of the Office of Graduate Studies. All graduate students are invited to visit this office, located at 39 Exeter Street, on the Portland campus. The office can be reached by phone at (207) 780-4386 or e-mail at [gradstudies@usm.maine.edu](mailto:gradstudies@usm.maine.edu). The Web site for the office is [www.usm.maine.edu/grad](http://www.usm.maine.edu/grad). Graduate students are also advised to maintain close contact with the appropriate director or graduate coordinator in that school, college, or program; a listing of directors and coordinators is available online at [www.usm.maine.edu/grad/non-matric.htm](http://www.usm.maine.edu/grad/non-matric.htm).



# Admissions

The following policies and procedures apply generally; consult the particular degree program for specific information.

## *General Policy*

To be admitted to graduate study, an applicant must have received a baccalaureate degree or the equivalent from an accredited college or university and show promise of ability to pursue advanced study and research in the appropriate program.

## *Required Submissions*

- A. A completed application.
- B. Letter(s) of recommendation.
- C. Official transcript(s) of all previous undergraduate and graduate work.
- D. Official score(s) from standard tests (e.g., Graduate Record Examination, Miller Analogy Test). Scores must be for tests taken within five years of application deadlines. (Please note that it usually takes four weeks for test score reports to be received from the testing agency.)
- E. Official TOEFL scores of 550 or higher on the paper-based test or 213 or higher on the computer-based test, if the applicant is a foreign student.
- F. A nonrefundable \$50 application fee with the application.
- G. Such other materials as may be defined by the school or college.

For additional policies and procedures governing application to a particular school or college at USM, please refer to the program description in this catalog under each of the respective schools or colleges.

## *Submission of Application*

Except for graduate programs in music and the College of Education and Human Development, all documents relating to an application for admission to graduate study are to be sent to the Office of Graduate Admissions on the Portland campus. All materials relating to graduate study in music and the College of Education and Human Development should be sent directly to the Office of Graduate Admissions on the Gorham campus. Once all materials are received they will be forwarded to the appropriate graduate unit for review. Final action on the status of the application is taken by the respective graduate program. Notification of final action is made by the Office of Graduate Admissions. All papers relating to an application become the property of the University of Southern Maine. Applicants are responsible for seeing that all application materials are received by the appropriate office and are postmarked by the application deadline.

## *Application Deadlines*

Applications for admission and supporting material must be postmarked by the deadlines set by the individual graduate programs. Please refer to the appropriate program description for specific information.

## *Deadline for Enrollment*

An applicant admitted for full-time or part-time study must register in that semester for which he or she has been admitted unless other arrangements are made.

## *Immunization Law*

Maine state law requires all individuals born after December 31, 1956, who plan to enroll in a degree program or plan to take 12 or more credits, to show proof of immunity against measles, rubella, diphtheria, and tetanus before registering for classes.

Immunization records must be on file with Student Health Services before students will be allowed to register for classes.

Specific information about immunization requirements is sent with admissions packets, and is also available in most departments and at Student Health Services. The Immunization Hotline number is 780-4504.

## *Readmission*

A student previously registered in a graduate program who has failed to maintain continuous enrollment or who has withdrawn or been withdrawn from the program, or a student who has failed to matriculate in accordance with the enrollment deadline and who wishes to resume studies, must file an application for readmission to graduate school by the regularly published deadlines for the semester or summer session and register during the usual registration period. The application for readmission is to be accompanied by official transcripts of any work attempted in the interim and a fee of \$25.00.

## ***Classification of Admissions***

Regular admission is granted a student who has a record of high scholarship and about whom there is no question of ability to carry on graduate study.

In some instances, conditional admission may be granted to a student who does not meet the established requirements or standards, provided there is sufficient evidence to show that the student is capable of doing satisfactory graduate work. Prospective students should consult the specific graduate program for further information. A program that admits a student conditionally determines the conditions that the student must meet. If a program determines that a student has not met these conditions, the student may be withdrawn by the program chair or dean.

## ***International Student Applications***

Students whose first language is not English are required to take the Test of English as a Foreign Language (TOEFL) and submit scores as part of the application documents. *Only applicants with TOEFL scores of 550 or higher on the paper-based test or 213 or higher on the computer-based test will be considered for admission to a graduate program.* Transcripts from foreign universities should provide the student's rank in class, be translated to English, and be notarized.

## ***Transfer Credit***

Transfer credit is credit earned for coursework prior to matriculation into a graduate program at the University of Southern Maine. Transfer credit may be received for coursework completed at the University of Southern Maine or at another institution. Such credit is normally approved only at the time of admission and request for approval must be included as part of the admissions application. The amount of transfer credit is determined by each graduate program. Transfer credit will not be approved for: 1) courses that would not have received graduate credit at the University of Southern Maine; 2) courses that exceed time limits prescribed for a particular degree program; 3) courses in which a grade lower than a B was received; 4) courses that are inappropriate for inclusion in the student's program of study. For specific policies regarding transfer credit, please consult the appropriate section of this catalog.

## ***Admission of the Disabled***

The University does not discriminate against qualified applicants on the basis of a physical or mental disability. All classroom buildings and two dormitories are equipped with ramps for wheelchair access. The University Library contains a Kurzweil Reading Machine to assist the visually impaired. Most elevator buttons are coded in Braille. An applicant reporting a physical handicap will be advised to schedule an interview with the University Coordinator of Academic Support Services for Students with Disabilities.

## ***Academic Support for Students with Disabilities***

The Academic Support for Students with Disabilities Office works with students to overcome obstacles they may face and to develop strategies and support services for achieving academic success at the University of Southern Maine.

Any USM student with a physical, hearing, medical, emotional, or learning disability who is taking a credit bearing course is eligible for services. Students may be asked to provide documentation.

Academic services may include: tutors; notetakers; taped readings; test proctoring; extra time on tests; interpreters (when appropriate). Students are advised to contact the office before each semester to plan their programs so that appropriate accommodations can be made. A lift-operated van is available upon request to provide transportation between campuses for students with wheelchairs. The Academic Support for Students with Disabilities Office is located in 242 Luther Bonney Hall on the Portland campus. Call 789-4706 (voice) or 780-4395 (TTY) to schedule an appointment.

## ***Appeal of Admissions Decisions***

Applicants may appeal an admissions decision by submitting a written appeal to the dean or director of the appropriate program. The appeal will be reviewed by the dean, director, or appropriate graduate program faculty, and the dean or director will notify the student of action taken on the appeal. Should the student wish to pursue the appeal process further, a written appeal should be submitted to the dean of Graduate Studies. The applicant's letter should include all information she or he believes should be taken into account in reviewing the decision. Still further appeal of the admissions decision may be made to the provost and vice president for Academic Affairs.

***Professional Licensure  
and Certification Notice***

Students with a criminal record who are pursuing degrees leading to application for professional licensure or certification should contact the appropriate licensure or certification body prior to matriculation to ensure eligibility.

# Financial Information

Tuition rates are established by the University of Maine System Board of Trustees. The University reserves the right to adjust these charges to respond to changing costs, state and/or federal legislative action, and other matters. Such adjustments may be made at any time. A student acknowledges this reservation by applying for admission or registering for courses.

There are three types of tuition charged: undergraduate, graduate, and law. The type of tuition charged is usually determined by the level of the course. Tuition charges are calculated by multiplying the number of credit hours attempted by a rate established by the Board of Trustees. Courses being audited are included in this calculation.

## Tuition

### Charges in effect as of July 1, 2003

	Maine Resident	Non-Resident	NEBHE
Graduate*	\$ 215.00/cr.	\$ 602.00/cr.	\$ 322.50/cr.
Law**			
1st year	\$ 400.00/cr.	\$ 675.00/cr.	\$ 600.00/cr.
12+ credit hours	\$ 6,000.00/sem.	\$ 10,125.00/sem.	\$ 9,000.00/sem.
2nd/3rd year	\$ 390.00/cr.	\$ 660.00/cr.	\$ 585.00/cr.
12+ credit hours	\$ 5,850.00/sem.	\$ 9,900.00/sem.	\$ 8,775.00/sem.

\*The University reserves the right to adjust these charges to respond to changing cost, state and/or federal legislative action, and other matters. Such adjustment may be made at any time.

\*\*Law students taking less than 12 credit hours per semester are charged on a per credit hour basis.

## Fees

**Activity Fee** This is a mandatory \$20.00 fee charged students enrolled in law courses.

**Application Fee** A mandatory \$50.00 fee is charged to an applicant who has not previously matriculated at the University of Southern Maine.

**Community Standards Fee** A \$25 fee is charged to any student who is sanctioned under the Conduct Code.

**Course Fees** A mandatory fee is assessed for some courses. These fees cover costs associated with specialized instruction. Additional information is provided in University course listings.

**Distance Education Fee** Students registering for classes offered over the Education Network are charged a \$5.00 per credit fee to defray some mailing costs.

**Installment Payment Fee** A \$25.00 fee is charged students participating in the University's three-, four-, and five-payment plans.

**Insufficient Funds Fee** A \$25.00 fee is charged when a student's check is returned or a bank card is declined for insufficient funds.

**Late Fee** A \$50.00 late fee to a maximum of \$200.00 is assessed to students who do not pay University charges when due.

**Student Health and Counseling Fee** A mandatory \$40.00 health fee is charged students registered for six or more credits of instructional activities emanating from the Portland and/or Gorham campus for fall and spring semesters. Such activities include independent study, internships, field experiences, etc. Credits for regular classes taken at off-campus locations are omitted when determining this fee. Optional coverage is available to students who register for fewer than six credits and/or during the summer. The cost of the health fee after the four-week open enrollment is \$55.00. For more information about the services covered by the health fee, contact Student Health Services at 780-4211 or 780-5411.

**Health Insurance (Optional)** Students may purchase optional insurance plans under policies made available by contract with the University of Southern Maine. These plans can provide coverage for health care costs incurred through Student Health, family physician, or other health care providers.

A moderate cost 12-month basic insurance plan is available to students registered for 6 or more credit hours. Students who have enrolled in the prior academic year must re-enroll each year and cannot re-enroll in the basic plan if not a USM student.

An extended health care insurance plan is also available to students registered for 3 or more credit hours who want financial coverage for potential severe or catastrophic health problems. The extended care plan reimburses only after the first \$10,000 of health care is already paid by the student or any basic insurance plan. Further information about either policy and coverage is available through Student Health Services.

**Transportation Fee** A mandatory fee assessed to all students registered for courses that are held on the Portland and/or Gorham campuses. It funds parking and other transportation-related projects, as well as busing between campuses. It eliminates the need to pay for required parking decals.

0.5-5.5 credit hours	\$40.00
6.0-11.5 credit hours	\$65.00
12 or more credit hours	\$90.00

**Law School Study Abroad Fee** A \$50.00 fee is charged to a student participating in the Law School cooperative foreign study program who wants credit for that experience.

**Unified Fee** A mandatory fee assessed to cover fixed costs of providing educational services that may not already be supported by tuition charges. This fee has replaced the matriculation fee, records fee, technology fee, energy fee, recreation fee, and Lewiston-Auburn College development fee. The fee is assessed on a per credit hour basis and based on the following:

Portland/Gorham courses	\$18.00
Lewiston-Auburn College courses	\$14.00
Off-Campus Centers (University College sites and IT V/C V courses)	\$10.00
Summer Session	\$10.00

## Room and Board

**Board** The University offers a variety of meal plans. Information about the meal plans is available from the Department of Residential Life, Room 100, Upton Hall, Gorham (telephone 780-5240).

**USM Meal Plans** The University offers seven different resident student meal plans. The cost is \$2,790.00 per year.

**Commuter Only Meal Plans** Commuter meal plans allow students to purchase food at a discount. Information about the plans is available from the Department of Residential Life and Dining Services.

Both resident and commuter students may purchase additional points during the semester.

**Room** University residence halls are located on the Gorham campus and at 645 Congress Street, Portland. Information about housing is available from the Department of Residential Life, Room 100, Upton Hall, Gorham (780-5240). Limited parking may be rented for \$100.00 per semester plus the annual cost of a parking decal at Portland Hall.

While the student is billed by the semester, the housing contract is for the **full year**. Room:

Gorham 9 Month Single	\$3,788.00/year
Gorham 9 Month Large Single	\$4,250.00/year
Gorham 9 Month Double	\$3,224.00/year
Philippi Double	\$3,946.00/year
Philippi 2- and 3-Person Suite	\$4,168.00/year
Philippi Single	\$4,250.00/year
Philippi 4-Person Suite Double	\$4,210.00/year
Philippi 4-Person Suite Single	\$4,222.00/year
Portland Hall Yankee Clipper	\$3,496.00/year
Portland Hall A-Wing	\$3,284.00/year
Portland Hall B-Wing Single	\$3,872.00/year
Portland Hall B-Wing Double	\$3,232.00/year
Portland Hall Suite (1 person)	\$4,460.00/year
Portland Hall Suite (2 person)	\$3,968.00/year
Portland Hall Suite (3 & 4 person)	\$3,476.00/year
Portland Hall Family Suite	\$5,954.00/year
Portland Hall 2nd Main Single	\$3,944.00/year
Portland Hall 2nd Main Double	\$3,496.00/year
Portland Hall 4th Main Triple	\$3,328.00/year

all rates are based on full occupancy, and residents are charged for the type of housing in which they reside. There is an additional charge for living in a room which is under-capacity. That charge is approximately one-third of the base rate.

**Telephone Service** Phone jacks are activated in all residence hall rooms. Residents need to supply their own touch-tone phone. Arrangements may be made with the University or with the carrier of choice for long-distance calling.

## ***Other Expenses***

**Books and Supplies** Students are responsible for the purchase of books and supplies. Payment is made at the time of purchase.

## ***Deposits***

Students admitted to the School of Law must pay a nonrefundable \$200.00 tuition deposit by April 15 or within two weeks of acceptance if admitted after April 1. An additional \$200.00 deposit is due by June 15. Checks should be mailed directly to the School of Law. This deposit will be applied to tuition charges if the student registers and remains enrolled; otherwise it is forfeited. With permission of the Law School, payment may be postponed in cases of extreme hardship. Graduate programs requiring a \$200.00 deposit include occupational therapy, extended teacher education program, and the nursing option for non-nurses with baccalaureate degrees. Other graduate programs do not require a deposit.

Newly admitted students who are approved for on-campus housing must also pay a \$75.00 room deposit. After a student registers, these deposits are applied to his or her account. These deposits are forfeited if an applicant for September admission withdraws after May 1, or if an applicant for January admission withdraws after January 1. Applicants who provide the Admissions Office with written notification of withdrawal before the previously mentioned dates will have the deposit refunded.

The Department of Residential Life establishes and publicizes dates for room selection each spring. Students who are registered for spring semester and request on-campus housing for fall are required to pay a \$75.00 room deposit. Usually, this deposit is applied to the fall bill. If a student notifies Resident Student Services that housing is not desired before May 1, this deposit will be refunded. If notification is received after May 1, the deposit is forfeited.

## ***Payment Policies and Procedures***

**Billing** Each semester, the University establishes specific dates for charging students and mailing bills. It is the student's responsibility to maintain accurate home and local addresses at the Registrar's Office. Students registering during some Orientation Sessions, the open registration period, and after classes start are expected to make payment at the time of registration. The University is not obligated to mail a bill.

**How to Make Payment** The University offers a variety of payment options.

- **Cash** Cash payment may be made at the Student Billing Office or at an off-campus center. Cash should not be mailed.

- **Checks** Checks should be made payable to the University of Southern Maine. The student's name and student I.D. number should be shown on the check.

- **Credit/Debit Cards** The University accepts Discover credit card, as well as MasterCard or Visa credit and debit cards. The University is not able to accept debit or ATM cards that do not have the MasterCard or Visa logo.

- **Financial Aid from USM** The University offers eligible students grants, scholarships, loans, and employment opportunities. Grants, scholarships, and loans are credited for payment of University charges. Additional information can be obtained from Student Financial Aid.

- **Installment Payment** The University offers a variety of payment plans. Additional information about these plans and enrollment deadlines are available from Student Billing.

- **Outside Scholarships** Students must notify Student Billing of any non-University scholarships, to be used to pay University charges, prior to the date payment is due. Upon receipt of proper documentation, the University may extend the payment due date.

- **Third Party Payments** A student must give Student Billing written authorization from the agency/employer prior to the payment due date. No conditional payment offers will be accepted. *Please note:* If, for any reason, the third party does not pay, the student is liable for all charges.

*When Payment is Due* Each semester, the University establishes specific dates payment is due and notifies students of these dates on bills, through University publications, and on the Student Billing Web site at [www.usm.maine.edu/buso](http://www.usm.maine.edu/buso).

*Adding Courses* Costs associated with credit hours added after the semester begins must be paid at the time of registration.

*Other Charges* After the semester starts, additional charges must be paid as they occur.

A late fee is charged if payment is not received by the due date. Students with past due charges are not allowed to re-register. Students who show a pattern of late payment may be required to pay all University charges before registration is accepted. The University also reserves the right to cancel a current semester's registration, preventing a student from receiving grades or credit for courses, if outstanding charges are not paid.

Transcripts, certification of graduation, and other records will be withheld from students who have not paid all bills and loans due the University. This includes bills for damage to University property and unpaid charges or fines owed to other University departments.

## **Add/Drop**

The schedule adjustment period begins with the first day of scheduled University classes and includes weekends and holidays. Students may add a course during the first week of the semester. For late afternoon and evening and weekend courses that meet once a week, adds will be accepted through the day following the second class meeting.

A student who remains registered is not charged for any course dropped during the first two weeks of the semester. The number of times a class meets is not a factor in this determination. **Students who drop after the second week receive no refund.** Drops do not require an instructor's signature. They may be processed at the Registrar's Office, Enrollment Services Center, Lewiston-Auburn College, or a University of Maine System Center. The date the drop form is received at one of these offices is used to determine if charges should be reduced.

## **Withdrawal Policy**

The charges assessed students who withdraw from all classes are adjusted in accordance with the schedules shown below. The date the Registrar receives written notification of withdrawal is used when calculating refunds. A semester begins with the first day of scheduled University classes and includes weekends and holidays.

Failure to notify the Registrar promptly will increase financial liability. A student who feels the withdrawal was caused by reasons beyond his or her control (extended illness or military service obligations, for example) may petition for special consideration. Such requests will be considered only if received within 90 days of the end of the semester involved. Charges will not be reduced for voluntary absence from classes. Contact the Student Billing Office for additional information about this procedure.

*Tuition refunds* Student charges will be refunded to students who are withdrawing from the University of Maine System in accordance with the schedules and provisions set forth below.

For purposes of calculating tuition refunds, the attendance period begins on the opening day of scheduled campus classes, includes weekends and holidays, and ends on the date the student notifies the Registrar in writing that she or he is withdrawing.

### **1. Schedules For All Returning Students**

ACADEMIC YEAR (Fall and Spring Terms)	Refund Percentage
Cancellation prior to first day of class	100%
Withdrawal prior to end of second week	100%
Withdrawal prior to end of fifth week	50%
Withdrawal prior to end of eighth week	25%
Withdrawal after the eighth week	0%

*Summer Session* Refer to the Summer Session catalog for summer drop/withdrawal policies.

Requests for exemptions to the refund policy must be filed with the executive director for Financial Resources within 90 days of the end of the semester involved.

*Board Refunds* Students who withdraw from the University are charged for meals at an established daily rate. Additional information is available from the Department of Residence Life.

## **Rules Governing In-State and Out- of-State Tuition**

There are many factors that will be considered in determining residency for in-state tuition purposes. No one factor can be used to establish domicile; rather, all factors and circumstances must be considered on a case-by-case basis. A domicile or residency classification assigned by a public or private authority neither qualifies nor disqualifies a student for University of Maine System (UMS) in-state status.

A student applying for admission to a degree program is classified as eligible, or not eligible, for in-state tuition at the time of acceptance to the University. A non-matriculated (non-degree) student is classified as eligible, or not eligible, for in-state tuition at the time of registration. The decision, made by the executive director for Financial Resources, or other officials designated by the campus, (this authority is granted to all admissions directors), shall be made based on information and documentation furnished by the student and other information available to the University. No student is eligible for in-state tuition classification until he or she has become domiciled in Maine, in accordance with University guidelines, before such registration. If the student is enrolled full-time in an academic program, as defined by the University, it will be presumed that the student is in Maine for educational purposes, and that the student is not in Maine to establish a domicile. A residence established for the purpose of attending a UMS campus shall not by itself constitute domicile. The burden will be on the student to prove that he or she has established a Maine domicile for other than educational purposes. An individual who has lived in the state of Maine, for other than educational purposes, one year *prior* to registration or application to a campus is considered an in-state student.

In general, members of the Armed Forces and their dependents will be granted in-state tuition during such periods of time as they are on active duty within the state of Maine or if their military state of residency is Maine as evidenced by appropriate official documentation. A Maine resident who is absent from the state for military or full-time educational purposes will normally remain eligible for in-state tuition.

A student, spouse, or domestic partner of a student, who currently has continuous, permanent full-time employment in Maine before the student decides to apply for degree status at the University will be considered in-state for tuition purposes.

A student who is dependent on his/her parent(s) and/or legally appointed guardian (or to whom custody has been granted by court order) is considered to have a domicile with the parent(s) for tuition purposes.

In-state tuition is not available to anyone who holds a non-immigrant U.S. visa. If an individual is not a domiciliary of the United States, they cannot be a domiciliary of the state of Maine.

A student who attended an out-of-state educational institution at in-state tuition rates in the immediately preceding semester, shall be presumed to be in Maine for educational purposes and not to establish a domicile. Again, the burden will be on the individual to prove that he or she has established a Maine domicile for other than educational purposes.

To change tuition status, the following procedures must be followed:

- A. A "Request of Change in Tuition Status" must be filed with the executive director for Financial Resources or designee *on or before* the campus's first day of classes for the summer session, fall or spring semester for which residency is requested. All applications shall be prospective.
- B. If the executive director for Financial Resources' written decision, to be issued within thirty days of the first day of classes, is considered incorrect by the student, the student may appeal that decision in writing, within 30 days, in the following order:

1. The vice president for Administration of the campus. After receiving a written decision from this level within 30 days, the student has 30 days to submit a written appeal to:
2. The treasurer of the University System whose decision shall be final.

In the event that the executive director for Financial Resources, or other designated official, possesses facts or information indicating a student's change of sta-



tus from in-state to out-of-state, the student shall be informed in writing of the change in status and will be given an opportunity to present facts in opposition to the change. The student may appeal the decision of the executive director for Financial Resources or other designated official as set forth in the preceding paragraph.

Applications for "A Request for Change in Tuition Status" are available at the Student Billing Office, 110 Corthell Hall, on the Gorham campus, or the Business Office, 118 Payson Smith, on the Portland campus. Completed applications should be returned to the Portland Business Office.

### ***New England Regional Program***

In cooperation with the New England Board of Higher Education the University offers certain graduate programs of study to qualified candidates from the New England States. Tuition rates for regional candidates approved by the Board of Trustees will be that of in-state tuition plus a surcharge of 50 percent. Because the listing of available programs varies from year to year, candidates should consult the *New England Regional Student Program Graduate Catalog*. This catalog is available for review in the Office of Graduate Studies and College of Education's Admissions and Advising Office. Copies may be obtained from the New England Board of Higher Education, 45 Temple Place, Boston, Massachusetts, 02111.

#### *Graduate Programs*

Accounting	VT
Adult Education	MA, VT
American and New England Studies	CT, MA, NH, RI, VT
Applied Immunology and Molecular Biology	CT, NH
Community Planning and Development	CT, NH, VT
Health Policy and Management	CT, NH, RI, VT
Independent School Teacher Education	CT, MA, VT
Law (J.D.)	MA, NH, RI, VT
Manufacturing Engineering	CT, NH, VT
Manufacturing Systems	CT, NH, RI
Occupational Therapy (pre-professional)	CT, RI, VT
Public Policy (Ph.D.)	CT, NH, RI, VT
School Psychology	NH, VT

# Student Financial Aid

Students admitted to a master's degree program at the University are eligible to apply for financial aid from a variety of sources. The Student Financial Aid Office administers loans and employment programs for financially needy students. Maine lending institutions offer eligible students low interest student loans. Some employers offer assistance in the form of tuition reimbursement, flexible scheduling, or paid educational sabbaticals. Scholarship assistance may also be available from organizations, clubs, or religious groups of which the student or his or her family is a member. The University is also approved by the Veterans Administration for payment of veteran's benefits.

## *Eligibility for Aid*

To receive financial assistance, a student must be admitted into a degree program at the University and must be enrolled for at least six credit hours for a semester. Aid can be granted only to U.S. citizens and eligible non-citizens. Non-citizens who think they might qualify are encouraged to contact the Student Financial Aid Office for more information. You must also be registered with the Selective Service if you are a male, at least 18 years old, and born after December 31, 1959. If you believe you are not required to be registered, please call the Selective Service Office for information regarding exemption.

It is important to remember that financial aid is intended to supplement a student's resources. A basic principle of financial aid programs is that the student and his or her family are expected to contribute, when able, from income and assets to meet college costs.

The deciding factor in the establishment of a student's eligibility for most financial aid programs is that of documented financial "need"; that is, when an applicant has been determined to have insufficient family resources to meet the cost of attending the University of Southern Maine, she or he is eligible for assistance. Since the federal government provides most of the funds the University allocates to its students, family resources are assessed in accordance with a formula required by the U.S. Department of Education.

Aid applicants must also meet standards of Satisfactory Academic Progress in their chosen course of study. These standards are set by the University in accordance with federal financial aid regulations and are in addition to the requirements established by the dean or director of an academic program. A full explanation of these standards may be found in a separate publication entitled "Financial Aid Satisfactory Academic Progress Policy" available in the Student Financial Aid Office, and at the following Web site: [www.usm.maine.edu/fin](http://www.usm.maine.edu/fin).

A student must not owe a refund on a federal grant or be in default on a federal educational loan. Students who are in default or owe a repayment are not eligible for assistance.

No student should fail to apply for admission because she or he cannot pay the full cost of an education. The Student Financial Aid Office administers a significant and versatile program. When a student's financial resources are insufficient to meet educational expenses, loans or employment can usually be made available. If funds are not available from the University, the Student Financial Aid Office helps students explore other potential sources of aid.

## *Application Procedures*

To apply for financial assistance from the University of Southern Maine, you should file your Free Application for Federal Student Aid (FAFSA) or your Renewal FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Students are encouraged to apply for assistance as early as possible. To ensure a fair distribution of funds, a priority filing date is established. To meet USM's deadline, applicants must ensure that their FAFSA data is received at the institution by March 1. Students should submit the FAFSA to the federal student aid programs by February 15 to meet the USM March 1 deadline.

Applications are accepted after the priority filing dates, although the type and amount of aid offered may be reduced subject to funding limitations. Applicants who file after the priority filing date will probably receive delayed notification and may not have funds available in time to pay semester bills.

## ***How Financial Aid is Allocated***

The University begins reviewing student aid applications in early spring. Once a student is accepted, all necessary financial aid application materials are received, and the University is told how much federal aid it will have for students, a notice of eligibility is sent. If a student receives outside scholarship funds, the amount of aid from the University may have to be reduced.

The amount a student receives is determined by subtracting the student's resources from a budget computed by the Student Financial Aid Office. This budget is based on typical living and educational costs for students and may be adjusted if unusual non-discretionary expenses exist.

Even after a student is allocated funds, the amount of aid may be adjusted if the student's financial situation changes. Students must promptly report any of the following to the Student Financial Aid Office: a change in residence; a change in the number of credit hours attempted; or the receipt of financial aid from sources other than the Student Financial Aid Office.

## ***Types of Aid Available***

*Graduate Assistantships* are available in most programs. Graduate assistantships serve three purposes: to provide financial support for students, to enhance students' professional and scholarly development, and to support faculty scholarship and teaching. In most instances, the assistant is required to pursue graduate studies (at least 6 hours of credit per semester or 9 hours of credit for foreign students). In compensation, the assistants are generally paid a yearly grant which can be applied to tuition and/or received as a stipend. Assistantships are awarded by the Office of Graduate Studies on the recommendation of the individual graduate programs. Interested students should first contact their graduate program director or the Office of Graduate Studies.

*Federal Work Study* is a program funded by the University of Southern Maine and the federal government. A student's financial need governs the amount that can be earned.

*Federal Perkins Loans* are funded by the federal government, the University, and former borrowers repaying loans. No repayment is required until after the student ceases his or her education. Once repayment begins, the student is charged 5 percent simple interest on the amount borrowed. While the monthly repayment amount varies with the amount borrowed, a minimum of \$40 must be repaid each month.

*Federal Subsidized Stafford Loans* is a program sponsored by the federal and state governments that allows students to secure low-cost loans. Eligibility for subsidized Stafford Loans is based on demonstrated financial need.

*Federal Unsubsidized Stafford Loans* is a program under the Federal Family Education Loan Program that provides access to borrowing for students who do not qualify for need-based assistance. The student is responsible for the interest as it accrues.

*Alternative Loans* are credit-based loan programs which provide long term financing options for qualified students. Additional information about these programs may be obtained from the Student Financial Aid Office. Some lenders may also have their own private educational loan programs. Check with the lender for more information.

*Native American Programs* Tuition, mandatory fees, and on-campus room and board will be waived for qualified and eligible North American Indians residing in Maine. Eligibility is extended to 1) the person whose name is included on the current census of either the Passamaquoddy or Penobscot Tribes; and 2) the person who has resided in Maine for at least one year and whose name, or the name of at least one of their grandparents, was included on the census of a North American Tribe OR held a band number of the Maliseet or Micmac Tribes with direct blood lineage.

*Veterans Educational Benefits* Students eligible for educational assistance from the Veterans Administration are encouraged to contact the Veterans Affairs Office 30 days before the start of each semester. The Veterans Affairs Office is located in the Enrollment Services Center.

*Trustee Tuition Scholarships* A limited number of scholarships is available. The awards are based on academic achievement and promise, special talents, potential to make unique contributions to the University community, and USM's commitment to expanding the pluralistic character of its student body. Further information may be obtained from the individual graduate programs.

For additional information, contact the Student Financial Aid Office, University of Southern Maine, Corthell Hall, College Avenue, Gorham, Maine 04038 or telephone (207) 780-5800. You may also visit our Web site at [www.usm.maine.edu/fin](http://www.usm.maine.edu/fin).

*Offers of financial aid are conditional upon receipt of funds from all funding sources. The Student Financial Aid Office reserves the right to revise offers of financial aid at any time during the year based on availability of funds and/or changes in regulation and/or procedures mandated by University, state, or federal authorities.*

# University Life and Student Services

The following programs and services are dedicated to supporting student learning and success in the out-of-classroom aspects of the educational experience. Activities, ranging from dining to résumé preparation, join the academic process in expanding the university experience for all students. More detailed information about student programs and services appears in the USM student handbook, the *Navigator*, available in the Portland and Gorham Student Life offices. Questions regarding all areas in this section may be addressed to Craig Hutchinson, vice president for Student and University Life, 780-4035, or [craigh@usm.maine.edu](mailto:craigh@usm.maine.edu).

## ***Brooks Student Center***

The Brooks Student Center serves as the “living room” of the Gorham campus, with campus dining, snack bar, bookstore, ATM, cash-to-card machine, postal service vending, lounge and meeting spaces, student mailboxes, and the office of the dean of Student Life, which manages the building. Contact the office of the dean of Student Life at 780-5470.

## ***Campus Diversity and Equity***

The Office of Campus Diversity and Equity works with all units of the University to foster a welcoming and inclusive working, learning, and living environment. The office collaborates with student and employee groups to develop programs, assists in the recruitment and retention of a diverse staff and student body, and provides diversity awareness education opportunities. The office also oversees University compliance with affirmative action, sexual harassment, disability, and other civil rights statutes and policies and provides ombuds and mediation services. Call 780-5094.

## ***Career Services and Professional Life Development***

The Career Services and Professional Life Development centers provide comprehensive career assistance for all matriculated students. Students are encouraged to visit the centers early in their academic career to begin preparing for the future. They provide assistance with career decision making, interest testing, a part-time job service, a computerized career exploration service, and workshops to help students design résumés and learn how to interview with employers. They also maintain a Career Technology Center to assist students with on-line job searches and research. They are a participating institution in the Maine Recruiting Consortium—a job fair program for graduating seniors that draws employers from across the Northeast.

The Cooperative Education Program helps place students in short-term positions with career-related businesses. In most cases, students who are eligible to apply for Cooperative Education placements receive academic credit for the learning experience involved, as well as a salary from the employer. The office also maintains a list of available unpaid internship opportunities.

The centers are located on the Gorham campus in Upton Hall, on the Portland campus in Payson Smith Hall, and on the Lewiston-Auburn campus. Please call 780-4220 for more information.

## ***Child and Family Centers***

University Child and Family Centers complement the mission of Student and University Life by serving children of students, faculty, staff, and alumni. Programs are provided for children from infancy to teens, in two facilities on the Portland campus and in Gorham and include: full-day child care (7:30 a.m. - 5:30 p.m.), evening care on a limited basis in Portland, kindergarten care in Gorham, flex-care (child care services on a block basis), infant, toddler, and pre-school care, summer and school vacation camps. Student scholarships, provided by the Student Senate and the University, are available for eligible students. Lengthy waiting lists are common. For more information, call 780-4125.

## ***Community Service***

Opportunities for community service are available through the AmeriCorps Service Leaders Program, a special interest housing unit, Circle K Club, Russell Scholars Program, Student Athletes Advisory Council, and others. A list of agencies and organizations with partner relationships with the University for volunteer service is accessible through the Student and University Life Web site at

## ***Community Standards***

While at the University, students are expected to conduct their affairs with proper regard for the rights of others and of the University. All members of the University community share a responsibility to maintain an environment where actions are guided by respect, integrity, and reason. When standards of conduct are violated, the University relies upon the Student Conduct Code. It is the responsibility of the Office of Community Standards to protect the campus community from disruption and harm by offering a program of educational discipline and by enforcing the Student Conduct Code. If students violate a state or federal law or a University regulation, they may be subject to state, federal, or University disciplinary action. In the enforcement of the Student Conduct Code the University functions in an administrative manner. For a complete copy of the Student Conduct Code, call 780-5242.

## ***Commuter Services***

Support services for commuter students including off-campus housing options, parking and transportation information and more are available through the office of the dean of Student Life in the Woodbury Campus Center, Portland (228-8200), and the Brooks Student Center, Gorham (780-5470), and on the Web at [www.usm.maine.edu/commuter](http://www.usm.maine.edu/commuter).

## ***Dean of Student Life***

The office of the dean of Student Life provides a welcoming environment, support and advocacy for all students, and essential services and a co-curriculum for outside the classroom learning and development. Residential Life, the Brooks Student Center, and the Woodbury Campus Center, Sullivan Recreation and Fitness Complex, and advising for student organizations are responsibilities of the dean of Student Life. Offices are located in the Brooks Student Center, Gorham, 780-5470, and Woodbury Campus Center, Portland, 228-8200.

## ***Dining Services***

Dining facilities are located at a variety of locations on both Portland and Gorham campuses. The main dining facility on the Gorham campus, as well as a cash-basis snack bar, are located in the Brooks Student Center. A snack bar is also located in the lobby of Bailey Hall. In Portland, facilities are located in the Campus Center, the Law Building, and the lobby of Luther Bonney Hall. A full service cafeteria is located in Portland Hall on Congress Street. Dining service questions may be addressed by contacting 780-5420, [www.usm.maine.edu/reslife/dining.htm](http://www.usm.maine.edu/reslife/dining.htm).

## ***GLBTQA Resources Program***

The University of Southern Maine's GLBTQA Resources Program seeks to ensure a University environment that is positive, safe, and supportive for members of the gay, lesbian, bisexual, transgender, questioning, and allied community. Through a series of educational opportunities, support services, and advocacy work, the program works collaboratively with the Alliance for Sexual Diversity student organization, University organizations and departments, and the greater community. The program also oversees the USM Safe Zone Project, a program that conveys an inclusive message to the University community. Safe Zone Project volunteers attend a short orientation program, and then display a sticker with a rainbow-striped triangle and the words "safe zone USM." This shows that they are committed to being identified as safe and supportive contacts for GLBTQA students, faculty, and staff. For more information on these programs, call 228-8235 or visit [www.usm.maine.edu/glbta](http://www.usm.maine.edu/glbta).

## ***Gorham Recreational Sports Program***

Many recreational activities, regardless of skill level or previous experience, are offered. Team sports include flag football, volleyball, basketball, ultimate Frisbee, 6-on-6 soccer, softball, beach volleyball, floor hockey, arena football, and bowling. Individual activities such as tennis, table tennis, darts, badminton, 3-point shoot-out, free-throw competition, and nine-ball are offered. Come work out in our new state of the art fitness facility where numerous pieces of equipment are available including Universal machines, free weights and cardiovascular machines. Aerobics are also offered for students of all skill levels. Completion of the new ice arena has made ice hockey, broomball, and free skating available. For more information call 780-5649 or stop by the office located in 102 Hill Gym.

## ***University Health Services and University Counseling Services***

USM students or University of Maine law students may use the many services of USM's convenient, affordable, and accessible on-campus health care and counseling centers in Portland and Gorham. All information gathered in both University Health Services and University Counseling Services is held in confidence. No information is released to University officials, faculty members, parents, friends, or outside agencies except upon written request of the student.

### ***Student Health Fee***

Each semester students who take six or more credits are automatically assessed a health fee. This fee entitles students to unlimited free office visits in UHS and 12 free counseling sessions in University Counseling Services. Students taking three to five credits may opt to pay the health fee in the first four weeks of the fall or spring semester. The health fee does not cover lab tests, wellness exams, and a few selected procedures. After 12 sessions in Counseling Services, there is a \$10 per visit charge. An optional summer health fee or fee-for-service arrangement is also available. The health fee is not health insurance. If you would like to purchase health insurance, contact UHS for information about the USM Student Health and Accident Insurance for basic coverage and the Blue Cross Health insurance for catastrophic coverage.

### ***University Health Services***

UHS is staffed by skilled professional nurses, certified nurse practitioners, and physicians who understand college health issues, student budgets, and student diversity. Services available include: required immunizations; diagnosis and treatment of health problems; physical exams, athletic exams, work physicals, gynecological exams; lab services and tests; flu and allergy shots; consultations and referrals; travel information; self-care cold clinic and safer sex supplies; workstudy or volunteer opportunities; health screenings; communicable disease surveillance; and more.

Hours of operation are generally Monday through Friday, 8:00 a.m. - 4:30 p.m. with some evening hours. The Portland center is open year round, Gorham is open when residence halls are open. For additional information, call the Portland center at 780-4211, the Gorham center at 780-5411, or TTY 780-5646. The immunization hotline is 780-4504.

### ***University Counseling Services***

The staff of psychologists, licensed counselors, licensed social workers, and graduate interns at University Counseling Services offers short-term counseling to undergraduate and graduate students. These services include crisis/emergency assistance; personal counseling (individuals, couples, and groups); and referral services. Consultation services and workshops are also available to student groups, the faculty, and other staff members.

The centers are located in Payson Smith Hall on the Portland campus and Upton Hall on the Gorham campus. Hours are Monday through Friday, 8:00 a.m. - 4:30 p.m., with some evening hours. For more information, call 780-4050.

For information about counseling at Lewiston-Auburn College, call 753-6500.

## ***Honor Societies and University Scholarships and Awards***

The University is affiliated with several national honor societies. A partial list follows. For more information contact the academic area indicated. For general assistance call the Division of Student and University Life at 780-4035.

- Beta of Maine Chapter of Alpha Kappa Delta (sociology)
- Phi Kappa Phi (a national interdisciplinary honor society)
- Gamma Theta Upsilon (geography)
- Kappa Zeta-at-Large, Chapter of Sigma Theta Tau (nursing)
- Psi Chi (psychology)
- Phi Sigma Iota (foreign language)
- Eta Mu Chapter, Phi Alpha National Social Work Honor Society
- Phi Sigma Alpha (political science)
- Phi Alpha Theta, Chapter of Alpha Gamma Phi (history)
- Phi Delta Kappa (education)
- Chi Tau (biological sciences)
- Beta Gamma Sigma (business/accounting)

Golden Key International Honour Society—rewards academic achievement with exceptional leadership, service, and networking opportunities. Membership is by invitation, and limited to the top 15 percent of juniors and seniors.

### *General Scholarships and Awards*

Each spring general scholarships and awards are presented. Some awards are awarded regardless of academic affiliation and some are specific to a particular area of study. Application information is posted late in each fall semester. For more information, call 780-4199.

### *Interfaith Chaplaincy*

Information and referral to places of worship and religious and spiritual resources; programs of information and opportunities for interfaith dialogue; and support for student organizations or activities with religious or spiritual focus are available through the interfaith chaplain in the office of the dean of Student Life, 228-8200.

### *Multicultural Student Affairs*

The Office of Multicultural Student Affairs is dedicated to increasing the awareness and appreciation of the many diverse cultures and ethnicities at USM through programming, dialogue, and cultural events. It supports African/African American, Latino/a, Asian/Asian American, and North American Indigenous students to achieve their career and perceived goals. Multicultural Student Affairs is home of the Multicultural Center and the North American Indian Tuition Waiver/Scholarship Program.

The Multicultural Center is dedicated to providing a supportive and diverse environment for the USM community. The Center helps create community for students of color, where cultural activities and celebrations occur and affiliated student organizations meet. Through its programming, the Center explores critical issues about race, class, ethnicity, nationality, and culture. The Center is open to the entire USM community. However, the Center has a unique role with regard to the support of students from marginalized communities and cultures.

The Multicultural Student Affairs Office is located in the dean of Student Life area of the Woodbury Campus Center. Call 780-5798.

### *Off-Campus Housing*

Listings of available rooms, roommates, and apartments to assist students who wish to live off-campus are maintained at [www.usm.maine.edu/commuter](http://www.usm.maine.edu/commuter).

### *Parking and Transportation*

#### *Shuttle Bus Service*

The University provides a shuttle bus that runs between the Portland and Gorham campuses Monday through Saturday during the fall and spring semesters. Service is provided from an off-campus parking lot, located on Marginal Way, to the Portland campus Monday through Friday. There is also service provided for residents of Portland Hall to the Portland campus Monday through Friday. Schedules are provided upon request from the Parking and Transportation Office at the USM Police Department, Upton Hall, Gorham campus (780-5212). Schedules can also be found on our Web site at [www.usm.maine.edu/police/parking.htm](http://www.usm.maine.edu/police/parking.htm).

#### *Parking*

Any student parking on campus is required to display a USM parking decal. Decals are available at the University Parking and Transportation Office at the USM Police Department, Upton Hall, Gorham campus, and at the USM Police Department, 46 Bedford Street, Portland campus. Copies of the University motor vehicle rules are available at both locations as well as on our Web site at [www.usm.maine.edu/police/parking.htm](http://www.usm.maine.edu/police/parking.htm).

### *Police Department*

The USM Police Department is responsible for keeping the peace, preventing crime, and delivering a variety of services including security and crowd control, crime investigation, 24-hour police coverage, management of parking and transportation, escort services and educational programs. The offices are located on the Gorham campus in Upton Hall, in Portland Hall, and at 46 Bedford Street on the Portland campus (780-5211 or emergency numbers 911 or 780-5000).



### *Crime Prevention and Safety*

The University of Southern Maine is committed to safety and crime prevention on campus. Information on campus crime statistics, crime policies and procedures, and crime prevention programs is provided each year to the campus community in compliance with the Crime Awareness and Campus Security Act of 1990.

For emergencies, reporting of crimes, lost and found, or to report suspicious persons or maintenance/safety problems, call the USM Police Department at 780-5211, or in case of emergency, 911 or 780-5000.

For property loss and safety concerns in the residence halls, you can also contact your Resident Assistant or Area Director or Resident Student Services at 780-5240 (Gorham) or 228-8700 (Portland Hall).

For sexual assault or physical or domestic violence, call the USM Police Department (24 hours a day) at 911 or 780-5000. You can call your Resident Assistant or Resident Director, 780-5240 (if you live in the Gorham residence halls) or 874-3383 (Portland Hall), the USM Counseling Center, 780-4050, or Sexual Assault Response Services at 774-3613 or the USM manager of Sexual Assault Programs at 780-4501.

### *Portland Campus Recreation and Fitness*

A wide range of programs designed for busy commuters are available: aerobics, yoga, martial arts, racquetball clinics, introductory dance classes, personal fitness consultations, and relaxation workshops. Outdoor recreation clinics and trips include camping, canoeing, cross country skiing, and sea kayaking. For more information, call 780-4630, or stop by the office in 104 Sullivan Gym.

### *Residential Life*

The Department of Residential Life fosters community development by working with student residents on the Gorham and Portland campuses. The Department provides students with essential services such as residence and dining facilities, student group advising, and programming that provides opportunities to build valuable life skills and broaden cultural understanding.

For information regarding room application and selection, and dining information, contact the Department at (207) 780-5240, 100 Upton Hall, Gorham, ME 04038. Visit our Web site at [www.usm.maine.edu/reslife](http://www.usm.maine.edu/reslife).

### *Residence Halls*

The University provides student housing for approximately 1,550 students in six residential facilities on the Gorham campus and one facility in downtown Portland. Accommodations are coeducational and provide a variety of living and learning opportunities for students. The residence halls provide students with community involvement and leadership opportunities in addition to safe, comfortable, and convenient access to classes and campus events.

### *Portland Hall*

Portland Hall offers USM students an urban housing alternative. Located on Congress Street in downtown Portland, it provides easy access to the Portland campus as well as the entertainment and cultural opportunities of Maine's largest city. Options include single and double rooms and a variety of suites with private kitchens. All accommodations have individual baths and are fully draped and carpeted. An on-site dining facility, computer lab, and fitness center complement this urban living environment. For more information, contact Portland Hall, 228-8600, [reslife@usm.maine.edu](mailto:reslife@usm.maine.edu).

### *Sullivan Recreation and Fitness Complex*

The Sullivan Recreation and Fitness Complex is a multipurpose facility designed with fitness and recreation interests in mind. The main gym has three courts lined for basketball, indoor tennis, badminton, and volleyball. It also offers indoor jogging. There are squash, wallyball, and racquetball courts and two multipurpose rooms for aerobics, dance, yoga, martial arts, and more. The Fitness Center offers Universal power circuit stations, Bodymaster free weight equipment, treadmills, exercise bikes, steppers, climbers, elliptical fitness cross trainers, and stability balls. Equipment for squash, racquetball, and wallyball is available for signout. Courts can be reserved by calling 780-4169.

### *Women's Resource Center*

The Women's Resource Center provides advocacy, leadership, and educational programming for women attending USM. The center offers a safe, comfortable, and relaxing space for women to meet each other, engage in discussion, and ex-

plore the numerous resources, programs, activities, and groups available. The Resource Center provides outreach to the diversity of women at USM in the form of programming, consultation, trainings, and leadership development. The Center also is the home of an extensive lending library of books and articles about a variety of issues as well as women's history, feminist philosophy, fiction by women, and much more. The Women's Resource Center works collaboratively with student groups, University departments, and the wider Maine community to address the wide range of issues important to women, focusing on the personal, academic, career, economic, and leadership development of women. For more information call the center at 780-4996.

### ***Woodbury Campus Center***

The Woodbury Campus Center serves as the "living room" of the Portland campus, with campus dining, bookstore, ATM, study areas and meeting rooms, photocopier, TV, local phone, postal service vending, and the office of the dean of Student Life, which manages the building. Also located in the Woodbury Campus Center are the Area Gallery, Student Legal Services, the Women's Resource Center, GLBTQA Resource Center, and Multicultural Student Center. Contact the office of the dean of Student Life at 228-8200.

### ***Policies***

In addition to the Student Conduct Code, USM has a number of important University policies which govern campus life. These policies and many others can be found in The USM Navigator, the student handbook, which is available to all new students. In order to review these policies in their entirety, please consult the student handbook or the appropriate department listed.

#### ***HIV/AIDS Policy***

The USM HIV/AIDS policy has been established to protect the rights of individuals infected with HIV (Human Immune Deficiency Virus) and the health and safety of all others at the institution. USM will not discriminate in any manner against any person who is infected with HIV, including admissions, facilities access, hiring, housing, promotion, tenure or termination. USM will not require HIV testing for either its students or employees and information about suspected or known HIV infection will be kept confidential. For more information or advice regarding this policy, call 780-4211.

#### ***Alcohol and Substance Abuse Policy***

The University of Southern Maine views alcohol and substance abuse as a serious problem both nationally and on-campus and wishes to do everything possible to address it. In compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act passed by Congress, the University publishes annually a booklet which informs all students and employees of the University's substance abuse policy; sanctions for violation of the policy; and state and federal alcohol and drug laws, offenses, and sanctions. Below is a summary of USM's alcohol and substance abuse policy.

The possession, use, or distribution of illegal drugs, as defined by federal, state, and local statutes, is prohibited at any time on University property. Students who possess, use, or distribute illegal drugs are liable for public law enforcement sanctions and University disciplinary action. Use of alcoholic beverages on University property shall be in compliance with state laws and campus regulations and procedures. Violation of such laws, regulations and procedures may result in disciplinary action and, where applicable, criminal proceedings.

University Health and Counseling Services provides access to substance abuse services for students at USM. Through the assessment process, the student and counselor work together to determine the most appropriate level of care. Available services include individual substance abuse counseling, group therapy, and educational groups. The counselor and student may also decide together that referral to a support group or a more intensive level of treatment in the community would be the best option. For more information or to schedule an appointment, please call University Counseling Services at 780-4050.

#### ***Hazing***

Injurious hazing of any student is prohibited by Maine state law and University of Maine System policy. No person or organization shall create a situation that

recklessly or intentionally endangers the mental or physical health of a student. Any civil or criminal action shall be in addition to any disciplinary action taken.

### *Sexual Harassment Policy*

Sexual harassment of either employees or students is a violation of federal and state laws. It is the policy of the University of Southern Maine that no member of the University community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the University of Maine System will regard freedom from sexual harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. Sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or 2) submission to or rejection of such contact by an individual is used as the basis for academic or employment decisions affecting the individual; or 3) such conduct has the purpose or effect of interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

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

To assure that power is not abused and to maintain an environment free of sexual harassment, a faculty or staff member must eliminate any current or potential conflict of interest by removing himself or herself from decisions affecting the other person in the relationship. Decisions affecting the other person include grading, evaluating, supervising, or otherwise influencing that person's education, employment, housing, or participation in athletics or any other University activity. It is the policy of the System to ensure fair and impartial investigations that will protect the rights of persons filing sexual harassment complaints, the person complained against, and the System as a whole.

For a complete copy of the policy, additional information, or to express concern about sexual harassment, call the Office of Campus Diversity and Equity at 780-5094 (TTY 780-5646), or to the Office of Civil Rights, U.S. Department of Education, Region I, John W. McCormack Post Office and Courthouse Building, Boston, MA 02109, 617-223-9692.

### *Sexual Assault*

The University of Southern Maine expressly prohibits and will not tolerate any sexual assault or sexual misconduct as defined by USM policy. These behaviors all constitute violations of the Student Conduct Code and will be met with appropriate sanctions, up to and including dismissal. Many are also violations of Maine law and may be prosecuted criminally.

For a complete copy of the University of Southern Maine Sexual Assault Policy, you may contact the manager of Sexual Assault Programs, 780-4501.

It is important to tell someone when you have been sexually assaulted, and to tell someone you can trust. Campus resources include the manager of Sexual Assault Programs, USM Police, Student and University Life staff and other University faculty and staff, academic advisers, Resident Assistants (RAs), Resident Directors (RDs), Greek Advisers, and athletic coaches. Off-campus community resources include your local hospital emergency rooms, rape crisis centers, and local police departments.

### *Available Resources*

#### *University Health Services*

*Services:* Medical assessment and follow-up, testing for sexually transmitted diseases and pregnancy. In Portland (in the modular unit next to the Portland Gym): 780-4211 or in Gorham (Upton Hall): 780-5411.

*University Counseling Services* Counseling for student-victims and students related to victims. In Portland (106 Payson Smith): 780-4050, or in Gorham (Upton Hall): 780-4050.

*USM Police*

*Services:* Manager of Sexual Assault Programs who investigates reports of sexual assault, 780-4501, and the USM Police, our 24-hour police department. In Portland (Bedford and Winslow Streets): 780-5211, and at Lewiston-Auburn: 753-6500, or in Gorham (Basement, Upton Hall): 780-5211, **Emergency: 911 or 780-5000.**

*Office of Community Standards*

*Services:* Consultation and filing complaints with student conduct code. In Gorham (125 Upton Hall): 780-5242.

*24-hour Community Crisis Centers:* May include medical accompaniment to hospital emergency rooms for rape kit/forensic exams, anonymous hot-line counseling and referral services, legal advice and courtroom accompaniment if charges are pressed.

*Sexual Assault Response Services of Southern Maine*

(Cumberland and York Counties) .....	774-3613/1-800-313-9900
Sexual Assault Support Services of Midcoast Maine .....	1-800-822-5999
Lewiston-Auburn Sexual Assault Crisis Center .....	795-2211
Augusta Sexual Assault Crisis and Support Center ..	626-0660/1-800-421-4325
Statewide Sexual Assault Hotline .....	871-7741
(will route calls to nearest center)	

# Academic Policies

Courses offered for graduate credit are those listed in the graduate catalog or other official publications of the University. The determination of whether or not a particular graduate course fulfills degree requirements, however, is the responsibility of the individual graduate program. Courses numbered 500 through 599 are intended for graduate students and are also available to undergraduate students who have received permission of the instructor and their advisor. Courses numbered 600 through 699 are restricted to graduate students. Courses numbered 700 and above are intended for doctoral students and are also available to master's-level graduate students who have received permission of the instructor and their advisor.

**The following policies apply to all graduate programs.**

## *Grading System*

Grades at the University are given in terms of letters, with the option of a plus or minus designation (with the exception of no A+), representing levels of achievement. The basis for determining a grade is the relative extent to which the student has achieved the objectives of the course. The student's work in each course is graded as follows: A—honors; B—basic competency; C—below competency; D—unsatisfactory; F—failure.

Other letter grades are as follows:

- |     |  |
|-----|--|
| P   | Pass: given only for certain courses open to the pass-fail option. (No impact on GPA.)   |
| H   | Honors performance in a pass-fail course. (No impact on GPA.)  |
| LP  | Low Pass in a pass-fail course. (No impact on GPA.)  |
| I   | Incomplete: a <i>temporary</i> grade given when the student, because of extraordinary circumstances, has failed to complete course requirements. Incomplete grades must be resolved by the end of the subsequent semester; the Registrar shall notify faculty members involved, and their department chair, of students who have carried unresolved incompletes on their transcript for one semester. If the incomplete is not resolved by the instructor, an I grade will be automatically counted as an F (failure) in the grade point average and so indicated on the student's permanent record as "I*." Under special circumstances, the instructor may request that the dean extend the time limit for a specific period. (Temporary grade with no impact on GPA for one semester only.)   |
| INC | Permanent Incomplete: When a temporary incomplete (I) grade is not resolved to a normal letter grade, a permanent incomplete may be assigned in extraordinary circumstances as determined by the instructor and the dean. In unusual circumstances wherein the faculty member is no longer available, the dean may exercise this function. (No impact on GPA; no credits awarded.)   |
| L   | Stopped attending: The grade of L may be assigned to students who stopped attending a course without officially dropping the course. The grade of L will be computed as an F for purposes of the student's grade point average.  |
| MG  | Missing Grade: Occasionally, faculty may assign students invalid grades for a course, or may fail to submit a grade for a particular student in a course. In these cases, the Registrar's Office will note this act by designating a missing grade, or MG, instead of a grade for the course. Missing Grades must be resolved by the end of each semester. The Registrar shall notify faculty members involved, and their departmental chairperson, of students who have carried unresolved MGs on their transcript for one semester. If the missing grade is not resolved by the instructor, an MG grade will be automatically counted as an F in the grade point average and so indicated on the student's permanent record as "M*." Under special circumstances, the instructor may request that the dean extend the time limit for resolution to a specific period. (Temporary grade with no impact on GPA for one semester only.) |

W	Withdrawal after the second week through the eighth week of classes in a given semester (excluding vacation weeks). If a student has not officially withdrawn by the end of the eighth week of the course, one of the above regular grades will be assigned. The W notation may be obtained after the eighth week under unusual circumstances if so determined by the instructor and the dean. A threat of failure is not considered to be an unusual circumstance. (No impact on GPA.)
DG	Satisfactory progress after one semester of a two-semester course. Grade and credits to be given upon completion of second semester.
AU	Student attended courses on a noncredit, audit basis. (No impact on GPA.)

## ***Academic Record Changes***

Considerable care is taken to ensure that course registration and grades entered on a student's permanent record are accurate. Any student who suspects an error has been made should take the matter up immediately with the Registrar's Office. Records are assumed to be correct if a student does not report to the Registrar's Office within one year of the completion of a course. At that time, the record becomes permanent and cannot be changed.

## ***Permanent Academic Record***

The permanent academic record is maintained by the Office of the Registrar for all students. While the grades may be reported unofficially to the student, academic dean, and advisor, the only true and valid documentation of academic work and student status is an *official* transcript of the academic record, stamped with the Registrar's signature and embossed with the seal of the University. The transcript is available only with the signature of the student and will be released to that student or a designee only if there are no outstanding charges against his or her account with the Business Office. Other types of transcripts are: Unofficial—Issued Directly to Student; Placement Transcript provided for the student's placement folder.

## ***Confidentiality Policy***

The University complies totally with the Family Rights and Privacy Act of 1974 (the Buckley Amendment). For the complete University Confidentiality Policy, consult the Office of the Registrar on each campus.

## ***Grade Point Average***

The academic standing of each student is computed by the Registrar at the end of every semester. The following table represents the rating scale:

A	4.00 grade points per credit hour
A–	3.67 grade points per credit hour
B+	3.33 grade points per credit hour
B	3.00 grade points per credit hour
B–	2.67 grade points per credit hour
C+	2.33 grade points per credit hour
C	2.00 grade points per credit hour
C–	1.67 grade points per credit hour
D+	1.33 grade points per credit hour
D	1.00 grade points per credit hour
D–	0.67 grade points per credit hour
F	0.00 grade points per credit hour

Grades less than C are not acceptable for graduate work in any program; individual programs may set higher standards. Students receiving such grades will be reviewed for retention in the graduate program.

## ***Add/Drop***

During the first week of a semester, students may add or drop courses and select or reverse the pass-fail option. Adds require the signature of the instructor, but drops should be completed with the Registrar without signature. Drops processed during the first two weeks do not have financial penalty. The procedure enables the student to make the necessary changes in the planned curriculum. A student dropping a course after the second week through the eighth week of classes will receive the grade notation of W. If a student has not officially withdrawn by the end of the eighth week of the course, she or he will be assigned a regular grade. The W notation may be assigned after the eighth week under unusual circumstances if so determined by the instructor and the dean. *All students who register for a course and neither complete the course objectives nor officially withdraw*

*according to any one of the procedures described above will be graded F in that course and must assume all financial obligations associated with the course.*

## ***Enrolling and Auditing***

Students who register to audit a course receive no credit for the course but will have an audit grade recorded on their transcripts. Audit courses must be declared at registration.

**The following policies apply generally to graduate programs. Consult each degree program for specific policies.**

## ***Credit for Undergraduate Work***

Except for students enrolled in continuous undergraduate/graduate programs with defined articulation agreements, a graduate student may be able to apply up to six credit hours of undergraduate work to his or her graduate program according to the determination of the particular program of study. In all cases, the following conditions must be met to apply undergraduate credit to a graduate program:

- A. Coursework must be earned after the student has been granted matriculation status in a graduate program.
- B. Coursework must add breadth or depth to the student's program of study.
- C. Coursework is not of a remedial nature to correct a deficiency.
- D. No equivalent or comparable graduate course exists at the University of Southern Maine.
- E. Coursework receives prior approval of the student's advisor, course instructor, and graduate program director.
- F. Coursework is earned in upper-level undergraduate courses.
- G. Grade of B or better is earned for the coursework.
- H. Coursework meets all existing graduate course requirements except the course number requirement.

Students enrolled in 3+2 or 4+1 programs that have overlapping graduate and undergraduate components should consult their programs for specific policies.

## ***Extramural Course Credit***

Courses taken at other institutions and the accompanying grades may be accepted as part of the graduate program provided they are taken after the student has matriculated and that prior approval is granted by the student's advisor and program director. Extramural credit is not approved for: 1) courses which would not have received graduate credit if taken at the University of Southern Maine; 2) courses which are inappropriate for inclusion in the student's program of study; 3) courses which exceed time limits prescribed for a particular degree program; 4) courses in which a grade lower than B was received.

In certain circumstances a degree student may request a substitution or waiver of program requirements. The program director should be contacted if a substitution or waiver of a requirement is requested.

## ***Requirements of Graduate Study***

### ***Thesis Requirements***

The requirement of a thesis is determined by each particular graduate program.

### ***Oral and Written Comprehensive Examination***

The requirement of an oral and/or written comprehensive examination is determined by each graduate program.

### ***Directed Study***

A master's degree student may earn up to nine hours of independent study or directed study. Students in a Ph.D. program may earn up to 15 hours of independent study or directed study. All independent study or directed study must be approved by the appropriate graduate program. Students are encouraged to consult with their faculty advisor regarding regulations governing independent study for particular programs. Non-matriculated students are not eligible for independent study or directed study.

### ***Continuous Enrollment and Residency***

Continuous enrollment requires that every graduate student must earn at least six credits toward his or her degree program every calendar year from the time of first registration until completion of all requirements for the graduate degree. Students who have completed all coursework and are still working on their thesis,

capstone project, or dissertation are required to register for GRS 601, a noncredit course that carries a fee, entitles the student to continued access to USM computer, library, and recreational facilities, and fulfills the continuous enrollment requirement. Finally, all students must either be enrolled in a course toward his or her degree program, be enrolled in GRS 601, or on a formal, approved leave of absence in each semester.

### *Leave of Absence*

In extenuating circumstances a student may petition for exception to the continuous enrollment policy; the petition must bear approval of the student's advisor and director of the graduate program. Notification must be sent to the Office of Graduate Admissions.

### *Time Limit*

The time limit for completion of a master's degree is dated from the date of first matriculation and is either five or six years, depending on the requirements of the particular graduate program. The time limit for completion of a doctoral program is no more than ten years from the date of first matriculation. In extenuating circumstances a student may petition the director of the graduate program for an extension of the time limit.

## **Academic Grade Appeal Policy**

The purpose of the academic grade appeal policy is to provide a fair and speedy review of all student appeals of academic grades in graduate/professional programs at the University of Southern Maine; this policy will permit such appeals to be determined in a manner that reflects the interests of both the student and the instructor. The only matters reviewable under this policy are claims of prejudice on the part of an instructor in an academic exercise or activity for which a grade leading to academic credit is awarded, and/or evident and prejudicial error in the administration or grading method used for any paper, examination, performance, or other exercise or activity for which a grade leading to academic credit is awarded, provided that the academic judgment used in determining the merits of the grade to be awarded to such exercise or activity shall not be reviewable.

An appeal under this policy shall be carried out according to the following procedures:

1. The student should present his or her complaint, in writing, to the instructor involved and shall seek to have the matter resolved by the instructor. In no event shall there be a right of appeal hereunder for a complaint presented to the instructor more than 30 days after a final grade is posted to the student's record. The instructor must respond within 14 days of receiving the appeal.
2. If the student remains aggrieved by the decision of the instructor under step (1), he or she may, within 14 days after formal receipt of the instructor's final decision, appeal, in writing, to the chairperson of the department or program director of the college in which the course or other exercise or activity is offered. The chairperson/program director must respond within 14 days of receiving the appeal.
3. If the student remains aggrieved by the decision of the chairperson or program director of the department under step (2), he or she may, within 14 days after formal receipt of the chairperson's or program director's final decision, appeal, in writing, to the dean of the college in which the course or other exercise or activity is offered.
4. The dean, after discussion with the student and instructor, may resolve the grievance by agreement or render a decision within 21 days of receipt of the written appeal. The decision may be (a) that the appeal be dismissed or (b) that a grade be changed or the student be allowed an opportunity to retake an examination or other exercise or (c) that another appropriate remedy be administered.
5. The student or the instructor may, within 14 days of the receipt of the decision of the dean, appeal to the associate provost and dean of Graduate Studies in writing, stating the reason for the appeal and delivering a copy of the writing to the opposing party and the dean. The opposing party may, within 10 days of receipt of the reasons for appeal, reply in writing to the associate provost and dean of Graduate Studies. The associate provost and dean of Graduate Studies shall review the original complaint, the written decision of the chairperson



or program director and dean, and the written reasons for the appeal and reply. The associate provost and dean of Graduate Studies shall, within 28 days of receipt of the appeal and after reviewing the matter, prepare a written decision which shall uphold the decision of the chairperson, program director, or dean, or prescribe any other appropriate remedy. The associate provost and dean of Graduate Studies' decision shall be final and not subject to further review. Copies of the decision of the associate provost and dean of Graduate Studies shall be delivered to the student, the instructor, and the chairperson or program director and dean. The total time for resolution from the first appeal to the final decision shall be less than 120 days. If a faculty member/administrator fails to address the appeal within the specified time frame, the student may take the appeal to the next level.

## ***Registration Policies***

For detailed information regarding registration fees and billing, visit the USM Registrar's Web site at [www.usm.maine.edu/reg](http://www.usm.maine.edu/reg) or contact program offices.

### ***Advance Registration***

Matriculated graduate students may register for courses during an advance registration period. Advance registration for the spring semester is conducted in November, and for the fall semester is conducted in April. Matriculated students are encouraged to register during the advance periods to increase the probability that they will obtain desired courses. No payment of tuition or fees is due during advance registration. For information regarding payment of bills, see the Financial Information section.

## ***Registration Status***

Full-time registration is for 9 or more degree credits; part-time registration is less than 9 degree credits.

*Note:* For the purpose of eligibility for graduate assistantships or financial aid, credits required for full-time status may differ. Please consult the Office of Graduate Studies or the Student Financial Aid Office for current requirements.

## ***Student Advisement***

Each degree student will be assigned a faculty advisor upon admission to a program. Students are encouraged to maintain regular contact with their faculty advisor throughout their program of study.

## ***Degree Progress***

The definition of satisfactory progress towards completion of a degree is determined by the particular graduate program. However, at the end of any semester in which the cumulative GPA falls below 3.0 (B average) the student will be placed on probation and must bring the cumulative GPA to 3.0 level within the time set by the graduate program or the student will be withdrawn from the program.

## ***Plagiarism***

The development of original thinking and intellectual honesty are regarded as central to a graduate education. Although in the pursuit of these goals, students will continually consult existing works, it is expected that they will acknowledge the debt owed to others by citing all sources.

Plagiarism, the use without attribution of language, ideas, or the organization of ideas not one's own, is a fundamental breach of basic academic principles and is prohibited in all courses. Unless group work is assigned, coursework is normally completed independently. If books, journals, magazines, or any other sources are reviewed and the ideas or language therein used, they must be cited. Where specific guidelines are not given, students should consult a reference source on proper notation.

Evidence of plagiarism will result in a grade of F for the assignment and may, at the discretion of the instructor, lead to an F in the course. In addition, further sanctions (i.e. censure, probation, suspension, or dismissal) may be imposed through the Student Conduct Code.

The case of any student who admits to or is found guilty of a violation of academic integrity will be reviewed by the Student Conduct Code Review Board. The student will be subject to appropriate sanctions, including expulsion from the University. A copy of the USM Student Guide to Academic Integrity and/or a copy of the Student Academic Integrity Policy is available from the Office of Community Standards, 125 Upton Hall, Gorham, 780-5242.

## ***Withdrawal***

Withdrawal from the University of Southern Maine may be for personal reasons on the part of the student, academic reasons as determined by the program requirements, or by administrative decision.

A. *Student Withdrawal.* To withdraw from the University the student must submit an official Withdrawal Form to the Registrar's Office and complete an exit interview with his or her advisor.

B. *Academic Removal.* If a student has not made satisfactory academic progress toward fulfilling degree requirements (see above), he or she may be withdrawn from the University by the program director or department chair.

C. *Administrative Withdrawal.* A student may be withdrawn from a particular graduate program for reasons of a professional nature as determined by the program director or department chair.

*Appeals of Removal or Withdrawal* All appeals of removal or withdrawal should follow the appeals process defined by the program's school or college. Beyond this, the student may appeal in writing to the dean of the school or college, unless that dean was involved in the original decision. Following the decision of the dean, an appeal in writing may be made to the associate provost and dean of Graduate Studies. Finally, an appeal to the associate provost and dean's decision may be made to the provost, but acceptance of the review of the appeal is entirely at the discretion of the provost.

If a student withdraws or is withdrawn from the University during the first two weeks of the semester, there will be no courses or grades recorded. A student withdrawing or being withdrawn after the second week through the eighth week will receive a W grade for each course in which the student was enrolled. A student withdrawing or being withdrawn after the eighth week will receive regular grade designations as determined by the instructor(s). Under unusual circumstances, grades of W can be assigned after the eighth week if approved by the instructor and the director of the program, and with final approval of the associate provost and dean of Graduate Studies.

## ***Matriculation in a Second Program***

Occasionally students seek to pursue a second program, either after graduating from their first program, or prior to completing the first program. In either case, the student must apply for admission to the new program. All courses, grades, and quality points taken at the graduate level will be recorded on one transcript. The new program will determine which courses will count toward graduation.

## ***Graduation***

*Graduation Requirements* To be eligible for graduation from a graduate degree program a student must:

A. Complete satisfactorily the number of graduate credit hours required in the program with a 3.0 grade average. All courses completed for graduate programs must be passed with a minimum grade of C; individual programs may set higher standards.

B. Complete satisfactorily all program degree requirements as defined in the particular graduate program (e.g., thesis, comprehensive examination).

C. Submit a completed application for graduation to the Registrar.

*Certification for Graduation* Each graduate program is responsible for certifying fulfillment of graduation requirements by a student to the Office of Graduate Admissions.

*Commencement Ceremony* A student may participate in a commencement ceremony only if he or she has applied for graduation and been certified to participate. In certain instances, students may participate in commencement prior to completing all the requirements; please check with your program for specific details. Applications for graduation may be obtained through the Registrar's office.

*Students may appeal a decision regarding graduation based on these policies. Contact the Office of Graduate Admissions for procedures.*

# School of Applied Science, Engineering, and Technology

*Dean:* John R. Wright

The School of Applied Science, Engineering, and Technology offers the master of science degree in computer science, and the master of science degree in applied immunology and molecular biology in collaboration with the Maine Medical Center and the Foundation for Blood Research. The master of science in manufacturing systems plans to admit its next class in fall 2001. Graduate courses are also offered in epidemiology. The University of Southern Maine jointly delivers the master of science in electrical engineering and the master of science in computer engineering with the University of Maine.

## Master of Science in Computer Science

*Chair:* Charles Welty

*Professors:* Alagic, Welty; *Associate Professors:* Boothe, Briggs, MacLeod; *Assistant Professor:* Fiorini; *Adjunct Faculty:* El-Taha

### *Program Description*

The master of science in computer science program is designed to provide the student with a thorough knowledge of the concepts, theory, and practice of computer science as well as develop the student's ability to analyze critically solutions to problems and to make sound professional decisions. Students will be prepared for positions of responsibility and expertise. Graduates may assume positions involving such diverse activities as the design, implementation, and testing of software products; the development of new hardware technology; and the analysis, construction, and management of large-scale computer systems. Graduates will possess a good foundation for further study in computer science.

### *Admission*

Each student applying for full admission must meet the following requirements (conditional admission status may be granted to students who do not fully meet these requirements):

1. A baccalaureate degree from an accredited institution with a grade point average of at least 3.0 on a 4.0 scale (B average).
2. The following USM courses or their equivalent with an average grade of 3.0. Students are advised that many of these courses have additional undergraduate prerequisites. If a student takes a course here, she or he should be certain that her or his background preparation for the course is adequate, either by taking the undergraduate prerequisites or by individual study.

MAT	152D	Calculus A
MAT	153	Calculus B
COS	250/255	Computer Organization with Lab
COS	280	Discrete Mathematics
COS	285	Data Structures
COS	360	Programming Languages
3. Official scores for the Graduate Record Examination (GRE).

Admission to the master's program is competitive and based on an evaluation of the application materials by the Computer Science Graduate Admissions Committee. Students whose first language is not English are required to submit TOEFL scores. Applicants whose TOEFL scores are less than 600 on the paper-based TOEFL or 250 on the computer-based TOEFL must demonstrate the language skills requisite for graduate study before they can be admitted.

Applicants meeting the entrance requirements for a master's in computer science will be granted regular admission status. Applicants not meeting the entrance requirements of the program may be granted conditional admission during which time the student must compensate for any specific academic deficiency. The Com-

puter Science Graduate Admissions Committee will designate specific undergraduate computer science and mathematics courses to remedy admissions deficiencies. These courses will carry no credit toward the master's degree and must be successfully completed and must precede the completion of 12 hours of graduate credit. Upon successful completion of the designated preparatory coursework the student may be granted regular admission status.

## ***Application Materials***

In addition to the materials described in the Admissions chapter, applicants for this program must submit three letters of recommendation attesting to the candidate's academic and/or professional accomplishments.

## ***Application Deadlines***

The application deadline is March 1 for fall semester (September) and October 1 for spring semester (January) admission.

## ***Program Policies***

In addition to the general policies described in the Academic Policies chapter, specific policies of this program are as follows:

*Transfer Credit* A maximum of 9 credit hours of transfer credit may be used toward the degree.

*Continuous Enrollment* Every semester a student must either register for a course or for GRS 601 to maintain continuous enrollment. Students who do not maintain continuous enrollment will be dropped from the program and will have to reapply for admission to continue with the degree. Students who anticipate being unable to take classes may apply for a fixed-term leave of absence.

*Time Limit* All required courses for the M.S. degree must be completed within six years prior to graduation. Otherwise, additional coursework must be taken to fulfill program requirements.

## ***Program Requirements***

All master's candidates must complete a minimum of 30 total credits, which must include a 6-credit master's project, COS 698, and 12 credits of graduate-level computer science courses, excluding COS 598. At most two courses from other departments may be used toward the graduate degree, and these must be approved in advance by the Computer Science Department. At most three credits of COS 598 can be used toward the graduate degree.

If a student does not have the equivalent of a specific course from the following list in her or his previous studies, she or he must take it and may use it toward fulfillment of the degree requirements. Courses taken previously to meet other degree requirements cannot be used in the service of the graduate degree.

MAT 380 Probability and Statistics (MAT 281 and MAT 282 together may substitute)

COS 450 Operating Systems

Either one of:

COS 385 Design of Computing Algorithms **or**

COS 480 Theory of Computation

The master's project may take either one of the following two forms:

1. Academic thesis: the student works on research under the supervision of a thesis committee composed of faculty members.

2. Practicum: the student works on an application of computer science to a problem at his or her place of employment under the supervision of representatives of the faculty and the employer.

Both types require a project proposal that must be approved by a committee of at least three members, the committee that is subsequently responsible for supervising the project. Both require a written final, summary document describing the results of the project. This document must be approved by the supervising committee and published according to Departmental specifications.

To ensure that the degree candidate's studies are focused and lead to a deeper knowledge in an area, she or he must choose an emphasis in computer systems, software development, or an area designed by the student. For details of student designed emphases, see Departmental guidelines.

Either emphasis requires the items noted above. The specific requirements of each are as follows:

1. Master of science degree in computer science with emphasis in computer systems.

a. Complete four of the following courses:

COS 355 Computer Architecture

- COS 385 Design of Computing Algorithms
  - COS 450 Operating Systems
  - COS 460/540 Computer Networks
  - COS 465/542 Distributed Operating Systems
  - COS 543 Distributed Systems: A Second Course
  - COS 545 Wireless Data Communication
  - COS 552 Advanced Computer Networks
  - COS 555 Advanced Computer Architecture
  - COS 562 Performance Analysis
  - COS 566 Simulation and Analytical Modeling
  - b. Complete a six-credit master's project, COS 698, addressing a computer systems topic or problem.
2. Master of science degree in computer science with emphasis in software development.
- a. Complete four of the following courses:
    - COS 365 Object Oriented Design
    - COS 368 Graphical User Interface Design
    - COS 372 Software Engineering
    - COS 385 Design of Computing Algorithms
    - COS 452 Computer Graphics
    - COS 457 Database Systems
    - COS 469 Introduction to Compiler Construction
    - COS 558 Database Management
    - COS 565 Software Design and Development
    - COS 571 Object-Oriented Databases
    - COS 574 Advanced Computer Graphics
    - COS 576 Advanced Object Oriented Design
    - COS 578 Advanced Java Technology
    - COS 579 Object-Oriented Software Technology
    - COS 587 Introduction to Parallel Computation
  - b. Complete a six-credit master's project, COS 698, addressing a software development topic or problem.

**(Restricted to students with full graduate standing in the Computer Science Department or permission of the instructor.)**

#### **COS 540 Computer Networks**

An introduction to computer networks. Computer network architecture is described. Other topics include digital data communication, local area networks, wide area networks, internetworks, and the Internet. Specific technologies, including Ethernet and ATM, and protocols, including TCP/IP, will be considered in detail. Prerequisite: graduate standing. Cr 3.

#### **COS 542 Distributed Systems**

An introduction to the design and operation of distributed systems. Topics include client-server models, interprocess communications, RPC, replication and consistency, online transaction processing, error and fault recovery, encryption, and security. Examples will be taken from extant distributed systems. Students will design and implement a distributed system. Prerequisites: COS 450 and COS 460, or their equivalents, or permission of instructor. Cr 3.

#### **COS 543 Distributed Systems: A Second Course**

A continuation of COS 465/542, the course covers advanced topics relating to distributed systems that are not addressed in the first course. Specific topics

include shared data, managing file replication, currency control, distributed transactions, fault tolerance and security. Case studies of existing systems and examination of new developments are also addressed. Prerequisites: COS 465 or COS 542. Cr 3.

#### **COS 545 Wireless Data Communication**

A seminar-based course that surveys the rapidly evolving field of wireless data networks. Wireless technologies, systems, and services are investigated with emphasis on existing systems and standards. Topics cover mobile data and wireless LANs. Prerequisite: COS 460, an equivalent course, or substantial experience with computer network architecture. Cr 3.

#### **COS 550 Advanced Operating Systems**

Topics include cooperating processes, privacy and protection of system and user processes, hardware aids, basic concepts of networks and distributed processing. System performance analysis may also be covered. Prerequisite: COS 450. Cr 3.

#### **COS 552 Advanced Computer Networks**

This second course in computer networks explores recent developments with particular emphasis on fiber optic high speed networks. A laboratory component involving performance evaluation of network protocols may be included. Prerequisite: COS 460 or graduate standing. Cr 3.

**COS 555 Advanced Computer Architecture**

This course presents topics from research areas in computer architecture as well as advanced and emerging technologies. Possible topics are parallel machines, content addressable memories, VLSI systems. Cr 3.

**COS 558 Database Management**

After an overview of modern database management systems (DBMS) which discusses the significance of the relational model, the course examines selected research topics from the current literature. Topics in the past have included logic and databases, database design methodologies, and object-oriented systems. Prerequisite: COS 457 or graduate standing. Cr 3.

**COS 562 Performance Analysis**

The course integrates system measurement, analytic modeling, and simulation modeling to develop computer system performance evaluation techniques. The approach will be problem-oriented with emphasis on benchmarking, simulation modeling and queuing models. Subjects covered will include system measurement, operational analysis, simulation modeling, analysis of simulation results, and mean value analysis. Prerequisites: MAT 380 or equivalent and some experience with an operating system. Cr 3.

**COS 565 Software Design and Development**

A study of techniques and approaches related to the design and development of large scale software products. Consideration of formal methods for specification, analysis, design, implementation, and testing. A "large" group programming project will be the vehicle for much of the learning in this course. Cr 3.

**COS 566 Simulation and Analytical Modeling**

The theoretical limitations of analytical modeling will be contrasted with the practical limitations of simulation. The BCMP family of analytical models will be presented along with the computational solutions of these models. The use of simulation will be discussed with regard to a high level language (such as SIM-SCRIPT). Such topics as model verification and evaluation of experimental results will be considered. Cr 3.

**COS 570 Seminar: Advanced Topics in Computer Science**

Topics vary from year to year. Will include current research, emerging technologies, case studies. Cr 3.

**COS 571 Object-Oriented Databases**

This course will examine the object-oriented database system manifesto, complex objects, limitations of the relational model, user defined types, classes, inheritance, objects, messages and methods, object-relational and persistent object systems, Java database technology, object-oriented query languages, database system architectures, and systems standards. The course will provide hands-on experience with

object-oriented database management systems and/or persistent object systems. Cr 3.

**COS 572 Advanced Artificial Intelligence**

A survey course that explores the key areas of research within the field of artificial intelligence. Topics discussed include knowledge representation, search, computer vision, automated reasoning, planning, learning, and robotics. The nature of the problems underlying each area, relevant theoretical results, and successful systems are discussed. Prerequisite: COS 472 or graduate standing. Cr 3.

**COS 574 Advanced Computer Graphics**

Advanced computer graphics techniques are described and analyzed. Subjects considered include the projection of 3D objects to 2D, hierarchical object representation, representation of 3D curves and surfaces, illumination and shading, solid modeling, and advanced graphics hardware. Prerequisite: COS 452 or instructor's permission. Cr 3.

**COS 576 Advanced Object Oriented Design**

Considers issues that arise in the design and development of object oriented software systems. Topics include object oriented design patterns, software development environments, components, frameworks, and computing with objects in a distributed environment. Programming projects are a key part of the course. Prerequisite: COS 365 or permission of the instructor. Cr 3.

**COS 578 Advanced Java Technology**

This course will provide an in-depth study of the most important and the more advanced components of Java technology. The first part of the course covers topics such as concurrent object-oriented programming in Java and Java Core Reflection. The underlying technology (the Java Virtual Machine) is also covered in detail. The course also covers the extensions of the Java technology such as parametric polymorphism, orthogonal persistence, and assertions. Programming assignments include concurrent programming, programming with collection types, dynamic loading and compilation, usage of the Java reflective capabilities, and usage of persistent capabilities available in Java and in its extensions. Cr 3.

**COS 579 Object-Oriented Software Technology**

The focus of this course is on object-oriented software systems that provide (i) efficiency and reliability based on an advanced type system, and (ii) correctness and behavioral compatibility in software reuse via object-oriented assertions and programming by contract. Specific topics include object-oriented type systems (inheritance and subtype polymorphism, parametric polymorphism—bounded and F-bounded—self-typing and matching, type reflection) and semantics and correctness (object-oriented assertions, behavioral compatibility and behavioral subtyping, programming by con-

tract, verification techniques and tools). Programming assignments are based on an object-oriented language with bounded parametric polymorphism, self typing, and assertions. Cr 3.

### **COS 580 Advanced Theory of Computation: Computability and Complexity**

Explores the nature of computation from a mathematical point of view, and determines why many fundamentally important computational problems apparently have no efficient solution, or even no solution at all. Topics include models of computation, the Church-Turing thesis, computably enumerable sets, undecidable problems, the Halting Problem, resource-bounded complexity classes, NP-complete and NP-hard problems, the Traveling Salesman and other optimization problems, and computational reducibility. Connections may also be drawn to the foundations of mathematics and Gödel's Incompleteness Theorem. Prerequisite: COS 480 or permission from the instructor. Cr 3.

### **COS 582 Design and Analysis of Algorithms**

This course deals with the analysis of algorithms, and the relevance of such analysis to the design of efficient computer algorithms. Examination of such topics as sorting, tree and graph algorithms, pattern matching, algebraic simplification and transformations, NP-hard problems, and approximation algorithms. A balance is struck between the derivation of results of theoretical significance and the practical endeavor of designing efficient algorithms. Cr 3.

### **COS 585 Combinatorial Optimization**

Combinatorial optimization problems include the

Traveling Salesman problem, bin packing, and facility location in networks. These problems, while easy to describe, are often difficult to solve exactly. This course considers various combinatorial optimization problems and optimal and approximate algorithms. Cr 3.

### **COS 587 Introduction to Parallel Computation**

An introduction to the field of parallel algorithms and techniques for efficient parallelisation. The course considers the designs and analysis of parallel algorithms from the context of an abstract machine independent programming language as well as from the viewpoint of existing parallel architectures. Cr 3.

### **COS 598 Internship**

Students apply their learning to a specific problem in a practical context under faculty and managerial supervision. See Departmental guidelines for more details. Prerequisites: full graduate standing and prior approval of proposal by instructor and Department chair. Cr 1-3.

### **COS 697 Independent Study**

An opportunity for graduate students to pursue areas not currently offered in the graduate curriculum. Cr 3.

### **COS 698 Master's Project**

A six-credit project is required of all students. The project must be approved by the computer science faculty in advance. Offered only as a pass/fail course. Prerequisites: full graduate standing and faculty approval. Cr 6.

## **Master of Science in Applied Immunology and Molecular Biology**

*Chair:* Ah-Kau Ng

*Professors:* Ng, Thompson; *Associate Professors:* Duboise, Pelsue, Wise; *Adjunct Professors:* Ault, J. Haddow, Hillman, Knight, Lovett, Nishayama, Rhodes, Ritchie; *Adjunct Associate Professors:* Allen, Chandler, Craig, Doherty, Friesel, Himmelfarb, Jones, Moody, Smith, Vary, Weber, Yentsch; *Adjunct Assistant Professors:* Beckett, Liaw, McMillan, Sears, Siekman, Weisberg, Whitaker; *Adjunct Instructors:* Breggia, P. Haddow, Palomaki

### **Applied Medical Sciences**

The Department of Applied Medical Sciences offers the master's degree in applied immunology and molecular biology.

Immunologic and molecular biology techniques have found applications in areas as diverse as cancer research, molecular genetics, marine biology, developmental biology, human reproduction, and organ transplantation. Furthermore, immunodiagnostic assays and molecular biology tests to detect such materials as infectious agents and disease markers have revolutionized the diagnostic industry by providing sophisticated, specific, and sensitive assays.

The M.S. program in applied immunology and molecular biology is designed to prepare students for careers in basic research, clinical diagnosis, industrial research, and teaching. The program is truly interdisciplinary, providing graduates with a sound background in immunology and molecular biology. Laboratory skills are emphasized. These include, but are not limited to, *in vivo* and *in vitro* cellular and humoral immune function assays, production and characterization of heter-

ologous and monoclonal antibodies, immunodiagnostic techniques, and methods in biochemistry and molecular biology. Intensive electives and externships in advanced immunologic or biochemical applications and theory, as well as opportunities for thesis projects, are offered with research, clinical, and industrial laboratories throughout Maine. The student will be provided the opportunity to tailor programs specifically to individual interest. In addition, coursework includes the refinement of such general skills as are required of all scientists—namely: critical evaluation and presentation of current scientific literature, the reading and writing of technical material, problem solving, experimental design, logic, and ethics.

The University of Southern Maine Department of Applied Medical Sciences laboratory facilities and the laboratories of program affiliates provide students with the opportunity to work with all equipment that is commonly found in the modern immunology and molecular biology laboratories.

## ***Epidemiology Courses***

In addition to the applied immunology and molecular biology master's program, the Department of Applied Medical Sciences offers courses in epidemiology and applied biostatistics.

## ***Admission***

The program is directed to the following individuals: graduates in life sciences; biomedical scientists; researchers; and technologists employed or prepared to be employed in public or private research laboratories, industrial laboratories, and health care and educational institutions.

For maximum consideration for admission to the program, a grade point average of 3.0 in undergraduate science and mathematics courses is highly recommended.

It is highly recommended that the applicant have completed courses in the following subjects or their equivalents: organic chemistry; biochemistry; microbiology; genetics; cellular and molecular biology; physiology.

The Applied Immunology and Molecular Biology Graduate Committee is responsible for evaluating applicants and recommending candidates for admission. Interviews by members of this committee may be required of applicants. Applicants who have deficiencies in background courses that the committee considers essential for success in the program may be conditionally admitted, with full admission being dependent upon satisfactory completion of those courses.

## ***Application Materials***

In addition to the materials described in the Admissions chapter, applicants for this program must submit: 1) official scores for the Graduate Record Examination (GRE) and 2) three letters of recommendation attesting to the candidate's academic and/or professional accomplishments.

## ***Application Deadline***

The application deadline is May 1 for maximum consideration for fall semester (September), but applications will be accepted until August 1. For spring semester (January) the dates are November 1 and December 1.

## ***Program Policies***

In addition to the general policies described in the Academic Policies chapter, specific policies of this program are as follows:

No more than 14 graduate credits completed prior to matriculation can be applied to the degree.

All required courses must be completed within six years prior to graduation. Otherwise, additional coursework must be taken to fulfill program requirements.

## ***Program Requirements***

Forty credits are required for the master of science degree in applied immunology and molecular biology, 24 credits of required core courses, 6 credits of thesis research, 3 credits of Journal Club/Seminar, and 7 credits of electives and externships.

Each student will be assigned an academic committee, which will be responsible for ensuring that the student fulfills all requirements for the program.

All students must complete the following courses:

AMS	545	Applied Biostatistical Analysis	3 credits
AIM	560	Virology	3 credits
AIM	610	Cellular Immunology	3 credits
AIM	611	Cellular Immunology Laboratory	3 credits



AIM	620	Molecular Immunology	3 credits
AIM	621	Molecular Immunology Laboratory	3 credits
AIM	530	Molecular Biology	3 credits
AIM	531	Molecular Biology Laboratory	3 credits
AIM	690	Journal Club/Seminar	3 credits
AIM	698	Thesis	6 credits

Electives (for degree students only) will be available in the form of advanced seminars or tutorials in many areas including:

AIM	630	Medical Immunology	
AIM	633	Educational Outreach Roles for Scientists: Inquiry-based Strategies	
AIM	640	Advanced Biostatistics	
AIM	642	Computer Analysis of Biomedical Data	
AIM	643	Computer Applications in Immunology	
AIM	644	Concepts in Biochemical Epidemiology	
AIM	645	Immunocytochemistry	
AIM	646	Development of Immunoassays	
AIM	648	Electron Microscopy	
AIM	649	Flow Cytometry	
AIM	650	Fluorescence Microscopy	
AIM	651	Scientific Writing	
AIM	652	High Performance Liquid Chromatography	
AIM	653	HLA and Erythrocyte Typing	
AIM	654	Hybridoma Methodology	
AIM	656	Immunoelectronmicroscopy	
AIM	657	Immunohematology	
AIM	661	Purification of Antigens and Antibodies	
AIM	664	Chromatography	
AIM	665	Tissue Culture Techniques	
AIM	666	Laboratory Management	
AIM	672	Advanced Techniques in Molecular Biology	
AIM	680	Molecular Basis of Disease	
AIM	681	Molecular Parasitology	

Externships will be available throughout the state of Maine in many laboratories that use immunological and molecular biology techniques in clinical, basic research, and industrial applications. These affiliates include biomedical, biotechnological, marine biological, and educational institutions.

**Health insurance is required for students enrolled in laboratory courses.**

## ***Laboratory Fees***

Laboratory fees are assessed in AIM laboratory courses to cover the cost of supplies and materials.

### **AIM 530 Molecular Biology**

This course covers basic principles of molecular biology. Lecture topics include biomolecules and cellular organization, structure and function of DNA, DNA replication, gene expression, RNA transcription and processing, protein synthesis and ribosome structure, cell cycle and signaling, gene rearrangement, retrovirology, developmental and cancer genetics, and recombinant DNA technology.

Cr 3.

### **AIM 531 Molecular Biology Laboratory**

The laboratory introduces the student to basic molecular biology techniques. The protocols include DNA and RNA isolation, plasmid preparation, agarose gel electrophoresis, restriction digestion, DNA synthesis, gene transfection, gene cloning, DNA sequencing, Northern and Southern blot analysis, computer searches and data mapping. Instructor's permission required.

Cr 3.

### **AIM 560 Virology**

This is a graduate-level survey of animal virology that is also suitable for advanced undergraduate biology and biochemistry students. Structure, replication, molecular biology, pathogenesis, epidemiology, and medical importance of major virus groups are discussed. Molecular genetic manipulation of viral genomes for gene therapy and vaccine development is also a major focus of the course. Experimental approaches that have provided significant insights into the biology of animal viruses are emphasized.

Cr 3.

### **AIM 599/BIO 431 Immunology**

This is an introductory course dealing with general principles of immunology. Topics to be surveyed include the basic principles of natural and acquired immunities (both tumoral and cell-mediated), molecular and cellular components of the immune sys-

tem, immuno-assays, and clinical aspects of immunology. Cr 3.

### **AIM 610 Cellular Immunology**

This course stresses the cellular components of the immune system. Specific topics include characterization of the cells of the immune system, cellular interactions during immune responses, distinguishing subpopulations of lymphocytes and their functions, the role of phagocytic cells, tolerance, and the problems of immunization such as antigen dose, route of administration, and characterization of the immune response over time. Cr 3.

### **AIM 611 Cellular Immunology Laboratory**

This course consists of a series of comprehensive laboratories in which students learn basic techniques for the isolation, identification and functional analysis of cells in the immune system. The role of T cells, B cells, NK cells, macrophages and neutrophils in the cellular immune response is examined through assays such as mixed lymphocyte culture, <sup>51</sup>Cr-Release, NBT dye reduction, <sup>3</sup>H thymidine uptake, flow cytometry and microcytotoxicity. Emphasis will be on experimental design, and the clinical and research applications of the procedures used. Permission of the instructor is required. Cr 3.

### **AIM 620 Molecular Immunology**

This course stresses the molecular components of the immune system. Specific topics include the genetics, synthesis, and structures of antibody molecules and T-cell receptors, the molecular basis for the generation of diversity, genetic regulation of the immune response, structure and function of the major histocompatibility complex, and the kinetics of antibody-antigen interactions. This course will also consider the practical problems of antibody purification, determination of antibody affinity and avidity, preparation of antibody fragments, determination of antibody classes and subclasses, and the design of assays using enzyme-conjugated and radioactively labeled reagents. Cr 3.

### **AIM 621 Molecular Immunology Laboratory**

In this laboratory course the student will purify, quantitate, and characterize human immunoglobulins utilizing a variety of biochemical techniques. Emphasis is on protein chemistry, with the student becoming familiar with precipitation techniques, methods of protein quantitation, chromatography (both high and low pressure), ELISA, radial immunodiffusion, several types of electrophoresis, Western blot and immunoassay. Introductory molecular biology lab pertinent to immunology is also included. Prerequisite: AIM 611 or permission of instructor. Cr 3.

### **AIM 630 Medical Immunology**

This course stresses the medical relevance and application of immunology, both in the laboratory and in the clinic. Specific topics covered include assay formats and design, assay interpretation, new tech-

nology and instrumentation, the role of the immune system in protection, the interactions of the immune system with inflammation, as well as the diagnosis, pathologic mechanisms, and treatments of immunodeficiency, autoimmune, and lymphoproliferative diseases. Cr 3.

### **AIM 654 Hybridoma Methodology**

This laboratory course covers basic concepts and techniques in hybridoma production, including: immunogen preparation; immunization; cell hybridization; hybrid screening by immunoassay, cell cloning, scale-up production; and antibody purification. Instructor's permission required. Cr 2.

### **AIM 665 Tissue Culture Techniques**

This laboratory course covers basic concepts and techniques in mammalian cell culture, including: sterilization; cultivation of both suspension and monolayer; cryopreservation; and quality control procedures. Instructor's permission required. Cr 2.

### **AIM 672 Advanced Techniques in Molecular Biology**

This course builds on AIM 671 by developing specialized projects utilizing advanced molecular techniques such as mutation analysis, genome screening, and gene expression. Cr var.

### **AIM 680 Molecular Basis of Disease**

This course focuses on biochemical and genetic nature of human disease. It will cover the strategies of gene mapping and identification, molecular pathology, functional genomics, and gene therapy of human heritable diseases. Cr 3.

### **AIM 681 Molecular Parasitology**

Eukaryotic parasites are major causes of human morbidity and mortality. Design of suitable treatment methods or effective preventive measures such as vaccines are challenges that are only beginning to be addressed through increasing understanding of the molecular biology and biochemistry of these organisms. Molecular studies of parasite biology and of parasite-host interactions have provided fundamental molecular biological and immunological insights with broad relevance. This course explores critical molecular genetic, developmental, and immunological aspects of parasite biology and of parasite-host interactions with an emphasis on selected parasites that are of particular medical importance. Parasites emphasized include those that have been targeted for increased research and control efforts by the World Health Organization. These include the agents of malaria, schistosomiasis, African trypanosomiasis, leishmaniasis, Chagas disease, lymphatic filariasis, and onchocerciasis. Examination of primary research literature is emphasized. Cr 3.

### **AIM 690 Journal Club/Seminar**

The Journal Club is intended to keep the participants current in immunology and to instruct them in the techniques of evaluating scientific literature

critically and clearly presenting scientific information. The seminar, directed by faculty members responsible for the corresponding core course material and including outside lectures from among the affiliates as well as other academic institutions, will provide the student with an opportunity to discuss

practical applications of the core lecture material.  
Cr 1 per semester.

#### **AIM 695 Externship**

Cr var.

#### **AIM 698 Thesis**

Cr 6.

### *Courses in Epidemiology and Applied Biostatistics*

#### **AMS 535 Introduction to Epidemiologic Research**

This course is intended to give students a basic foundation in principles for the conduction and interpretation of population-based studies of the distribution, etiology, and control of disease. Topics will include randomized experiments, non-randomized cohort studies, case-control studies, cross-sectional and ecological studies, causal inference, source of bias, and measures of effect. Recent publications from the epidemiologic and general medical literature will be used to illustrate the application of the concepts to specific epidemiologic issues. Cr 3.

#### **AMS 545 Applied Biostatistical Analysis**

This course is intended to give students a working understanding of the major types of biostatistical analysis used in laboratory sciences, clinical research, and public health. Topics will include estimation, descriptive statistics, cross-tabulations and stratified analysis, life tables, multiple regression, and logistic regression. The course is designed primarily for students with little formal training in biostatistics, but may also prove valuable to other students who desire a course providing an integrated approach to diverse biostatistical techniques within an applied framework. Students will learn to manipulate datasets, analyze them, and interpret the results using the SAS software package. Cr 3.

#### **AMS 578 Epidemiology of Infectious Disease**

This course will provide an introduction to the epidemiologic basis for the prevention and control of communicable diseases through the study of specific infections including HIV/AIDS, tuberculosis, viral hepatitis, rabies, influenza, and Lyme disease. The course will also include exercises on the investigation of acute disease outbreaks and discussions of immunization, institutional infection control, foodborne illnesses, and emerging infectious diseases. The course is open to advanced undergraduate and graduate students. Cr 3.

#### **AMS 580 AIDS: Scientific, Social, and Political Foundations**

This course will approach HIV/AIDS from a multidisciplinary perspective. It is intended to provide a solid introduction to HIV/AIDS for persons who are likely to be confronting AIDS issues in their professional work. Scientific topics to be addressed include HIV virology, immunology, natural history, and transmission. Guest lecturers will also address psychological and sociological aspects of the epidemic as well as issues in law, ethics, education, and

prevention strategies. The course is open to advanced undergraduate and graduate students. Cr 3.

#### **AMS 605 Principles of Clinical Epidemiology and Biostatistics**

This course is intended for physicians and provides intensive discussion of important principles in designing, conducting, and analyzing clinical studies. Topics will include randomization, ethical issues, control of bias, analysis of cohort data, regression models, contingency tables, matched studies, and misuses of statistics. Students will present and discuss ongoing research projects. Cr 3.

#### **AMS 638 Practicum in Epidemiologic Research**

This course is designed to provide students with direct experience in the formulation of epidemiologic hypotheses and the analysis and interpretation of data. Each student will frame a research question that can be addressed using a dataset available on campus or elsewhere in Maine. With guidance from faculty, each student will conduct data analyses and will write a report in the format of a journal article. Prerequisites: AMS 535 and 545 or equivalent. Cr 4.

#### **AMS 673 Epidemiology and Prevention of Cancer**

This course provides a comprehensive review and synthesis of epidemiologic studies of the causes of several of the most common forms of cancer in humans. The role of genetics, diet, smoking, hormones, occupation, and other factors will be considered. The public health implications of interventions to alter behavior and to remove environmental risk factors will also be discussed, as will epidemiologic issues in the reduction of mortality through screening for cancer. Prerequisite: AMS 535 or permission of instructor. Cr 3.

#### **AMS 677 Regression Models in the Health Sciences**

This course will familiarize students with the use of regression models for the analysis of epidemiologic and other biomedical data. Topics will include multiple linear regression, logistic regression, proportional hazard models, Poisson regression, goodness of fit, and analysis of residuals and other diagnostics. Students will work on individual projects and will learn to use the SAS software package for conducting the analyses. Prerequisite: AMS 545 or equivalent. Cr 3.

# Master of Science in Manufacturing Systems

*Coordinator:* H. Fred Walker

*Professors:* Andrews, Gupta; *Associate Professors:* Grover, Jensen, Marshall, Moore, Walker

## Program Description

The master of science in manufacturing systems (M.M.S.) is an interdisciplinary program designed to prepare working professionals for advancement and leadership positions in a variety of manufacturing industries. The M.M.S. program is open to students who may or may not have a manufacturing-related undergraduate degree who want or need a graduate-level understanding of manufacturing operations. A Certificate of Graduate Study in Manufacturing Systems is also offered for non-degree seeking students interested in similar content knowledge without a research component.

While in the M.M.S. program, students will develop the knowledge, skills, and abilities necessary to plan for and successfully implement advanced manufacturing technology for competitive advantage in a global marketplace. Applied problem solving and quantitative methods will serve as the primary context of coursework for students in the M.M.S. program. Accordingly, the M.M.S. program will seek to develop in students the critical thinking and analytic abilities needed by leaders in this profession.

The M.M.S. program is intended primarily for adult learners participating on a part-time basis. The program is offered on two- and three-year completion cycles, depending on how many courses students complete from semester-to-semester and whether students attend courses during the summer. Most coursework for the M.M.S. program will be offered in the late afternoon and early evening.

## Admission

Admission to the M.M.S. program and the Certificate of Graduate Study will be competitive based on the availability of 20 seats each year. Students applying for full admission for an available seat must meet the following requirements (a conditional admission *may* be granted to students who do not satisfy the undergraduate grade point average requirement provided they score above the 50th percentile on the quantitative section of the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT), and provided a seat in the program is available):

1. Hold a baccalaureate degree from an accredited institution with a grade point average of at least 3.0 on a 4.0 scale (B average).
2. Provide official test scores from either the GRE or GMAT.
3. Provide an essay describing why the degree is important for your professional development.
4. Provide a description of your professional experience in manufacturing.
5. Provide three letters of recommendation.

The Admission Committee will evaluate an applicant's undergraduate performance, standardized test scores, recommendations, essay, and experience when making an admission decision.

*Conditional Admission* Students without strong undergraduate academic performance, standardized test scores, or industrial experience may be considered for conditional admission. Students admitted on a conditional basis will be required to complete specific courses in a sequence defined by the graduate advisor with a grade of 3.0/B or better. This specified set of courses will normally consist of four courses, graduate, undergraduate, or both. Failure to complete these courses, in the order and with the grades specified, will result in dismissal from the program.

## Application Materials

In addition to the materials described in the Admissions chapter, students applying for the M.M.S. program must submit:

1. A completed application for graduate study, including application fee.
2. Official transcripts of all graduate and undergraduate coursework.
3. Official scores from the GRE or GMAT.
4. An essay describing why the M.M.S. program is important for your professional development.
5. A description of your professional experience.

6. Three letters of recommendation.
7. Test of English as a Foreign Language (TOEFL) score of at least 550 on the paper-based TOEFL or 213 on the computer-based TOEFL for students whose native language is not English.

Application materials may be obtained from the USM Office of Graduate Admissions and returned to the same office.

#### *Application Deadline*

Applicants are reviewed on a rolling basis until all slots are filled, with priority given to applications that are completed by April 15.

### ***Program Policies***

In addition to the general policies described in the Academic Policies chapter, specific policies of the M.M.S. program are as follows:

#### *Deferred Admission*

Students admitted for full- or part-time study must register for and complete at least one course in the fall semester in which they are admitted. Students who are admitted and do not complete one course in the first semester will be withdrawn from the program and must reapply as described above.

#### *Transfer Credit*

Students who have completed graduate-level courses specifically related to manufacturing at a regionally accredited institution of higher education other than USM may request in writing that no more than two of the courses (the equivalent of six semester hours) be considered for credit in the M.M.S. The graduate advisor, in coordination with the Office of Transfer Affairs, will make all decisions related to transfer credit.

#### *Time Limit*

Once admitted to the M.M.S. program all requirements for graduation must be completed within six years. Any work not completed within six years of beginning the program must be repeated.

#### *Non-Degree Release*

Students admitted as Certificate of Graduate Study candidates must sign a release stating they will not pursue the M.M.S. degree from USM on the basis of accumulated credit, unless they gain admission through the formal admission process described above.

#### *Certificate of Graduate Study*

Candidates for the Certificate of Graduate Study must comply with the same admission and performance requirements as degree seeking students.

#### *Grade Point Average*

Students must maintain a GPA of 3.0 or better.

#### *Grade Policy*

A student whose grade point average (GPA) falls below 3.0 will be placed on academic probation. In this case, a student will be allowed 12 semester hours to raise their GPA to, or above, the 3.0 minimum by taking only graduate-level courses. Students unsuccessful in raising their GPA during a probationary period may be dismissed from the program. A 3.0 GPA is required for graduation from the M.M.S. program.

#### *The First Course*

The first course taken by students participating in a degree or certificate seeking status must be MBA 604 Probability and Statistics for Business Decision Making. Successful completion of MBA 604 with a 3.0/B or better is a requirement before taking any other courses beyond the first semester.

#### *Elective Courses*

A list of courses that may be used to satisfy the electives requirement has been provided below. Additional elective courses will be developed as part of the M.M.S.

program and will be available as needed/requested. Students in the M.M.S. program may also complete elective courses offered by academic departments not participating directly in the M.M.S. program so long as the course(s) are specifically related to manufacturing and are approved by the graduate coordinator. Any course taken as an elective for the M.M.S. degree or Certificate of Graduate Study requires prior approval from the graduate coordinator.

### *Publication Requirement*

Candidates for the master of science, manufacturing systems degree must prepare and submit a manuscript to a refereed journal related to manufacturing. Manuscripts are to be based on the applied manufacturing research completed as part of a thesis.

## ***Program Requirements***

The M.M.S. program at USM is composed of 36 credits allocated as follows: 24 credits M.M.S. core, 6 credits electives, and 6 credits thesis.

*M.M.S. Core* M.M.S. core courses include the following (24 credits):

MBA	604	Probability and Statistics for Business Decision Making
MMS	610	Applied Research Methods
MBA	642	Leadership
MMS	615	Engineering Economy
MMS	620	Quality Systems
MBA	608	Operations Analysis
MAT	484	Design and Analysis of Experiments
MMS	625	Manufacturing Strategies

*M.M.S. Electives* M.M.S. elective courses include, but are not limited to, the following (6 credits):

MMS	653	Automated Systems For Materials Processing
MMS	655	Advanced Control Applications for Automated Systems
MMS	657	Advanced Applications of Computer Integrated Manufacturing
MMS	670	Project Management
MMS	680	Special Topics in Manufacturing Systems
MBA	675	Production/Operations Management

*M.M.S. Thesis* The M.M.S. thesis is an applied research component that must be based on an experiment design application in a manufacturing environment – a significant component of this research will be an analysis of the economic impacts of the research (6 credits).

MMS	690	Thesis
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## ***Certificate of Graduate Study, Manufacturing Systems***

The Certificate of Graduate Study, Manufacturing Systems, at USM includes 21 credits allocated as follows: 18 credits M.M.S. core and 3 credits of electives.

*M.M.S. Core* M.M.S. core courses include the following (18 credits):

MBA	604	Probability and Statistics for Business Decision Making
MBA	642	Leadership
MMS	615	Engineering Economy
MMS	620	Quality Systems
MBA	608	Operations Analysis
MMS	625	Manufacturing Strategies

*M.M.S. Electives* M.M.S. elective courses include, but are not limited to, the following (3 credits):

MMS	653	Automated Systems for Materials Processing
MMS	655	Advanced Control Applications for Automated Systems
MMS	657	Advanced Applications of Computer Integrated Manufacturing
MMS	670	Project Management
MMS	680	Special Topics in Manufacturing Systems
MBA	675	Production/Operations Management

### **MMS 610 Applied Research Methods**

This course will prepare students to engage in a systematic method of inquiry when investigating problems commonly encountered in operational manufacturing environments. Topics include: formulating/defining problems, gathering data as related to similar problems encountered in the larger context of a manufacturing industry, gathering data as related to a specific problem of interest within a specific company, methods for organizing and displaying data, formulating research questions, integrating quantitative methods with the research process, data analysis, and decision making. Additional topics include: cost justification of applied research, presentation techniques, and manuscript preparation. Cr 3.

### **MMS 615 Engineering Economy**

This course will expose students to a variety of topics related to financial resources as used in manufacturing operations. Topics include the time value of money, sources and costs of capital, project/alternative selection, and capital budgeting. Additional advanced engineering economy topics including project/asset valuation using real options, competition, project selection under risk and uncertainty, multi-attribute decision making, and sensitivity analysis. Prerequisite: MBA 604. Cr 3.

### **MMS 620 Quality Systems**

This course will cover the functional requirements of quality systems as applied to manufacturing operations. Quality systems components commonly associated with assurance, control, and improvement functions will be a primary focus of the course. Applications of applied research methodology using quantitative methods to solve problems related to quality will be emphasized. Prerequisite: MBA 604. Cr 3.

### **MMS 625 Manufacturing Strategies**

This course will explore issues impacting the competitive posture of a variety of manufacturing industries. Topics include: operating and organizational structures, use of financial resources for competitive advantage, risk assessment, technology management, global operations, and emerging trends in operating policy. Cr 3.

### **MMS 690 Thesis**

The thesis is a study focused on solving a problem in an operational manufacturing environment. Theses for the M.M.S. degree must be quantitative in nature and be based on the application of an experiment design. Prerequisite: successful comple-

tion of all M.M.S. coursework and approval from the graduate advisor. Cr 6.

### **MAT 484 Design and Analysis of Experiments**

This course is intended to acquaint students with such standard designs as one-way, two-way, and higher-way layouts, Latin-square and orthogonal Latin-square designs, BIB designs, Youdeen square designs, random effects and mixed effect models, nested designs, and split-plot designs. Prerequisite: MBA 604. Cr 3.

### **MBA 604 Probability and Statistics for Business Decision Making**

An introduction to the concepts and use of probability and statistics as tools for business decision making. Prerequisite: computer proficiency, ABU 190, or ITT 181. *Students matriculated into the M.M.S. program have already met the prerequisites.* Cr 3.

### **MBA 608 Operations Analysis**

This course examines the role, perspective, and commonly used tools of quantitative analysis in operational decision making. Emphasis is placed on developing students' abilities to recognize the need for quantification; formulate operations management problems quantitatively; select and test computer-based decision-support system models; collect meaningful data; and interpret the implications of analysis results. Prerequisites: MBA 604; computer proficiency, ABU 190, or ITT 181. Cr 3.

### **MBA 642 Leadership**

The course integrates five perspectives of leadership: individual differences and diversity; transactional leadership; power and politics; transformational leadership; and the physical, psychological, and spiritual dimensions of leader well-being. Prerequisite: BUS 340. Cr 3.

### **MBA 675 Production/Operations Management**

An examination of the role of operations with manufacturing and service organizations. Emphasis is placed on recognizing operational opportunities and tradeoffs, and employing computer simulation and other quantitative tools and decision support systems to assist strategic and operational decision making. Topics include: quality management, capacity management, process design, facility location, layout, production planning, and manufacturing philosophies such as group technology, the theory-of-constraints, and just-in-time. Prerequisite: MBA 608. Cr 3.

*M.M.S. Program Scheduling*

	<b>2 Year Plan</b>	<b>3 Year Plan</b>
<b>Fall</b>	MBA 604 MMS 610	MBA 604 MMS 610
<b>Spring</b>	MBA 642 MMS 615	MBA 642 MMS 615
<b>Summer Session 1</b>	Elective Elective	
<b>Summer Session 2</b>	<i>No Class Offerings</i>	<i>No Class Offerings</i>
<b>Fall</b>	MMS 620 MBA 608	MMS 620 MBA 608
<b>Spring</b>	MAT 484 MMS 625	MAT 484 MMS 625
<b>Summer Session 1</b>	Thesis	
<b>Summer Session 2</b>	<i>No Class Offerings</i>	<i>No Class Offerings</i>
<b>Fall</b>		Elective Elective
<b>Spring</b>		Thesis



# College of Arts and Sciences

## Master of Arts in American and New England Studies

*Director:* Donna M. Cassidy

*Professors:* Cassidy, Conforti, Maiman; *Associate Professors:* Cameron, Edney, Hamilton, Ryden

### ***Program Description***

New England, as the publisher of *Yankee* magazine recently quipped, looks more like New England today than it did 30 years ago. Such observations reflect a new self-consciousness about regional identity in general, and about New England in particular. Popular interest in regionalism also underscores new scholarly attention to the role of cultural institutions, practices, and performances in helping to shape both national and regional identities. Mythic New England embodies some of the most familiar American images and the region has historically held a special place in the American imaginary landscape. Steeped in tradition and the kinds of pastoral images celebrated by *Yankee* magazine, New England was also the nation's most urban and Roman Catholic region in the post-Civil War period. It was multicultural from the beginning.

The American and New England Studies program is committed to studying regionalism in the context of contemporary thought and scholarship. It is both a regional and an American studies program. The program's focus is on New England, but the region is examined in the broad context of American social and cultural experience as a whole. Exploring as well as destabilizing "official" New England, the program offers students a wide range of interdisciplinary approaches and methodologies—including folklore, literary studies, visual culture, landscape and cultural geography, architectural history, archaeology, cultural criticism, environmental studies, and ethnography—but stresses the historicity of such practices, and of the culture and society they set out to explore.

The program seeks:

- to offer college graduate students a challenging interdisciplinary program focusing on the study of New England and the "new" regionalism;
- to emphasize the critical role of the arts, humanities, and social sciences in understanding New England and in interpreting its history and culture to the public;
- to prepare students for a variety of opportunities that require critical thinking, scholarly analysis, research skills, and the ability to communicate effectively;
- to integrate the study of regionalism into American studies;
- to create new opportunities for exchanges among scholars, professionals, and graduate students with common interests in American and New England studies;
- to act as a cultural and educational resource for the region.

Through courses, lectures, conferences, and internships, the program explores New England's distinctiveness and examines the region's contributions to American culture as a whole.

### ***Admission***

Admission to the American and New England Studies program is selective. The program seeks applicants who have a bachelor's degree with a record of academic achievement and who are committed to employing interdisciplinary approaches and methodologies. The program welcomes full-time and part-time students; courses are offered in the late afternoon and evening. All applications are reviewed by an admissions committee comprised of the director of American and New England Studies and faculty who teach in the program. Interviews may be required at the discretion of the Admissions Committee.

## ***Application Materials***

In addition to the materials described in the Admissions chapter, applicants for this program must submit:

1. Official scores for the Miller Analogies Test (MAT) or Graduate Record Examination (GRE).
2. Three letters of recommendation on standard application forms or stationery.

## ***Application Deadline***

The application deadline is March 15 for fall semester (September) and October 15 for spring semester (January).

Applications received after these deadlines may be considered on a space-available basis. Early acceptance may be considered at the request of the applicant and at the discretion of the Admissions Committee.

## ***Program Policies***

In addition to the general policies described in the Academic Policies chapter, specific policies of this program are as follows:

**Admissions Credit** Students who have not been officially admitted to the program may take courses for admissions credit. Normally, six admissions credits are the maximum allowed. The director of American and New England Studies must approve all requests for admissions credit.

**Transfer Credit** A student may transfer up to six credits into the American and New England Studies Program. To be considered for transfer credit, previous coursework must be interdisciplinary and must focus on America or New England. In addition, only coursework awarded a grade of B or better will be considered for transfer credit. The Admissions Committee will review all requests for transfer credit. Course materials should accompany these requests.

**Time Limit** Students must complete all requirements for the degree within six years from the date of first matriculation.

## ***Program Requirements***

The curriculum is unique; unlike other regional studies and interdisciplinary programs, the curriculum consists of courses that have been created specifically for the American and New England Studies master's degree and that integrate the arts, humanities, and social sciences. Students may pursue a 30-credit program that includes a thesis or project or they may follow a 36-credit track that does not include a thesis or project. Students who elect the 36-credit track must complete two research papers in elective courses. A third option is also available in Public Culture and History. Students take 27 credits in ANE, 6 credits of appropriate courses in nonprofit administration, and a 3-credit internship at a major cultural institution.

Required Courses	30-Credit Program	Credit Hours
ANE 600	Creating New England, I	3
ANE 610	Creating New England, II	3
ANE 675	Seminar in American and New England Studies	3
ANE 690	Project	
	or	
ANE 695	Thesis	<u>6</u>
		15
Elective Courses		
Five courses chosen from ANE offerings		<u>15</u>
		30
Required Courses	36-Credit Program	Credit Hours
ANE 600	Creating New England, I	3
ANE 610	Creating New England, II	<u>3</u>
		6
Elective Courses		
Ten courses chosen from ANE offerings		<u>30</u>
		36
Required Courses	Public Culture and History	Credit Hours
ANE 600	Creating New England, I	3
ANE 610	Creating New England, II	3
ANE 687	Internship	<u>3</u>
		9

## Elective Courses

Seven courses chosen from ANE offerings

21

Two courses chosen from Public Policy and Management

(Students should consult with their advisor about appropriate courses.)

6

36

Both the 30-credit and the 36-credit program offer students opportunities to focus their coursework in particular areas: history, literature, material culture and the visual arts. In addition, the project and thesis offer students opportunities to demonstrate intellectual independence and creativity by developing programs of study that address individual interests.

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### **ANE 600 Creating New England, I**

This required core course examines the development of New England regional identity from the 17th to the mid-19th century. Drawing on interdisciplinary approaches and materials, the course focuses on how regional identity has been both historically grounded and culturally invented. Topics include: invention of New England as a second England; the Yankee character; the New England town; the creation of regional traditions; and New England reform and cultural pluralism. Cr 3.

### **ANE 610 Creating New England, II**

The second part of the required core sequence, this course continues the examination of New England regional identity from the mid-19th century to the present. Topics include: the colonial revival; New England's working class and ethnic heritage; nostalgia; the regional revival of the 1920s and 30s; and regional identity and consumer culture. Cr 3.

### **ANE 612 Documenting New England: Oral History**

This course is an introduction to the practice, politics, and history of documentary field studies. It will focus on oral history and ethnography as both a method and as a particular genre of culture writing and representation. In class, students will explore various strategies and practices of ethnography, including travel writing, local color, anthropology, exploration literature, documentary history, and post-colonial interventions, and grapple with contemporary issues that confront modern practices of "field work," such as cultural authority, displacement, marginalization, modes of cultural interpretation, stranger talk, insiders/outside, "wrong" stories and "true," etc. In the field, students will work with informants to record and interpret the cultures and histories of a particular place and people. Cr 3.

### **ANE 615 Folklore and Region**

This course will begin by introducing students briefly to the study of folklore, particularly in a regional context, and to the identification and analysis of folkloric "texts" broadly conceived. It will then proceed topically, examining regional folk culture as it relates to various of the elements that help comprise a regional identity: history, economic activity as it is constrained by the region, and the natu-

ral and humanly shaped physical environment. Attention will also be paid to variations in regional folk culture according to gender, ethnicity, and class. Each topic will include an extended examination of an example from New England as well as materials from other regions of the country. Cr 3.

### **ANE 620 Regional Writing and the Sense of Place**

This course focuses on New England literature of place including fictional, historical, poetic, and autobiographical writing. It examines the subjective experience of place and the cultural perception and use of space. The course explores how memory, experience, and nostalgia connect individual and collective identity to place. It also offers some comparative perspectives on the sense of place in other American regions. Cr 3.

### **ANE 625 The West and the American Imagination**

A prominent historian has observed that for the last 100 years the "West has been America's most strongly imagined region." This course will examine the 19th- and 20th-century West as an historic place and as an imagined region. It will explore the historical, cultural, geographic, political, and economic patterns that define the West as a distinctive region and look at the West in relation to other regions, particularly New England. Students will also analyze the place of the West in the American imagination, focusing on how popular culture, in varied forms, has shaped our understanding of this region. Cr 3.

### **ANE 628 New England and the Sea**

This course will examine the role of the sea in shaping New England society, culture, and thought. The course will focus on the "new maritime history"; literary and artistic responses to the sea; the economic importance of the sea for recreation and for the fishing industry; and efforts to preserve and interpret the region's maritime heritage. Cr 3.

### **ANE 629 Ethnicity in New England**

This course explores the historic role of ethnicity in the formation of New England social life and cultural identity. Using a variety of texts and approaches, students will examine immigrant community life (including foodways, housing, leisure, and work), constructions of "race" and "whiteness,"

and the relationship between ethnicity and regional identity. Cr 3.

### **ANE 630 The Culture of Consumption**

Focusing on New England and the emergence of industrial society, this course will explore popular forms of leisure, pleasure, and consumer culture in 19th- and 20th-century society. We will explore both popular writers such as P.T. Barnum and Edward Bellamy, as well as theorists as diverse as Thorstein Veblen and C. Wright Mills. Topics include: Victorian identity and consumption; the spa and the health club; rural peddlers; minstrelsy, burlesque, vaudeville, and melodrama; the rise of the department store; working-class style and the culture of wanting; advertising; the New England woman and the Newport belle; the tourist and the commodification of New England. Cr 3.

### **ANE 633 The Mapping of New England**

A study of the history of construction and use of cartographic representations of New England and Maine, to the end of the nineteenth century. The basic theme running through the course is that of cartographic literacy and commercialism: who used the maps and for what purposes? The course is structured around those cartographic modes (specific combinations of geographic knowledge, technological practices, social institutions, and cultural expectations) which have been relevant for New England. The scope of the course will expand to address, when necessary, more general issues in European and North American cartographic history. Cr 3.

### **ANE 635 Art and New England Culture**

This course will examine painting, prints, and photography from the 17th through the 19th centuries; it will focus on New England art and its place in American art history. Students will study style and subject matter and their relation to literature, thought, and social history. Central to this course is the consideration of how region is "imaged" in the visual arts and how these images shape regional and national culture. Topics include: "reading" colonial portraits; landscape painting and the commodification of nature; race, ethnicity, and regional types; Winslow Homer and the masculinization of region; and imaging the New England woman at the turn of the century. Cr 3.

### **ANE 638 Landscape, Culture, and Region**

This course will examine the New England and American human landscapes as texts which can be read to reveal cultural attitudes, values, priorities, and experiences. Emphasis will be on the analysis of ordinary landscapes of the sort which surround us every day. The course will focus on typical landscape "settings" or "compositions," not necessarily on individual components within those landscapes: that is, domestic or residential landscapes, commercial landscapes, industrial landscapes, civic landscapes, historic landscapes, and so on. Cr 3.

### **ANE 641 Environment and Culture**

This course is an interdisciplinary examination of the ways in which occupants of the North American continent, from the pre-contact period to the present, have conceived of and interacted with the natural environment. The history of human use of and attitudes toward the environment will be examined within a cultural context. Course materials will be drawn both from New England and from other regions of the country. Cr 3.

### **ANE 644 Twentieth-Century New England Politics**

This course examines the politics of New England since 1900, with emphasis on conflicts among the distinct subcultures (White Anglo Saxon Protestant, European-American, and African-American) which have given the region's politics its particular flavor. Special attention will be given to two dramatic political events—the Sacco-Vanzetti case and the Boston busing controversy—in which these conflicts played a significant role. Cr 3.

### **ANE 645 Women in Public: Gender and the Social Landscape**

This course will explore the gendered social geography of the "public" sphere as it emerged and took shape in 19th- and 20th-century America. How, and to what effect, were social spaces—including court rooms, city streets, voting booths, parades, department stores, theaters, commercial amusements, tenement stoops, suburbs, parks, and certain spaces in the home—imagined, defined, and organized as masculine or as female space? We will look at the dense physical environment of the city but the course will also explore efforts, especially among New England writers, architects, and reformers, to rescript and reshape the gendered landscape of public culture and the social spheres that define it. Cr 3.

### **ANE 647 The Structure of Everyday Life**

This course explores the material, social, and mental terrain of ordinary people in New England. How did ordinary people experience and make sense of the world? How did 17th- and 18th-century villagers, 19th- and 20th-century seamen, utopians, midwives, peddlers, outworkers, squatters, itinerants, housewives, railroad porters, migrants, and immigrants organize their lives and invest it with meaning? What and how did the rural poor and the urban wage earner feed themselves and their families, arrange their households, build their homes, and, in general, make a life? The course will also emphasize methodologies for exploring the world of the "inarticulate." Cr 3.

### **ANE 648 No Place Like Home: Domestic Architecture and American Culture**

This course will examine the physical form as well as the idea and image of "home" from the 17th through the 20th centuries. House designs and styles and their historic changes and diversity across class and geographic boundaries will be examined. Students will

also analyze the idea of home in visual culture (paintings, prints, photography, popular illustrations, film) and written texts (prose, architectural pattern books, advice books, magazines). Cr 3.

### **ANE 650 Topics in American and New England Studies**

An in-depth study of a significant aspect of New England or American culture from an interdisciplinary perspective. Topics will vary from year to year. Cr 3.

### **ANE 652 Native American Cultures of New England: From Contact to Confinement**

Beginning with an examination of Native American cultures in New England on the eve of European contact, the course focuses on topics such as Native social and political patterns, land usage, subsistence strategies, material culture, dress, status, languages, world views, myths, rituals, and written oral traditions, and cosmologies. Particular attention will be paid to the construction of Native identities in the past as well as the present. Cr 3.

### **ANE 655 Historical Archaeology of New England**

An examination of the role of historical archaeology in interpreting the past. Several important topics in regional contemporary historical archaeology will be examined including: exploration and settlement during the contact period, landscape research and reconstruction, ethnicity and social inequality, subsistence and food-ways, material culture studies, and the relationship between culture and consumption. Cr 3.

### **ANE 657 Language and Print Culture in America**

This course will examine what various groups of Americans have been publishing and reading over time for purposes of education, edification, and entertainment, as well as the larger linguistic context in which those books have been produced. We will focus on questions of both the history of American English and the history of the book in America, while also examining the specific nature of print as a medium of communication. Cr 3.

### **ANE 658 Seeing is Believing: Visual Culture of 20th-Century America**

This course will look at the production and explosion of visual images in 20th-century America. Students will examine varied image types (advertising, film, painting, prints, photography, public art, television, and video) and how these images shape knowledge, experience, and culture. Topics include: the spectacle of city; images that sell; the meanings of abstract art; and documentary photography and surveillance. Cr 3.

### **ANE 660 New England Autobiography**

This course examines 19th- and 20th-century New England autobiography; it focuses on works that

illuminate aspects of regional experience. The readings represent diverse forms of autobiographical expression as well as essays that introduce contemporary approaches to the study of autobiography. The course emphasizes a historical-cultural reading of autobiography, relating issues of style, self-representation, the life cycle, gender, class, ethnicity, and place to particular historical contexts and cultural needs. Cr 3.

### **ANE 665 Sex, Gender, and Regional Difference**

This course will compare the experiences of women in the South, West, and New England, as well as the role of regional difference in making and re-making notions of womanhood and manhood and in establishing categories of sexual behavior and deviancy. Race and class differences both within and between the South, the West, and New England will be examined as well as the emergence of regional "types," such as "The New England Woman," "White Trash," and the cowboy. Cr 3.

### **ANE 668 Writers of Northern New England**

This course focuses on literature about the subregion that Robert Frost referred to as "north of Boston." The course will examine writers who root their work in the landscape, culture, and history of Maine, New Hampshire, and Vermont. Considerable attention will be devoted to contemporary writing. Cr 3.

### **ANE 670 Museums and Public Culture**

This course will examine the role of museums, preservationists, and collectors in shaping cultural identities and public memories in 19th- and 20th-century America. Topics will include: ethnographic collections and displays, fine arts museums and patrons, traditions of human display (such as 19th-century "freak shows"), history, anthropological and natural history museums, festivals, living history sites, and the narrative role of collections, artifacts, and museum design. Cr 3.

### **ANE 675 Seminar in American and New England Studies**

Research on topics in American and New England Studies with opportunities to share problems and results. Cr 3.

### **ANE 685 Reading and Research**

Open to advanced students with exceptional records in the program, this course offers opportunities for reading and research under the direction of a faculty member. The approval of the faculty member and the director is required. This course may be taken only once. Cr 3.

### **ANE 687 Internship**

Open to qualified students with exceptional records in the program. Internships are by application to the ANE Curriculum Committee. Participating organizations include: Portland Museum of Art, Old York Historical Society, Pejepscot Historical Soci-

ety, and Maine Historical Society. Internships may be taken for credit only once. Pass/fail. Cr 3.

### **ANE 690 Project**

Completion of a two-semester project that may be an independent project or that may combine independent study and work in a historical society, a museum, a cultural organization, or other public or private institution. In consultation with an advisor,

the student defines and develops the project in relation to his or her particular interest in American and New England Studies. Cr 6.

### **ANE 695 Thesis**

The product of original research, the thesis should embody an interdisciplinary combination of approaches and/or materials. Cr 6.

## **Master of Science in Biology**

*Graduate Coordinator:* Lisa R. Moore

*Professors:* Gainey, Mazurkiewicz; *Associate Professors:* Knight, Maher, O'Mahoney-Damon, Theodose, Weber; *Assistant Professors:* Champlin, Moore, Walker; *Adjunct Faculty:* Ng, Evers

### **Program Description**

The M.S. program in biology at USM is designed to meet diverse student interests and to provide additional preparation for careers in biology. The program is aimed at three groups: 1) students who wish to continue the scholarly pursuit of biology and possibly continue with a Ph.D. or M.D.; 2) students desiring laboratory or field experience to make them more competitive for employment; and 3) students who teach, or wish to teach, at the secondary, community college, or technical college levels.

To meet these needs, the M.S. program in biology offers a breadth of coursework, and a thesis requirement with an individualized approach. Coursework and research opportunities span the subdisciplines of cell and molecular biology, developmental biology, evolutionary genetics, physiology (animal, plant, and microbial), ecology (animal, plant, and microbial), and environmental science.

The student master's thesis, tailored to individual interests and falling within the research subdiscipline of a faculty mentor, is intended to provide experience in scientific investigation. Students are exposed to the current state of knowledge within the subdiscipline, and learn skills necessary for creative scientific inquiry. These include exploration and evaluation of the scientific literature, experimental design, implementation of original laboratory or field-based research, statistical analysis of data, and the writing of a publishable scientific paper.

### **Admission**

Admission to the M.S. program in biology is competitive and has two basic requirements. First, applicants should have earned a baccalaureate degree from an accredited institution, preferably in some area of biology, with a minimum G.P.A. equivalent to 3.0. Second, admission is also dependent upon a faculty member agreeing to serve as the primary faculty advisor to the student. Therefore, before applying to the program, students should become acquainted with the research interests of individual faculty in the Department of Biological Sciences ([www.usm.maine.edu/bio](http://www.usm.maine.edu/bio)), and should select one or more faculty members with whom they might like to work.

Students who do not meet the first criterion, but who demonstrate exceptional promise, may be granted conditional admission, during which time they must compensate for any specific deficiency as determined by the Biology Graduate Admissions Committee. Upon successful completion of the conditions, conditional students can be granted regular admission status.

### **Application Materials**

In addition to the materials described in the Admissions chapter of this catalog, applicants must submit the following information:

1. *Test scores* Official scores from the General Test of the Graduate Record Examination (GRE) are required. Official scores from the GRE Subject Test in Biology are recommended.
2. *Transcripts* Official undergraduate and graduate transcripts are required from any college or university attended.
3. *Essay* The essay should discuss your academic goals and anticipated research interests, and should include the names of specific faculty members with whom you might like to work.

4. *Letters of recommendation* Three letters of recommendation are required from people who can evaluate your potential for success in a master's program in the biological sciences.

### ***Application Deadlines***

Applications and supporting materials must be received by February 1 in order to receive priority status for fall admission and consideration of departmental financial support. The application deadline for spring admission is October 15. Students applying for spring admission are less likely to obtain graduate assistantships in their first semester, because most financial aid will be distributed during fall admissions.

### ***Program Policies***

In addition to the general policies described in the Academic Policies chapter, this program also includes the following policies.

*Transfer credits* Graduate students may transfer a maximum of 9 graduate credits, earned within the past 5 years, with a grade of B- or better. Approval of transfer credits must be requested at the time of admission.

*Time limit* All courses for the M.S. degree must be completed within 5 years from the time of first matriculation. Students may apply to the program director for an extension, which must be approved by the Department graduate faculty.

*Grade policy* Students must earn a grade of B- or better for courses to count toward the M.S. degree. If the cumulative G.P.A. drops below 3.0, the student will be placed on probation. Terms and conditions of probation will be determined by the student's Advisory Committee.

### ***Program Requirements***

During the first semester, students are required to declare a research topic and to arrange an Advisory Committee, with guidance from their primary faculty advisor. The Advisory Committee consists of the student's primary faculty advisor and at least two other faculty members, of which at least one must be a member of the Department of Biological Sciences.

The degree provides two options: thesis and non-thesis. Most students are expected to produce a thesis, based on an original research project. However, with approval of the student's Advisory Committee, a student may undertake the non-thesis option, which requires writing a comprehensive review paper in lieu of a thesis. All master's candidates preparing a thesis must complete a minimum of 24 credits of coursework and 6 credits of thesis research. Candidates completing the non-thesis option must complete 32 credits of coursework, which must include at least one laboratory course. Coursework is determined individually for each student in consultation with the student's Advisory Committee.

All students must take four required courses (15-18 credits):

AMS 545	Applied Biostatistical Analysis
BIO 601	Research Methods in Biology
BIO 621	Graduate Seminar (minimum of 2 required)
BIO 698	Thesis Research
or	
BIO 699	Literature Review

Students also choose electives. To maintain breadth, electives are required in at least two of three areas (selecting from Genetics and Molecular Biology, Physiology, and Ecology and Evolution). Upon approval of the Advisory Committee, students also may take graduate-level courses in other departments.

During the second year, each candidate must pass a comprehensive examination designed and administered by the candidate's Advisory Committee. At the end of the program, the thesis must be written in a form satisfactory to the Advisory Committee and suitable for submission to a peer-reviewed scientific journal, and the research results must be presented in a seminar open to faculty, students, and the public. After the presentation, the student will defend the thesis to the Advisory Committee and other graduate faculty who wish to attend.

### ***Laboratory Fees***

Laboratory fees are assessed in biology laboratory courses to cover the cost of supplies and materials.

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**BIO 501 General Physiology**

A study of physiological processes and their regulation in animals. Cr 3.

**BIO 502 General Physiology Laboratory**

Laboratory examination of physiological mechanisms in animals. Cr 2.

**BIO 503 Comparative Physiology**

Physiological and biochemical basis of environmental adaptation. Cr 3.

**BIO 504 Comparative Physiology Laboratory**

Laboratory experiments on the physiological basis of environmental adaptation. Emphasis is on marine organisms. Cr 2.

**BIO 505 Animal Behavior**

This course is a study of the principles of behavioral organization in vertebrate and invertebrate animals, with emphasis on behavior under natural conditions. Cr 3.

**BIO 506 Animal Behavior Laboratory**

This course is a laboratory and field examination of behavioral principles in animals. Cr 2.

**BIO 507 Molecular Mechanisms of Animal Development**

A molecular genetic analysis of animal development focusing on an integrative approach toward understanding the evolution of developmental mechanisms. Cr 3.

**BIO 508 Experimental Genetics**

This course includes both lectures and laboratory exercises in human and fruit fly genetics. Cr 3.

**BIO 509 Cell and Molecular Biology**

A study of the eukaryotic cell at the level of organelles and molecules. The biochemical aspects of cell growth and reproduction are emphasized. Cr 3.

**BIO 510 Cell and Molecular Biology Laboratory**

A course in which the techniques of cell fractionation and biochemical analyses are applied to the eukaryotic cell. Cr 2.

**BIO 515 Microbial Ecology**

This course is a continuation of the basic microbiology course (BIO 311). The course begins with an examination of microbial evolution and biodiversity, and explores the interactions of microorganisms in populations and communities, with other organisms, and with the environment, including an examination of physiological adaptations and biogeochemical cycles. Cr 3.

**BIO 517 Issues in Evolution**

This course surveys major issues that motivate current research in evolutionary biology, providing a

historical analysis of active areas of controversy and alternative points of view. The course is based on selected readings in the theoretical and experimental literature of the field, from primary and classical sources. Cr 3.

**BIO 545 Advanced Pathophysiology**

This course is a study of physiological, genetic, biochemical, and environmental basis of diseases. Systems to be covered include reproductive, gastrointestinal, respiratory, cardiovascular, nervous, and skeletomuscular. Cr 3.

**BIO 601 Research Methods in Biology**

This course introduces students to faculty members' research. Students will study the philosophy of science, experimental design, data analysis and interpretation, and writing and assessment of scientific papers. Cr 3.

**BIO 602 Ethical Issues in Biology**

This course examines a variety of ethical issues arising in biology today, including those related to general scientific research, biotechnology, medicine, and the environment. Cr 2.

**BIO 611 Endocrinology**

This course examines hormone action in animals and plants at the molecular, cellular, organ, and organismal levels. Topics will include the endocrine control of development, behavior, and physiological processes. Cr 3.

**BIO 613 Marine Microbial Ecology**

This is an advanced course focusing on microorganisms, both prokaryotic and eukaryotic, and their interactions with the marine environment. Emphasis will be placed on the role of the "microbial loop" in the ecology of the oceans. Cr 3.

**BIO 615 Plant Metabolism**

This is an advanced course on the regulation and integration of metabolism as viewed from a whole plant perspective. The course deals with primary metabolic pathways such as respiration, photosynthesis, nitrogen metabolism, and carbohydrate and lipid biosynthesis. Compartmentation of metabolic pathways and communication between cells, tissues, and organs via transport systems are discussed. Cr 3.

**BIO 621 Graduate Seminar**

This course reviews the literature pertinent to topics of biology. It may be repeated for credit as topics vary. Graduate students must complete at least two different seminars. Cr 1-3.

**BIO 623 Molecular Methods in Microbial Ecology**

The field of microbial ecology has undergone a major revolution in the approaches used to address questions related to microorganisms in their environment. This is an integrated lecture/lab course.



Students taking this course will read from the primary literature as well as carry out experiments utilizing molecular methods to study an aspect of microbial ecology. Cr 4.

#### **BIO 650 Internship**

In this course, students apply their learning to a practical context under supervision of a faculty member. Cr 1-3.

#### **BIO 698 Thesis Research**

This course involves thesis research and preparation. It may be repeated for credit, but no more than 6 credits will apply to the degree. Enrollment is required each term in which the thesis is in progress. Cr 1-6.

#### **BIO 699 Literature Review**

This course involves preparation of a review paper based on current biological literature. Prerequisite: permission of the graduate advisor. Cr 1-6.

## **Stonecoast Master of Fine Arts in Creative Writing**

*Interim Director:* B. Lee Hope

### ***Program Description***

The new Stonecoast low-residency M.F.A. program in creative writing builds on the quality of the Stonecoast Writers' Conference, a summer writing program that has drawn a faculty of nationally known creative writers for more than 25 years. The M.F.A. is a two-year program, alternating intensive 10-day residencies with six-month writing projects supervised by faculty writers/mentors. The M.F.A. offers an interdisciplinary curriculum, including the novel, short story, poetry, creative nonfiction, and popular fiction. There is also an Internet option for possible workshoping with fellow students between residencies.

Low-residency programs give students significant flexibility in pursuing graduate work as they do not entail a day-to-day presence on campus. The master of fine arts requires attendance at two 10-day residencies per year for two years. These residencies are considered the beginning of each semester. Residencies include visiting faculty writers of national reputation who meet with students for a series of workshops, seminars, conferences, and readings. The winter 2004 residency will be held December 28, 2003-January 7, 2004.

The Stonecoast M.F.A. also requires students to complete four semesters of intensive long-distance work with a faculty mentor/writer. Each semester following the residency, at prearranged intervals, students send packets of creative writing and critical essays to their mentors by mail or via the Internet. Faculty respond with extensive, in-depth critiques of the student work.

Students complete a critical thesis in their third and fourth semesters. Students must also attend a final graduation residency at which they give a reading of their work and teach a seminar. Occasionally, leaves of absence will be approved for one semester.

Admission is highly selective; students will be accepted on the basis of manuscript samples and past educational experience in creative writing. Applications for rolling admissions are available throughout the year; however, there are a limited number of spaces for each residency. Applications received on or before March 25 will be given priority for summer residency; applications received on or before October 25 will be given priority for winter residency.

The cost of the low-residency graduate writing program is \$4,990 per semester (not including room and board). There are openings in the program for commuter students. The fee structure for this long-distance learning program is separate from the usual USM graduate tuition. The M.F.A. does not charge a higher rate for out-of-state students. Some scholarships are available.

For further information, contact the Office of Graduate Admissions at (207) 780-4386 or [gradstudies@usm.maine.edu](mailto:gradstudies@usm.maine.edu), or the Stonecoast M.F.A. office at (207) 780-5262.

Each student must complete four workshop residencies and four semester projects along with a fifth graduation residency.

#### **CRW 501 Workshop Residency I**

An advanced workshop that focuses on the development of the student's writing through the use of

faculty-guided workshops and topical seminars, roundtables, panels, and readings. Workshop tracks include poetry, fiction, nonfiction, or popular fiction. Students are expected to submit an "in-progress" manuscript in advance of the residency. The manuscript(s) submitted will be analyzed during the faculty-guided workshops. Cr 6.

**CRW 510 Poetry Semester Project I, Part 1**

The focus of this course, which immediately follows the first residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will then respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 501. Cr 6.

**CRW 511 Poetry Semester Project I, Part 2**

The focus of this course, which immediately follows the first residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will then respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 510. Cr 3.

**CRW 520 Fiction Semester Project I, Part 1**

The focus of this course, which immediately follows the first residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will then respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 501. Cr 6.

**CRW 521 Fiction Semester Project I, Part 2**

The focus of this course, which immediately follows the first residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 520. Cr 3.

**CRW 530 Creative Nonfiction Semester Project I, Part 1**

The focus of this course, which immediately follows the first residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manu-

scripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 501. Cr 6.

**CRW 531 Creative Nonfiction Semester Project I, Part 2**

The focus of this course, which immediately follows the first residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 530. Cr 3.

**CRW 540 Popular Fiction Semester Project I, Part 1**

The focus of this course, which immediately follows the first residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 501. Cr 6.

**CRW 541 Popular Fiction Semester Project I, Part 2**

The focus of this course, which immediately follows the first residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 540. Cr 3.

**CRW 502 Workshop Residency II**

This course is considered to be the completion of the first year's residency requirements. See description of Workshop Residency I. Prerequisites: CRW 501 and completion of Semester Project I in student's chosen genre. Cr 6.

**CRW 512 Poetry Semester Project II, Part I**

The focus of this course, which immediately follows the second residency, is on completion of a negoti-

ated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 502. Cr 6.

#### **CRW 513 Poetry Semester Project II, Part 2**

The focus of this course, which immediately follows the second residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 513. Cr 3

#### **CRW 522 Fiction Semester Project II, Part I**

This course immediately follows the second residency. The course focus is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 502. Cr 6.

#### **CRW 523 Fiction Semester Project II, Part 2**

The focus of this course, which immediately follows the second residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 522. Cr 3.

#### **CRW 532 Creative Nonfiction Semester Project II, Part I**

The focus of this course, which immediately follows the second residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of

readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 502 Cr 6.

#### **CRW 533 Creative Nonfiction Semester Project II, Part 2**

The focus of this course, which immediately follows the second residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 532. Cr 3.

#### **CRW 542 Popular Fiction Semester Project II, Part I**

The focus of this course, which immediately follows the second residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 502. Cr 6.

#### **CRW 543 Popular Fiction Semester Project II, Part 2**

The focus of this course, which immediately follows the second residency, is on completion of a negotiated study plan developed between the student and the faculty member. As part of the study plan, students will be expected to exchange five packets of manuscripts with the faculty mentor. The packets will vary depending on the study track, but should include both creative work and critical annotations of readings. The faculty mentor will respond with constructive critiques for revision as well as additional reading suggestions and relevant observations on craft and theory. Prerequisite: CRW 542. Cr 3.

#### **CRW 601 Workshop Residency III**

This course is considered to be the first half of the second year's program. See description of Workshop Residency I. Prerequisite: CRW 502 and completion of Semester Project II in the student's chosen genre. Cr 6.

#### **CRW 610 Poetry Semester Project III, Part 1**

The focus of this course, which immediately follows the third residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student researches and writes a 30-40-page critical thesis under the

guidance of the mentor on an aspect of craft, literary theory, publishing, or literacy/community services. Prerequisite: CRW 601. Cr 6.

### **CRW 611 Poetry Semester Project III, Part 2**

The focus of this course, which immediately follows the third residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student researches and writes a 30-40-page critical thesis under the guidance of the mentor on an aspect of craft, literary theory, publishing, or literacy/community services. Prerequisite: CRW 610. Cr 3.

### **CRW 620 Fiction Semester Project III, Part 1**

The focus of this course, which immediately follows the third residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student researches and writes a 30-40-page critical thesis under the guidance of the mentor on an aspect of craft, literary theory, publishing, or literacy/community services. Prerequisite: CRW 601. Cr 6.

### **CRW 621 Fiction Semester Project III, Part 2**

The focus of this course, which immediately follows the third residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student researches and writes a 30-40-page critical thesis under the guidance of the mentor on an aspect of craft, literary theory, publishing, or literacy/community services. Prerequisite: CRW 620. Cr 3.

### **CRW 630 Creative Nonfiction Semester Project III, Part 1**

The focus of this course, which immediately follows the third residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student researches and writes a 30-40-page critical thesis under the guidance of the mentor on an aspect of craft, literary theory, publishing, or literacy/community services. Prerequisite: CRW 601. Cr 6.

### **CRW 631 Creative Nonfiction Semester Project III, Part 2**

The focus of this course, which immediately follows the third residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student researches and writes a 30-40-page critical thesis under the guidance of the mentor on an aspect of craft, literary theory, publishing, or literacy/community services. Prerequisite: CRW 630. Cr 3.

### **CRW 640 Popular Fiction Semester Project III, Part 1**

The focus of this course, which immediately follows the third residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student researches and writes a 30-40-page critical thesis under the guidance of the mentor on an aspect of craft, liter-

ary theory, publishing, or literacy/community services. Prerequisite: CRW 601. Cr 6.

### **CRW 641 Popular Fiction Semester Project III, Part 2**

The focus of this course, which immediately follows the third residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student researches and writes a 30-40-page critical thesis under the guidance of the mentor on an aspect of craft, literary theory, publishing, or literacy/community services. Prerequisite: CRW 640. Cr 3.

### **CRW 602 Workshop Residency IV**

This course is considered to be the second half of the second year's program. See description of Workshop Residency I. Prerequisite: CRW 601 and completion of Semester Project III in the student's chosen genre. Cr 6.

### **CRW 612 Poetry Semester Project IV, Part 1**

The focus of this course, which immediately follows the fourth residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student completes a book-length creative thesis, and prepares for the student reading and for the teaching of a seminar during the fifth and final graduation residency. Prerequisite: CRW 602. Cr 6.

### **CRW 613 Poetry Semester Project IV, Part 2**

The focus of this course, which immediately follows the fourth residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student completes a book-length creative thesis, and prepares for the student reading and for the teaching of a seminar during the fifth and final graduation residency. Prerequisite: CRW 612. Cr 3.

### **CRW 622 Fiction Semester Project IV, Part 1**

The focus of this course, which immediately follows the fourth residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student completes a book-length creative thesis, and prepares for the student reading and for the teaching of a seminar during the fifth and final graduation residency. Prerequisite: CRW 602. Cr 6.

### **CRW 623 Fiction Semester Project IV, Part 2**

The focus of this course, which immediately follows the fourth residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student completes a book-length creative thesis, and prepares for the student reading and for the teaching of a seminar during the fifth and final graduation residency. Prerequisite: CRW 622. Cr 3.

### **CRW 632 Creative Nonfiction Semester Project IV, Part 1**

The focus of this course, which immediately fol-

lows the fourth residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student completes a book-length creative thesis, and prepares for the student reading and for the teaching of a seminar during the fifth and final graduation residency. Prerequisite: CRW 602. Cr 6.

#### **CRW 633 Creative Nonfiction Semester Project IV, Part 2**

The focus of this course, which immediately follows the fourth residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student completes a book-length creative thesis, and prepares for the student reading and for the teaching of a seminar during the fifth and final graduation residency. Prerequisite: CRW 632. Cr 3.

#### **CRW 642 Popular Fiction Semester Project IV, Part 1**

The focus of this course, which immediately follows the fourth residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student completes a book-length creative thesis, and prepares

for the student reading and for the teaching of a seminar during the fifth and final graduation residency. Prerequisite: CRW 602. Cr 6.

#### **CRW 643 Popular Fiction Semester Project IV, Part 2**

The focus of this course, which immediately follows the fourth residency, is on completion of a negotiated study plan developed between the student and the faculty member. Each student completes a book-length creative thesis, and prepares for the student reading and for the teaching of a seminar during the fifth and final graduation residency. Prerequisite: CRW 642. Cr 3.

#### **CRW 603 Graduation Residency**

This residency is the culmination of the M.F.A. in creative writing degree program. Prior to the residency, a student must have submitted a book-length creative thesis deemed by a faculty committee to be of publishable quality. At the residency, the student must lead a seminar on an issue of craft, theory, publishing or literacy/community services. The student must also give a public reading from his/her creative thesis. Prerequisite: completion of Semester Project IV in the student's chosen genre. Cr 0.

## **Master of Music in Composition**

## **Master of Music in Conducting**

## **Master of Music in Jazz Studies**

## **Master of Music in Music Education**

## **Master of Music in Performance**

*Director, School of Music:* E. Scott Harris

*Professors:* Fithian, Kargul, Martin, Russell; *Associate Professors:* Boden, Harris, Keef, Parchman; *Assistant Professors:* Chickering, Kaschub, Lehmann, Mann, Oberholtzer, Owens, Searce

The University of Southern Maine School of Music is offering new master of music degrees in composition, conducting, jazz studies, music education, and performance. The School of Music is a fully-accredited member of the National Association of Schools of Music. With more than 55 full-time, part-time, and artist faculty, its impact on the cultural life of New England can be found in all areas of musical activity, from the elementary teacher to the professional performer. One will find USM School of Music graduates teaching on every level from pre-school to graduate school. Their expertise as teachers and/or performers is highly regarded and in great demand.

### **Admissions**

Contact the USM Office of Graduate Admissions for an application and instructions. Visit Graduate Admissions online at: [www.usm.maine.edu/grad](http://www.usm.maine.edu/grad).

Every applicant for admission must submit:

- An application form.
- The application fee.
- Official transcripts of all previous college and university work.

- An essay of 300-500 words on your professional goals
- A professional résumé

In addition applicants to the School of Music graduate program must fulfill the following requirements prior to enrollment:

- A baccalaureate degree or its equivalent in music or music education
- An audition (by invitation only; see details below). Music education applicants submit additional materials in lieu of an audition.
- For studies in music education or conducting, one year or its equivalent of full-time teaching or conducting experience.

Applicants in *composition* must also submit:

- Scores of three representative works from three different performance media showing originality and technical competence.
- Recordings (CD, cassette, and/or VHS videotape) of three representative works (to correspond with scores above if possible).
- Complete list of works with first performances arranged chronologically.

Applicants in *conducting* must also submit:

- A videotape which contains at least 15 minutes of conducting, at least one-half of which should be of a performance.
- A complete repertoire of works performed.

Applicants in *jazz studies* must also submit:

- A representative repertoire of works performed.
- A recent recording that contains at least fifteen minutes of a live performance including a demonstration of your improvisational abilities.

Applicants in *music education* must also submit:

- A videotape that contains a 10-15 minute teaching sequence from a classroom or rehearsal setting.
- A written, critical analysis of the teaching episode on the videotape.
- An essay of 1,000 words on a current topic in music education.
- Evidence of a baccalaureate degree or its equivalent in music education.

Applicants in *performance* must also submit:

- A complete repertoire, specifying those works that have been performed.
- A recent recording of a live performance.
- *Voice only* Show evidence of completion of two semesters or equivalent of undergraduate Italian and two semesters or equivalent of either undergraduate French or German; show evidence of proficiency in Italian, French, and German diction.

## Music Audition

Once the Office of Graduate Admissions application is complete, the School of Music Graduate Studies Committee will review the materials and make a recommendation to the School's coordinator of graduate studies. The coordinator of graduate studies will contact applicants selected for an audition. Applicants will take a sight singing exam at the time of the audition. Each degree program has specific audition requirements outlined below. Acceptance into an area of study is exclusive to that area, and a separate application and audition is required for each area. Due to the intensive and individualized nature of a graduate program in music, admission in specific areas will be limited.

The *composition* audition:

A test of keyboard skills, ear training, and score reading is required.

The *conducting* audition:

Required

*Choral and Wind*: prepare a musical score(s) of at least 10 minutes duration, know its musical structure and be able both to conduct it, and to sing any musical line.

*Orchestral*: prepare the first movement of a Beethoven symphony, know its structure, and be able to conduct it.

### Optional

*Choral:* play at the piano the following: a five-minute piece of at least the level of difficulty of a Clementi sonatina; all major and minor scales, hands together, two octaves; a Bach chorale at sight; "My country 'tis of Thee" in all keys with an improvised accompaniment of I, IV, V chords; sing two art songs, one in Italian and one in English.

*Instrumental:* perform a five-minute piece on an instrument of the applicant's choice that demonstrates a level of competence equivalent to a BM on that instrument.

*Preference will be given to conductors who have performance expertise.*

### The jazz studies audition:

Prepare a 15-minute performance of jazz repertoire that is diverse in style and that shows improvisational abilities.

### The performance audition:

*Organ:* perform three major works: one of J. S. Bach and one each from the 19th and 20th centuries; sight read an organ composition at the level of a Rheinberger trio.

*Percussion:* Timpani: play either an étude from Solo Timpanist (Vic Firth) or March (Carter); Drum: play an étude from First 12 Études for Snare Drum (Deleceuse); Mallets: play a 4-mallet solo and 3 orchestral excerpts.

*Piano:* perform from memory a major work of J. S. Bach (such as a suite, toccata, or prelude and fugue from the Well Tempered Clavier); a complete sonata by either Haydn, Mozart, or Beethoven; a major work from the 19th or 20th century; sight read a piano composition at the level of a Haydn sonata.

*Strings:* perform the first movement (or equivalent) of a standard concerto (with cadenza); perform one movement from a 19th or 20th century sonata; perform two contrasting movements from an unaccompanied work by Bach. It is recommended that at least one of the three excerpts be memorized.

Harp and guitar performers may substitute an advanced étude of their choice for one of the above categories.

*Winds:* perform a complete concerto or sonata from the Classical era; perform one composition each from the 19th and 20th centuries; perform six standard orchestral excerpts.

*Voice:* perform a 20-minute memorized recital of repertoire from various stylistic periods, including selections in Italian, French, German, and English; play at the piano the following chord progression: I, IV, V, I in all keys up to three sharps and three flats; sight read at the piano a Bach chorale.

## Information for Matriculated Students

### Graduate Placement Exams

All incoming School of Music graduate students must take the Graduate Placement Exams scheduled on or about the first day of classes. The exams test knowledge of music theory and ear training and music history and literature. Also, composers will be tested on orchestration. Consult the School of Music for descriptions of the exams, sample exams, and the exam schedule.

### Exit Requirements

All graduate students in music must take exit exams in music history and music theory. These exams will be graded pass/fail. Each exam may be taken no more than three times. Students unable to pass after three attempts must withdraw from the program. Other requirements are particular to specific programs; please consult the faculty in these programs for a list of requirements.

### Special Requirements and Standards

All music graduate programs must be completed within six years from the date of matriculation.

Students must maintain a B average in all course work and must have no grade lower than B-. Students who receive grades lower than B- will be reviewed for retention in the graduate program. Jury reviews are scheduled each semester for majors in performance and jazz studies. Consult the School of Music for policies on jury review.

Each program requires that students demonstrate mastery in their primary area of study. Master of music in music education students meet this requirement through the preparation of a professional portfolio. All other students meet this requirement through the presentation of one or more recitals. Consult the individual requirements below for more details.

The following conditions will apply to all recitals:

- a. Required recitals must be performed prior to taking the comprehensive exams
- b. Grading of the recital will be by a committee of no less than three jurors. The jurors will be drawn from the graduate faculty, the degree candidate's graduate advisor, and the degree candidate's private instructor.
- c. The candidate must receive a grade of B or higher on each recital. If the grade of B is not achieved, the candidate must perform another recital that contains at least 50 percent new material. If the grade of B or higher is not achieved at this recital retake, the candidate must petition the faculty to remain in the degree program.

*Transfer credit* Six graduate credits may be transferred to USM from another NASM-accredited college or university.

*Admissions credit* Additionally no more than six graduate credits for work earned at USM in the five years prior to matriculation may be credited to the master's degree.

*Residency* A one-year residency is required for conducting, jazz, and most performance programs. Performance programs in voice and piano require a two-year residency. Composition requires a two-year residency. Music education has no residency requirement.

## Programs of Study

### Graduate Music Core Courses

All master of music students are required to take the following courses:

MUS 520	Seminar in Music History	3 cr.
MUS 530	Seminar in Music Theory	3 cr.

All master of music students except those in music education are required to take the following course, and are advised to take it early in their course of study:

MUS 510	Bibliography and Research in Music	3 cr.
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### Composition

Requires a minimum of 30 credit hours

MUP 603	Applied Music (composition)	12 cr.
MUP 690	Recital	0 cr.
MUS 526	Composition (20th Century Survey)	3 cr.
Graduate music core courses		9 cr.
Electives—Any MUS, MUP or MUE 500- or 600-level courses.		6 cr.

A two-year residency is required.

In addition to the general exit exams in history and theory, students in composition will be tested in all aspects of orchestration.

Composition majors must present one 60-minute lecture/recital in which program notes and compositional process are shared with the audience as verbal introductions to each work. The recital comprises 40 minutes of original music for a variety of mixed media composed while in residency for the degree. The composer will participate as performer on at least one work on the recital. In addition to the recital, the composer is encouraged to seek performances for his/her work elsewhere; only in exceptional cases might any part of this recital be substituted for outside work.

### Conducting—Choral

Requires a minimum of 31 credit hours

MUS 533	Advanced Analysis of Tonal Music	3 cr.
MUP 603	Applied Music (choral conducting)	9 cr.
MUP 690	Recital	0 cr.
MUS 535	Advanced Aural Skills	3 cr.
MUS 501 or 505	University Chorale or Chamber Singers (2 sem.)	1 cr.
Graduate music core courses		9 cr.
Electives—Any MUS, MUP, or MUE 500- or 600-level courses		6 cr.



Nine credits of applied music in choral conducting (three 3-credit courses) will be scheduled as private lessons and will be supplemented by rehearsal time with one of the University choral ensembles or other appropriate ensemble. Three substantial topics will be covered during the course of the applied study: choral-or-cho-ral conducting, a research project to create a detailed program note, and a repertoire list. A one-year residency is required.

The culmination of applied study in choral conducting will be a recital or its equivalent of at least 40 minutes of music. The ensemble for the recital and the recital program must be approved by the major advisor.

### *Conducting—Orchestral*

Requires a minimum of 31 credit hours

MUS	533	Advanced Analysis of Tonal Music	3 cr.
MUP	603	Applied Music (orchestral conducting)	9 cr.
MUP	690	Recital	0 cr.
MUS	535	Advanced Aural Skills	3 cr.
MUS	500	University Orchestra (2 sem.)	1 cr.
Graduate music core courses			9 cr.
Electives—Any MUS, MUP, or MUE 500- or 600-level courses			6 cr.

Nine credits of applied music in orchestral conducting (three 3-credit courses) will be scheduled as private lessons and will be supplemented by rehearsal time with the University Orchestra or other appropriate ensemble. A one-year residency is required.

The culmination of applied study in orchestral conducting will be a recital or its equivalent of at least 40 minutes of music. The ensemble for the recital and the recital program must be approved by the major advisor.

### *Conducting—Wind*

Requires a minimum of 31 credit hours

MUS	533	Advanced Analysis of Tonal Music	3 cr.
MUP	603	Applied Music (wind conducting)	9 cr.
MUP	690	Recital	0 cr.
MUS	535	Advanced Aural Skills	3 cr.
MUS	502 or 508	University Concert Band or Wind Ensemble (2 sem.)	1 cr.
Graduate music core courses			9 cr.
Electives—Any MUS, MUP, or MUE 500- or 600-level courses			6 cr.

Nine credits of applied music in wind conducting (three 3-credit courses) will be scheduled as private lessons and will be supplemented by rehearsal time with the University Concert Band, Wind Ensemble or other appropriate ensemble. A one-year residency is required.

The culmination of applied study in wind conducting will be a recital or its equivalent of at least 40 minutes of music. The ensemble for the recital and the recital program must be approved by the major advisor.

### *Jazz Studies*

Requires a minimum of 30 credit hours

MUS	507F	Jazz Ensemble	1 cr.
MUS	506	Chamber Music—Jazz	1 cr.
MUP	603	Applied Music (jazz studies)	9 cr.
MUP	690	Recital	0 cr.
MUS	682	Chamber Jazz Ensemble Evolution & Analysis	2 cr.
MUS	683	Large Jazz Ensemble Evolution & Analysis	2 cr.
Graduate music core courses			9 cr.
Electives—Any MUS, MUP or MUE 500- or 600-level courses.			6 cr.

Nine credits of applied music in jazz studies (three 3-credit courses) will be scheduled as private lessons. These studies will be supplemented with two semesters of performance in a chamber jazz ensemble and two semesters of performance in a large jazz ensemble.

Students must present one recital for completion of their degree program. The recital will be comprised of no less than 60 minutes of repertoire which features

the candidate as a soloist. The ensemble and the repertoire must be approved by the program advisor and/or the private instructor.

In addition to the general exit examinations in music history and music theory, candidates will be tested on topics in jazz studies. Sample questions are available for review and study.

### *Music Education*

Requires a minimum of 30 credit hours

MUE 611	Introduction to Research in Music Education	3 cr.
MUE 612	Philosophical Bases of Music Education	3 cr.
MUE 613	Psychology of Music Teaching and Learning	3 cr.
MUE 614	Curriculum Development and Assessment	3 cr.
MUE 615	The Professional Portfolio	0 cr.
MUE 695	Thesis (optional)	3 cr.
Graduate music core courses		6 cr.
Electives—Any MUS, MUP, or MUE 500- or 600-level courses		9 cr.

The music education program is designed to be completed in three summers with the exception of the Seminar in Music History and Seminar in Music Theory, which will be offered as evening courses during the academic year. There is no residency requirement.

*Music Education Professional Portfolio Requirements* All students entering the master's program in music education are required to develop and maintain a portfolio based on their master's degree experiences. Portfolios are a way to focus on higher order thinking processes such as finding and solving problems, generating hypotheses, determining adaptations and applications, and relating learning to larger contexts. Furthermore, portfolios function as an extraordinary tool for increasing the efficiency of learning as each entry represents not only accomplishment, but directions for future study.

As such, portions of the portfolio may be viewed at various points throughout the program as individual components are created within core music education courses. The portfolio will be presented in its totality during the final oral examination.

The portfolio will be comprised of three sections:

#### I. Oral Examination

The oral examination will be scheduled through the coordinator of graduate studies within the School of Music. The student will present the milestones and domain project portions of the portfolio to the examination committee as the capstone experience of the degree program.

#### II: Milestones

The milestones portion of the portfolio is designed to encourage students to reflect on all coursework completed as part of the masters program. Students are encouraged to review all coursework and identify three experiences that have been particularly meaningful in shaping a personal understanding of music or music education and in influencing future study and practice. Students should create a 1-2 page description of each milestone and be prepared to discuss the significance of the milestones with the oral examination committee.

#### III: Domain Projects

In this section students are encouraged to draw upon their experiences within the master of music program to create a set of question and essay projects that evidence knowledge from three different domains of study. Each domain project is organized as a 10-15-page answer to a question designed by the student in conjunction with their major advisor. Questions should be created and approved during the second summer of study for students following the three-summer master's plan.

Question 1 must cover some topic related to one or more of the four core music education courses. Question 2 must draw on MUE 595 coursework and relate to the student's area of professional emphasis (i.e., general music, choral music, instrumental music, technology, composition, conducting, etc). Question 2 material must relate to at least one MUE 595 course and may relate to other coursework as well. Question 3 will address a topic that is of particular interest to the student and which demonstrates the student's ability to apply knowledge gained in the master

of music program to good teaching practice. Each project should be thoroughly researched, organized, and presented in a professional manner.

### *Performance—Brass/Percussion*

Requires a minimum of 30 credit hours

MUP	603	Applied Music	12 cr.
MUP	690	Recital (2)	0 cr.
MUS	521	Literature of the Major Instrument	2 cr.
MUS	500/501/ 508	Ensemble	1 cr.
		Graduate music core courses	9 cr.
		Electives—Any MUS, MUP, or MUE 500- or 600-level courses	6 cr.

Performance majors in the areas of brass and percussion must present two full-length recitals for completion of their degree program. The recitals will include at least 60 minutes of solo repertoire. Chamber music may be included and must be approved by the graduate advisor (and/or the private instructor). The candidate must be a featured soloist in the repertoire.

### *Performance—Organ*

Requires a minimum of 32 credit hours

MUP	603	Applied Music	12 cr.
MUP	690	Recital	0 cr.
MUP	506	Chamber Music and/or Accompanying	1 cr.
MUP	524	*Organ Literature I	2 cr.
MUP	525	*Organ Literature II	2 cr.
		Graduate music core courses	9 cr.
		Electives—Any MUS, MUP, or MUE 500- or 600-level courses	6 cr.

\*Organ Literature I and II must be taken unless equivalent courses have already been taken at the undergraduate level.

12 credits of applied music in piano (four semesters of 3 credits each) will be scheduled as private lessons. Students are required to take jury examinations in each semester of enrollment in organ until the recital is successfully completed. A one-year residency is required.

Students must present two complete recitals. One must be a lecture-recital, with a 30-minute lecture and 30 minutes of solo repertoire. The other must include 60 minutes of solo repertoire. Recital programs must be approved by the private instructor and/or the program advisor.

In addition to the general exit examinations in music history and theory, students must pass a proficiency exam in sight reading.

### *Performance—Piano*

Requires a minimum of 32 credit hours

MUP	603	Applied Music	12 cr.
MUP	690	Recital	0 cr.
MUP	506	Chamber Music and/or Accompanying	2 cr.
MUP	524	*Piano Literature I	2 cr.
MUP	525	*Piano Literature II	2 cr.
		Graduate music core courses	9 cr.
		Electives—Any MUS, MUP, or MUE 500- or 600-level courses	5 cr.

\*Piano Literature I and II must be taken unless equivalent courses have already been taken at the undergraduate level.

12 credits of applied music in piano (four semesters of 3 credits each) will be scheduled as private lessons and will be supplemented with studio class participation. Students are required to take jury examinations in each semester of enrollment in piano until the recital is successfully completed. A one-year residency is required.

Students must present one full-length solo recital from memory. The program, which must be approved by the program advisor, must include a minimum of 60 minutes of solo repertoire.

In addition to the general exit examinations in music history and theory, students must pass a proficiency exam in sight reading.

### *Performance—Strings*

Requires a minimum of 30 credit hours

MUP	603	Applied Music	12 cr.
MUP	500	Orchestra	1 cr.
MUP	690	Recital	0 cr.
MUS	521	Literature of Major Instrument	2 cr.
Graduate music core courses			9 cr.
Electives—Any MUS, MUP or MUE 500- or 600-level courses			6 cr.

Performance majors in the area of strings must present two full-length recitals for completion of their degree program. Each recital must include at least 60 minutes of music, one portion of which may include a collaborative ensemble, and must show a range and variety of historical styles (at least one piece must be from the 20th century). At least one major work on the program must be memorized. This is a graded recital in which a grade of B or better must be earned for credit.

### *Performance—Voice*

Requires a minimum of 32 credit hours

MUP	603	Applied Music	12 cr.
MUP	690	Recital	0 cr.
MUS	521	Vocal Literature—German	2 cr.
MUS	522	Vocal Literature—French	2 cr.
MUS	535	Advanced Aural Skills	3 cr.
MUS 501 or 505 University Chorale/ Chamber Singers			1 cr.
Graduate music core courses			9 cr.
Electives—Any MUS, MUP, or MUE 500- or 600-level courses			3 cr.

Twelve credits of applied music in voice ( four semesters of 3 credits each) will be scheduled as private lessons and will be supplemented with Studio Class participation.

Students are required to take jury examinations in each semester of enrollment in voice until the recital is successfully completed.

During the final semester of graduate study, the student will be required to present one complete recital from memory (minimum requirements: 60 minutes of music with no more than 12 minutes of ensemble performance) demonstrating evidence of interpretive skill and vocal technique in English, French, German and Italian repertory.

In addition to the general exit examinations in history and theory, students must pass Italian, French or German diction at the graduate level; pass a written comprehensive exam in vocal literature; an examination in sight singing ability; be able to sight read a simple choral accompaniment to a song; and accompany a singer with songs from a prepared list.

Minimum proficiencies

- Completion of 2 semesters of undergraduate Italian and 2 semesters of undergraduate French or German
- Diction pronunciation proficiency exam in French, Italian and German
- Ability to play at the piano: I, IV, V, I chord progression in keys up to 3 sharps and flats
- Ability to sight read a hymn or similar choral song accompaniment

### *Performance—Woodwinds*

Requires a minimum of 30 credit hours

MUP	603	Applied Music	12 cr.
MUP	690	Recital (2)	0 cr.
MUS	521	Literature of the Major Instrument	2 cr.
MUS	500/501/ 508	Ensemble	1 cr.
Graduate music core courses			9 cr.
Electives—Any MUS, MUP, or MUE 500- or 600-level courses			6 cr.

Performance majors in the area of woodwinds must present two full-length recitals for completion of their degree program. The recitals will include at least 60 minutes of solo repertoire. Chamber music may be included and must be approved by the graduate advisor (and/or the private instructor). The candidate must be a featured soloist in the repertoire.

In addition to the general final examinations in history and theory, candidates must pass an exam on woodwind literature and performance practice.

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### **MUE 595 Topics in Music Education**

Course content will vary to represent the strengths of nationally recognized visiting guest faculty. Cr 3.

### **MUE 611 Introduction to Research in Music Education**

Systematic research methods in music applied to individualized descriptive and experimental music research topics and critical evaluation of music research. Study of measurement theory, standardized tests, test construction and interpretation for music aptitude, achievement, performance, aesthetic response, preference, and appreciation. Cr 3.

### **MUE 612 Philosophical Bases of Music Education**

Investigation of historical and current views on the art of music, the role of music in society, and the role of music in human experience. Cr 3.

### **MUE 613 Psychology of Music Teaching and Learning**

Detailed study of topics concerning differential music behavior and perception. This course includes the mechanics of hearing, music memory, learning, and response, as well as an overview of researched teaching practices. Cr 3.

### **MUE 614 Curriculum Development and Assessment**

Detailed study of catalysts for curricular change throughout all aspects of music education: reform, content and objectives, evaluation, human rights, multiculturalism, technology and development of a systematic approach to curriculum design and implementation. Cr 3.

### **MUE 615 The Professional Portfolio**

Oral examination in music education. The oral examination will be scheduled after the completion of all coursework for the MUE master's degree. The student will present the milestones and domain project portions of his/her professional portfolio to a master's examination committee. See details on page 62. Cr 0.

**MUS 510 Bibliography and Research in Music**  
A study of music reference and research tools, use of library resources and networks, and bibliographic style and technique. Cr 3.

### **MUS 520 Seminar in Music History**

In-depth study of one or more topics in music history. A substantial final project will be the culmination of

both individual research and a synthesis and application of historical studies and approaches. Cr 3.

### **MUS 521 Literature of the Major Instrument**

Advanced study of the literature for solo instrument. Chamber music will be considered when the performer is a featured soloist. Cr 2.

### **MUS 522 Music Literature: Voice I**

Advanced study of German Lieder, focussing on composers such as Schubert, Schumann, Brahms, Wolf or Strauss. Cr 2.

### **MUS 523 Music Literature: Voice II**

Advanced study of French mélodie, focussing on composers such as Duparc, Debussy, Ravel and Poulenc. Cr 2.

### **MUS 524 Music Literature: Piano I**

A survey of keyboard literature up to 1830. For piano majors only, others with permission of the School. Cr 2.

### **MUS 525 Music Literature: Piano II**

A survey of keyboard literature from 1830 to the present. For piano majors only, others with permission of the School. Cr 2.

### **MUS 526 Composition (20th Century Survey)**

This survey will cover the major trends, movements, styles, and philosophies that influenced the creation of contemporary concert music in the last century with an overview of current fashion. Cr 3.

### **MUS 530 Seminar in Music Theory**

Advanced study of one or more topics in music theory, including both a reading and an analytical component, and the pedagogy of music. A substantial final project is required. Cr 3.

### **MUS 532 Counterpoint**

Analysis and writing of tonal counterpoint. Emphasis is given to the study of canon, invention, fugue, chorale prelude, and continuous variations, using 18th-century works as models for composition. Cr 3.

### **MUS 533 Advanced Analysis of Tonal Music**

Advanced study of analytical approaches to tonal music: parametric analysis, the analysis of phrase rhythm and hypermeter, and Schenkerian analysis. Cr 3.

### **MUS 535 Advanced Aural Skills**

Advanced development of aural skills and the pedagogy of aural skills through the use of contextual listening examples, performance drills, and other ear training and sight singing techniques. Cr 3.

**MUS 537 Jazz Composition/Arranging**  
Detailed study and analysis of music for small and large jazz ensembles including composing and arranging for a variety of instrumental combinations. Cr 3.

**MUS 544 Instrumental Conducting**  
Stylistic study of scores from a variety of periods, advanced baton and left hand techniques, rehearsal techniques, and conducting experience with instrumental ensembles. Cr 3.

**MUS 545 Choral Conducting**  
Advanced development of non-verbal gestures through the art of choral conducting. The course includes musical analysis of choral scores, rehearsal techniques, and performance preparation. A research paper is required. Cr 3.

**MUS 560 Advanced Keyboard Skills I**  
This course provides practical instruction in the advanced keyboard skills of score reading, transposition, harmonization of melodies, and realization of continuo. These performance skills will be taught with emphasis on the preparation of examples outside the class as well as the active participation by students in class. Cr 2.

**MUS 561 Advanced Keyboard Skills II**  
The second semester continuation of Advanced Keyboard Skills I. Prerequisite: MUS 560. Cr 2.

**MUS 570 Topics in Contemporary Music Technology**  
Intensive study of one or more areas of music technology in the context of producing music compositions, creating pedagogical multimedia applications, performing music with interactive applications, or recording and editing digital audio/video. A substantial final project is required. Cr 3.

**MUS 572 Vocal Pedagogy**  
A study of the teaching methods and materials for voice. Normally the voice sessions will be offered in

alternate years. For performance majors. Other music majors only with permission of the School. Cr 2.

**MUS 574 Jazz Pedagogy/Program Administration**  
Pedagogical approaches to the analysis of jazz ensemble scores, rehearsal techniques, concert planning, public relations, recruiting, promotion, grant writing and other aspects of the development of a Jazz Studies program. Cr 2.

**MUS 596 Topics in Jazz**  
Critically and analytically pursue a topic of interest independently or in a group. Cr 3.

**MUS 598 Independent Study**  
A project requiring directed research and readings, culminating in a final document. Consent of the instructor required. Cr 3.

**MUS 675 Jazz Chamber Music Coaching**  
Pedagogical approaches to coaching a chamber jazz ensemble. The ensemble will be under the direct coaching responsibility of the student. Cr 3.

**MUS 682 Chamber Jazz Ensemble Evolution and Analysis**  
Advanced analysis and examination of the historical evolution of the chamber jazz ensemble, including detailed listening and critical discussion. Cr 2.

**MUS 683 Large Jazz Ensemble Evolution and Analysis**  
Advanced analysis and examination of the historical evolution of the large jazz ensemble, including detailed listening and critical discussion. Cr 2.

**MUS 694 Internship**  
A field application of theory and practice. The project will be jointly defined by student, professor, and employer. Graded CR/NC. Cr 3.

**MUS 695 Thesis**  
Credit given on acceptance of thesis. Cr 3.

## *Ensembles*

**MUS 500 Symphony Orchestra**  
A full symphonic ensemble open to all University students and community members through audition. The ensemble focuses on the skills required for ensemble performance through a variety of literature. The orchestra performs at least one major concert per semester. Cr 0.5.

**MUS 501 University Chorale**  
A large choral ensemble of mixed voices open to all University students by audition. Cr 0.5.

**MUS 502 Concert Band**  
A wind and percussion ensemble open to all University students through audition. The ensemble focuses on the fundamentals of ensemble performance dealing with a variety of literature. Prerequisite: audition. Cr 0.5.

**MUS 503 Percussion Ensemble**  
A percussion ensemble open to all University students through audition. Prerequisite: audition. Cr 0.5.

**MUS 504 Opera Workshop**  
This ensemble will focus on the union of musical ideas with dramatic situations and will explore the ways in which singers must convey the essence of a dramatic situation. Performances of scenes from operas, operettas, and musical theater. Prerequisite: audition. Cr 0.5.

**MUS 505 Chamber Singers**  
A small choral ensemble of mixed voices, selected by audition, specializing in a cappella singing. Cr 0.5.

**MUS 506 Chamber Music**  
A performance course open to all qualified students interested in forming chamber groups under faculty supervision. Cr 0.5.

**MUS 507 Jazz Ensemble**

An instrumental ensemble specializing in the study and performance of jazz for large and small groups from early jazz to the present. Open to all students by audition. Prerequisite: audition. Cr 0.5.

**MUS 508 Wind Ensemble**

The Wind Ensemble, based upon the solo performer premise, has established a tradition of performing chamber and large instrumentations, traditional or experimental combinations, and early through contemporary literature. Prerequisite: audition. Cr 0.5.

**MUS 509 Harp Ensemble**

A harp ensemble open to all University students by audition. The ensemble focuses on the fundamentals of ensemble performance and plays literature

of contrasting musical periods and styles. Prerequisite: audition. Cr 0.5.

**MUS 511 Collegium**

An early music ensemble dedicated to the performance of music from the Medieval through the Baroque period. This ensemble is open to singers and instrumentalists from the University and the general community. Prerequisite: audition. Cr 0.5.

**MUS 552 Accompanying**

A workshop course in applied accompanying, either under faculty supervision or by applied faculty approval. A half credit is awarded for each 20 hours of University-approved accompanying with a maximum of two credits per semester. Cr 0.5-2.

*Applied Music***MUP 603 Applied Music - Major Area**

Private instruction in the major area of study. May be repeated for credit. Fee assessed. Cr 3.

**MUP 604 Applied Music - Secondary Area**

Private instruction in a secondary area of study. May be repeated for credit. Fee assessed. Cr 2-3.

**MUP 690 Recital**

Public performance in the area of applied study. May be repeated. See details on page 62. Cr 0.

## Master of Social Work

*M.S.W. Coordinators:* Ana Lazar, Barbara Rich

*Field Work Coordinator:* Leslie Richfield

*Director:* Tara Healy

*Professors:* Faherty, Wagner; *Associate Professors:* Fineran, Lazar, Rich, Schmitz, L. Sloan; *Assistant Professors:* Andonian, Healy, Johnson, Moyo, Stakeman, Traver

*Mission*

The Department of Social Work is committed to education and knowledge building grounded in the values and ethics of the profession and based on the principles of social and economic justice locally, nationally, and globally. Diversity and multiculturalism are celebrated. The Department acts as a catalyst for social change, interacting in the region, working in collaboration with the community toward the elimination of poverty, injustice, oppression, and other forces that perpetuate social and economic inequality. We strive for excellence in teaching, scholarship, and service.

The Department serves southern Maine by responding to the social work education, leadership, service, and evaluation and research needs of the region. The commitment to social and economic justice and to diversity and multiculturalism are integrated. The Department strives for excellence in teaching and learning. Graduates are prepared for multi-level professional practice recognizing the centrality of the role of community in the lives of constituents.

*Program Description*

The M.S.W. program prepares graduates for advanced-generalist, community social work practice. Students are involved with faculty in a learning and mentoring process designed to facilitate personal and professional growth. Students will be prepared for practice with individuals, families, groups, organizations, and communities.

The first-year curriculum provides a broad-based introduction to the social work profession. Students take 31 credit hours of study. This includes 8 courses plus 2 semesters of field education. During the first semester, students complete the Multicultural Social Work course, which provides a framework for integrating

and centering the issue of diversity within the profession of social work. Courses taken during the foundation year include:

- SWO 501 Multicultural Social Work
- SWO 502/552 Human Behavior in the Social Environment I & II
- SWO 504 Social Welfare Policy I
- SWO 505 Social Work Research I
- SWO 503/553 Social Work Practice I & II
- One elective course
- SWO 554/555 Field Work I & II

During the concentration year, students deepen their competency for multi-level professional practice within the advanced generalist community social work curriculum. Increased emphasis is placed on the development of creativity and critical thinking ability with a focus on social and economic justice, valuing diversity, and the need to dismantle the mechanisms of oppression. Students are prepared to work with individuals and families, as well as organizations and communities. During the concentration year, the student completes 33 additional credits including 3 electives and 2 additional semesters of field work. Concentration year courses include:

- SWO 604 Social Welfare Policy II
- SWO 605/652 Social Work Research II & III
- SWO 603/651 Social Work Practice III & IV
- Three electives
- SWO 654/655 Field Work III & IV

There are many elective courses available which support the concentration in advanced generalist community social work. Through a thoughtful selection of electives, students are able to focus graduate education to be consistent with their individual course goals. Below is a partial list of electives.

- SWO 561 Sexual Diversity and Gender Identity in Social Work Practice
- SWO 562 Intimate Partner Violence
- SWO 660 Advanced Biopsychosocial Assessment (required for LCSW)
- SWO 661 Social Work in the Schools
- SWO 662 Advanced Practice with Families: A Narrative Approach
- SWO 663 Social Work with Groups
- SWO 664 Social Work Supervision and Consultation
- SWO 665 The Management of Social Services
- SWO 666 Welfare State or Correctional State
- SWO 667 Social Work and the Law
- SWO 668 Community and Organizational Change
- SWO 669 Violence in Society: Policy and Program Issues
- SWO 670 Social Work Practice with Low Income Families and Communities
- SWO 671 Global Relations and Poverty in Mexico
- SWO 672 Social Work in Juvenile Justice
- SWO 673 Rural Social Work Practice

Field education is the heart of the M.S.W. program. The field experience extends and reinforces student learning. Professional social work experience provides the necessary opportunity for students to apply and integrate classroom learning with actual practice. A range of field opportunities exist in challenging programs, innovative services, and cutting edge agencies throughout Maine and the New England region.

The full program is 64 credits, which can be taken in a two- or four-year sequence. The part-time, four-year sequence is offered late afternoons and evenings. Faculty will work with students in an effort to create agency and block field education opportunities.

Applicants with a B.S.W. from a CSWE accredited institution within the past 7 years may be eligible for advanced standing status. Advanced standing students will take the full second-year, 33-credit curriculum. In addition, they will take an intensive 4-credit transition course during the summer before they begin the program.



## ***Admissions***

Acceptance for graduate study to this program is on a competitive basis. Applicants are required to have completed a baccalaureate degree in any discipline and present evidence of probable success in graduate work. Prospective candidates may be interviewed before acceptance to the program. Evidence of readiness for graduate study will be based on a combination of:

1. Official scores from the GRE or Miller Analogies tests;
2. GPA of 2.8 or higher in undergraduate study and in the student's major;
3. GPA of 3.0 or better in any previous graduate work in social work;
4. Personal essay of interest in social work (4-6 pages);
5. Three letters of reference reflecting practice experience or academic achievement;
6. Advanced standing applicants must submit their final field evaluation from their B.S.W. program.

In addition, applicants are required to demonstrate the completion of a minimum of 24 credit hours in the liberal arts, including, for example, literature, math, philosophy, history, natural sciences, performing arts and the humanities, and the social and behavioral sciences. At least 9 of these credit hours must be in the social and behavioral sciences, preferably including introductory courses in sociology and psychology. The applicant's transcript must provide evidence of course content in biology, human development, and statistics. If these have not been completed at the time of application, students can still be accepted to the program conditionally upon the completion of these required undergraduate courses.

Students applying for advanced standing should have completed their B.S.W. study from an accredited social work program within seven years of application with a GPA of 3.0 in social work courses.

### ***Admissions Decisions***

Admissions decisions are based upon the applicant's cumulative GPA, letters of reference, personal essay, test scores, and, for advanced standing applicants, the final field evaluation. Prior employment and volunteer experience in social work are considered. In the review, fit for the profession, and in particular for the USM MSW Program, is assessed and considered. Letters of reference and the personal essay provide a basis for assessment.

1. Three letters of reference. At least one of the three references should be from a faculty advisor or instructor and one from a practice or work supervisor;
2. The 4-6 page personal essay must follow the outline provided by the Department.

At the time of application students must also select to be admitted to a two-year or four-year program of study. Advanced standing students must select the one-year or two-year course of study.

Students who have not yet completed undergraduate study will be accepted conditionally upon the successful completion of their undergraduate degree.

### ***Health Requirements***

Students must comply with the University's immunization requirements and provide documentation of health insurance prior to beginning the field practicum.

### ***Application Deadline***

Students are only accepted to the full- or part-time programs in the fall semester. All materials must be submitted to the Office of Graduate Admissions by April 15. Applications received after this date will be reviewed on a space-available basis.

## ***Program Policies***

In addition to the general policies described in the Academic Policies section of this catalog, specific policies for this program are as follows:

**Grade Policy** Students are expected to maintain a cumulative grade point average of 3.0. A student who does not have a cumulative G.P.A. of 3.0 at the end of the academic year may not register for a field work course. Students receiving a grade of C+ or less in a graduate course will be placed on academic review. Any student who fails a field work class may be dismissed from the program.

**Non-Matriculated Status** Students who choose not to apply for the full- or part-time program may take up to six credits at USM on a non-matriculated status.

*Transfer Credits* Students may transfer up to 6 credits taken in other graduate programs, subject to review by their academic advisor. Students who have graduate study at another program accredited by the Council on Social Work Education as a matriculated student may transfer up to 30 credits. To transfer credits, students must have received a grade of B or better.

## **Program Requirements**

To complete the program a minimum of 64 credits are required. Graduates from accredited baccalaureate social work programs who are granted advanced standing will complete 37 credits including a 4-credit intensive summer course prior to beginning graduate study.

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### **SWO 501 Multicultural Social Work**

This introductory course provides content on culturally diverse populations and serves as the basis for the infusion of cultural diversity issues throughout the graduate curriculum. The premise of this course asserts that the United States is a multicultural society in which social work cannot function effectively unless there is an understanding of how diversity strengthens and enriches us all. Open to non-matriculated graduate students.

Cr 3.

### **SWO 502 Human Behavior in the Social Environment I**

This course examines the theories which address human behavior in mezzo and macro systems. The cultural context of behavior at all levels is an integral and underlying theme of the course. Systems theories, conflict theories, and social constructionist theories are presented. Open to non-matriculated graduate students.

Cr 3.

### **SWO 503 Social Work Practice I**

This course provides the student with an opportunity to acquire beginning generalist practice knowledge and skills in working with individuals, families, groups, and communities. Emphasis is placed on the development of basic practice, interpersonal, self-reflection, and communication skills. Corequisite or prerequisite: SWO 501.

Cr 3.

### **SWO 504 Social Welfare Policy I**

This introductory social policy course provides the history of social welfare policy. A focus is placed on evaluating the mechanism which creates outgroups in the United States. Social reform, leadership, ethical reasoning, and new social forces, such as technology and globalization, provide a structure for critical analysis. Corequisite or prerequisite: SWO 501.

Cr 3.

### **SWO 505 Social Work Research I**

This course introduces a body of knowledge, skills, and attitudinal perspectives designed to produce a high level of competence in the use of social scientific methods of knowledge building. Structured, analytical processes of inquiry are introduced, as well as a rigorous adherence to social work values and ethics. Both qualitative and quantitative methods of inquiry are discussed. Prerequisite: SWO 501.

Cr 3.

### **SWO 552 Human Behavior in the Social Environment II**

The course is designed to locate the interplay of biological, psychological, and sociological influences on human behavior within the broader context of culture. Cultural diversity and oppression are seen as central to understanding human behavior and evaluating human behavior theories. The course explores a range of psychological theories such as psychodynamic, narrative, cognitive, and behavioral to understand the person within the complexity of his/her life circumstances. Prerequisite: SWO 501, SWO 502.

Cr 3.

### **SWO 553 Social Work Practice II**

The knowledge, values, and skills for community social work are integrated throughout this course. Ecosystems and social construction theories provide the overarching framework. Within this context, methods for intervening with individuals, families, groups, organizations, and communities are introduced. Prerequisite: SWO 503.

Cr 3.

### **SWO 554 Field Work I**

A graduate internship in an approved community agency, designed to relate social work theory to practice under professional supervision. Fall semester. Corequisite or prerequisite: SWO 503.

Cr 3.5.

### **SWO 555 Field Work II**

A continuation of SWO 554. Spring semester. Corequisite or prerequisite: SWO 553.

Cr 3.5.

### **SWO 367/561 Sexual Diversity and Gender Identity in Social Work Practice**

This course examines the sensitivity and skills needed to achieve constructive interaction between the social work professional and persons who are lesbian, gay, bisexual, transgender, or questioning their sexual identity. This course will explore the many controversial theoretical and practice issues related to sexual orientation, gender identity, and human sexuality. This course is an elective in both the undergraduate and graduate social work programs.

Cr 3.

### **SWO 562 Intimate Partner Violence: Multi-Level Assessment and Response**

This course is designed to examine the prevalence and dynamics of intimate partner violence and the societal attitudes that contribute to the perpetuation

of this form of violence and oppression. This is an elective course designed to enhance students' awareness of the implications of 'ism-encoded' messages entrenched in our social consciousness and will focus particular attention to the needs and empowerment of people who are marginalized and oppressed. The course will provide insight into the lives of victims and survivors of intimate partner violence, including the impact on children who witness violence between their primary caregivers. Cr 3.

#### **SWO591 Introductory Framework for Advanced Generalist Community Social Work**

This course provides a transition from BSW generalist education to the advanced generalist community social work curriculum for advanced standing students. This course is intended to solidify and strengthen students' knowledge, values, and skills and serve as a bridge to second year courses. Prerequisite: admission to M.S.W. program with advanced standing status or permission of instructor. Cr 4.

#### **SWO 597 Independent Study**

This is an individualized course of study, during the foundation year, on some aspect of social work or social welfare to be selected as a result of consultation between a student and a faculty member. Cr 1-3.

#### **SWO 603 Social Work Practice III Groups, Communities, and Organizations**

This course builds on the concepts presented in Practice I and II. It is aimed at further developing generalist values, knowledge, and skills for planned change with a particular focus on work with populations of special concern to social work. The course content emphasizes practice within communities and organizations. Prerequisites: SWO 553, SWO 555. Cr 3.

#### **SWO 604 Social Welfare Policy II**

This course provides a theoretical and critical model of analyzing policy processes. It contains an overview of policy analysis with particular emphasis on social conflict theory and social constructionist theories of policy formation. Prerequisite: SWO 504. Cr 3.

#### **SWO 605 Social Work Research II: Social Data Analysis**

This course provides an interactive learning environment in which students and community professionals collaborate in the extraction and processing of existing social data. The goal of this course is to increase the analytical competencies of students in the planning, and eventual execution, of a significant research project. Prerequisite: SWO 505. Cr 3.

#### **SWO 651 Social Work Practice IV: Individuals and Families**

This course contextualizes the facilitation of change with individuals and families within organizations and communities. Approaches to social work practice are taught within an ecosystems, strengths-

based framework that reflects a commitment to the values of social and economic justice, cultural diversity, and individual and collective self-determination. Corequisite or prerequisite: SWO 603. Prerequisite: SWO 555. Cr 3.

#### **SWO 652 Social Work Research III: The Research Project**

This course involves the utilization of the research knowledge and skills learned in SWO 505 Social Work Research I and SWO 605 Social Work Research II, and their application to selected social problems or issues of relevance to the needs of special populations or to the social work profession. Prerequisite: SWO 605. Cr 3.

#### **SWO 654 Field Work III**

A graduate internship during the concentration year at an approved community agency, designed to relate social work theory to practice under professional supervision. Fall semester. Corequisite or prerequisite: SWO 603. Cr 4.5.

#### **SWO 655 Field Work IV**

A continuation of SWO 654. Spring semester. Corequisite or prerequisite: SWO 651. Prerequisite: SWO 654. Cr 4.5.

#### **SWO 660 Advanced Biopsychosocial Assessment**

This course is designed to facilitate the acquisition of practice skills specific to in-depth biopsychosocial assessment. Assessment is viewed as the process of understanding a person in order to formulate a practice approach rather than a fixed descriptive category. This course relies heavily upon theories presented in SWO 502 HBSE I and SWO 552 HBSE II. Consideration of persons within a cultural context is emphasized throughout. Cr 3.

#### **SWO 661 Social Work in the Schools**

This course exposes students to the specialized knowledge and skills needed for social work practice in school settings. Both traditional school social work practice as well as emerging practice paradigms, such as school-linked, interdisciplinary schools, and least restrictive alternative school services, are covered. Cr 3.

#### **SWO 662 Advanced Practice with Families: A Narrative Approach**

This course facilitates the acquisition of practice skills specific to in-depth work with families. It provides knowledge and skills for family practice within the advanced generalist in community social work curriculum. A social constructionist approach to family therapy that can be used in conjunction with an empowerment perspective is presented. Prerequisites: SWO 502, SWO 503, SWO 552, SWO 553. Corequisite or prerequisite: SWO 651. Cr 3.

#### **SWO 663 Social Work with Groups**

This course incorporates knowledge building regard-

ing the conceptual base and practice skills of social group work. There is a focus on the uses of groups to bring about change in the individuals, change in the social environment, or change in the larger social system. The range of group models from treatment/growth oriented to task/action oriented groups are addressed. Prerequisite: SWO 553. Cr 3.

#### **SWO 664 Social Work Supervision and Consultation**

This course focuses specifically on the role and function of the social work supervisor in human service agencies. It is designed to teach an understanding of the basic objectives, approaches, options, and strategies in designing, carrying out, and assessing supervision and consultation. Corequisite or prerequisite: SWO 603. Cr 3.

#### **SWO 665 The Management of Social Services**

This seminar provides an intensive focus on one of the essential macro-level roles of social work practice. The overall goal is to employ an interdisciplinary approach in order to expand the educational horizon of the seminar participants who already hold, or plan to seek, management positions. This seminar will prepare the future leaders of those social agencies which are responsive to human need, effective in fulfilling their missions, and efficient in their use of human, temporal, and financial resources. Corequisite or prerequisite: SWO 603, or permission of instructor. Cr 3.

#### **SWO 666 Welfare State or Correctional State**

The United States is currently the leading nation in the world in imprisoning its citizens, is the only industrialized nation to have capital punishment, and has been cutting back on its extremely limited (by world standards) provision of social welfare. This social policy elective provides a theoretical, historical, and practice-related exploration of punishment and repression in modern U.S. society. Prerequisite: SWO 501, SWO 504. Cr 3.

#### **SWO 667 Social Work and the Law**

This interdisciplinary elective assesses the intersections of law and social work. It is designed to guide future practitioners regarding local laws and legal systems with which they need to be familiar in order to effectively serve their clientele as advocates, informatively design and reform policy and programs, and practice social work utilizing records, interventions, and actions that comply with legal requirements. The focus of the course is on the various special populations for which social workers need to advocate and discuss the most important laws affecting these populations. Cr 3.

#### **SWO 668 Community and Organizational Change**

This course is designed to equip students with the broad range of interactional, analytical, and political skills needed to assist communities and organizations and to serve as change agents to promote

social and economic justice. The technical and practical elements of planning, organizing, and development work are explored with an emphasis on the values of democratic, participatory, collaborative models and methods which empower individuals, families, and groups. Prerequisite SWO 603. Cr 3.

#### **SWO 669 Violence in Society: Policy and Program Issues**

Recognizing violence as a social crisis which has reached epidemic proportions, this elective analyzes the causes, repercussions and responses, as well as the practice and policy implications of violence through micro, mezzo and macro systems approaches. Aiming to acquaint students with the crisis of violence, this course begins with study of the various theories regarding the potential causes of violent behavior; progresses to discussion of the responses to and repercussions of violence; and concludes with assessment of practice and policy implications, including evaluation of selected violence prevention or amelioration programs. Cr 3.

#### **SWO 670 Social Work Practice with Low Income Families and Communities**

This course is designed to facilitate student examination of the needs of families, neighborhoods, and communities struggling with high levels of poverty and its effects. It uses the ecological model to develop an understanding of multi-level assessment and practice focused on empowering families, neighborhoods, and communities. Prerequisites: SWO 501, SWO 503; Corequisite or prerequisite: SWO 553. Cr 3.

#### **SWO 671 Global Relations and Poverty in Mexico**

This course is designed to focus on the direct and indirect impact of poverty, unequal access, and inequity on communities, families, and individuals in the global community. The historical background, cultural issues, theoretical concepts, and practice implications are examined during this two-week experiential course in Cuernavaca, Morelos, about 50 miles south of Mexico City. Students participate in a variety of educational and community experiences as a way to understand culture, oppression, and action. Prerequisites: SWO 501, SWO 503, SWO 553, or permission of instructor. Cr 3.

#### **SWO 672 Social Work in Juvenile Justice**

The emphasis of this course is on service delivery patterns and the roles and functions of social workers in the juvenile justice arena: gang workers, intensive supervision social workers, forensic social workers, police social workers, drug court workers, and correctional treatment specialists. In addition, this course examines the roles and functions of various actors in the criminal justice arena: community policing coordinators, victim-witness advocates, defense attorneys, probation officers, domestic violence advocates, and prison administrators. Cr 3.

### **SWO 673 Rural Social Work Practice**

In this course students examine the distinctive nature of the rural generalist practice, where practitioners are often faced with multiple and changing roles and responsibilities. This class broadens the student's knowledge base by examining relevant history, technical expertise, useful personal traits, and current trends and issues facing rural people and rural services providers within local, national, and international contexts. Cr 3.

### **SWO 695 Thesis Option**

Taken in addition to SWO 652, this course provides additional structure and assistance to students wishing to complete a formal thesis rather than a research project. Cr 3.

### **SWO 699 Independent Study**

This is an individualized course of study, during the concentration year, on some aspect of social work or social welfare to be selected as a result of consultation between a student and a faculty member. Cr 1-3.

## **Master of Science in Statistics**

*Director:* Muhammad El-Taha

*Professors:* El-Taha, Guay, B.Gupta, S.Gupta; *Associate Professor:* Valdés; *Assistant Professor:* Allman; *Adjunct Professor:* Thompson

The graduate program in statistics is designed to provide the student with a broad knowledge of the concepts and practice of statistics and related fields. Students are prepared to assume positions of responsibility and expertise. Graduates may find employment involving diverse statistics-related activities in business, industry, government regulatory agencies, insurance companies, biotechnology firms, and marketing research firms. Graduates possess a good foundation to pursue further advanced studies in statistical sciences and allied disciplines.

### ***Program Description***

The graduate program is offered in a flexible 4+1 format where currently enrolled undergraduate students in mathematics and other disciplines at USM may earn both an undergraduate degree and the M.S. degree in statistics in five years. Candidates planning to earn both the undergraduate and the graduate degrees in five years are advised to take MAT 281 Probability and MAT 282 Statistical Inference in the sophomore year, take upper-level undergraduate courses in relevant concentrations in the junior year, and take graduate-level courses in the senior year. The student will receive graduate standing after satisfactory completion of all requirements for the undergraduate degree. Candidates holding baccalaureate degrees from accredited institutions may join the program directly at the master's level. The student may earn up to two credits by way of internship with local industry. The program will provide guidance in locating internship opportunities.

### ***Program Concentrations***

The graduate program is truly interdisciplinary, providing the student with the opportunity to tailor programs specifically to individual interests. Students may customize their program of study. A list of possible concentrations and relevant courses is given below:

#### **1. Applied Statistics**

*Relevant courses:* STA 574, STA 579, any course from STA 580 through STA 589, OPR 562, OPR 563, and OPR 564.

#### **2. Operations Research**

*Relevant courses:* OPR 561, OPR 562, OPR 563, OPR 564, MAT 571, and COS 562. (COS 562 is offered by the Computer Science Department)

#### **3. Applied Mathematics**

*Relevant courses:* MAT 570, MAT 571, MAT 572, OPR 561, OPR 562, and OPR 564.

#### **4. Biostatistics**

*Relevant courses:* STA 574, STA 585, STA 588, STA 589, AMS 535, AMS 638, and AMS 677 (AMS courses are offered by the Department of Applied Medical Sciences).

Graduate credit can be earned for either STA 585 or AMS 677, but not both. Moreover, no graduate credit is allowed for AMS 545.

## ***Admission Requirements***

Applications from students with undergraduate degrees in business, computer science, education, mathematics, statistics, engineering, or one of the behavioral or social sciences are encouraged. It is required that the applicant have completed the following USM courses: MAT 152 Calculus A, MAT 281 Probability, and MAT 282 Statistics or their equivalents. Conditional admission status may be granted to students who do not fully meet these requirements, but have a good working knowledge of statistical methods. Upon successful completion of preparatory coursework, the student will be granted regular admission status.

Currently enrolled students at USM may apply for admission anytime after attaining junior standing by writing to the director of the graduate program. Additional requirements include copies of all transcripts, current vitae, a personal statement, a GPA of 2.75 or better, and two letters of recommendation.

A student already holding a baccalaureate degree from an accredited institution may apply directly to the Office of Graduate Admissions. Additional requirements include copies of all transcripts, current vitae, a personal statement, a GPA of 3.0 or better, GRE scores, and three letters of recommendation. Applicants whose first language is not English are required to submit TOEFL scores.

## ***Application Deadlines***

The program has a rolling admission policy. However, deadlines for candidates seeking financial support are March 15 for the fall semester and October 15 for the spring semester.

## ***Degree Requirements***

The requirements for the M.S. degree in statistics consist of 30 credit hours, at least 18 of which must be graduate courses, not counting graduate internship credits, offered by the graduate program (i.e., STA, OPR or MAT graduate courses, see the following course descriptions). STA 580 Statistical Inference is a required course for all degree candidates. A student meeting the above requirements has the flexibility of taking additional courses subject to the following policies:

1. At most six of the required credits may be earned by taking pre-approved relevant upper level undergraduate courses.
2. For students within the 4+1 format, at most two pre-approved relevant graduate courses may be used for both the undergraduate and graduate degrees.
3. All courses applied toward the graduate degree must be completed within six years of enrollment in the graduate program with a cumulative GPA of 3.0 or better. Otherwise, additional coursework must be taken to fulfill program requirements. A student may choose to include a pre-approved, six-credit master's thesis or project towards the degree. This option is highly recommended. If one chooses to pursue a project, it should solve a relevant problem from business or industry.
4. Our program policies allow a student to earn up to two credit hours as an intern, and up to three graduate independent-study credits under the supervision of a faculty member associated with our graduate program. With the approval of the graduate committee, a student may transfer a maximum of six credit hours for graduate work completed at other institutions or in other graduate programs at USM, including those listed in concentrations.
5. A student must register for at least one course every semester to maintain continuous enrollment. Students who do not maintain continuous enrollment will be dropped from the program and will have to reapply for admission to continue. Students who anticipate being unable to take classes may apply for a fixed-term leave of absence.
6. A student whose grade point average (G.P.A.) falls below 3.0 will be placed on academic probation. In this case a student will be allowed 12 semester hours to raise their G.P.A. to, or above, the 3.0 minimum by taking only graduate-level courses. Students unsuccessful in raising their G.P.A. during a probationary period may be dismissed from the program.

## ***Financial Aid***

A limited number of teaching assistantships and tuition waivers is available to students receiving regular graduate admission. Requests for an assistantship and/or a tuition waiver should accompany the application.

## **Graduate Certificate in Statistics**

The Department also offers a graduate certificate in statistics for those candidates who are interested in attaining a working knowledge of statistical methodologies. Interested candidates should apply to the graduate program director and submit current vitae, copies of all undergraduate/graduate transcripts, and at least one letter of recommendation. Applicants must hold a baccalaureate degree from an accredited institution with a cumulative GPA of at least 2.75, and must have completed MAT 152, MAT 281, MAT 282 or their equivalents. To earn the graduate certificate, a candidate must earn a minimum of 15 credits in statistics, at least 12 of which are at the graduate level. A cumulative GPA of 3.0 or better is required in these courses. Courses taken for the certificate may also be used towards the master's degree in statistics.

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### **OPR/MAT 561 Deterministic Models in Operations Research**

Formulation and analysis of deterministic models in operations research, linear programming, integer programming, project management, network flows, dynamic programming, non-linear programming, game theory, and group projects on practical problems from business and industry. Prerequisite: MAT 152 or MAT 295 or permission of instructor. Cr 3.

### **OPR/STA 562 Stochastic Modeling in Operations Research**

Formulation and analysis of stochastic models in operations research, Markov chains, birth-death models, Markov decision models, reliability models, inventory models, applications to real world problems, and group projects on practical problems from business and industry. Prerequisite: MAT 281 or MAT 380 or permission of instructor. Cr 3.

### **OPR/STA/MAT 563 System Modeling and Simulation**

Basic simulation methodology, general principles of model building, model validation and verification, random number generation, input and output analysis, simulation languages, applications to computer and communication networks, manufacturing, business, and engineering will be considered, and group projects on practical problems from business and industry. Prerequisite: MAT 281 or MAT 380 or permission of instructor. Cr 3.

### **OPR/STA 564 Queuing Networks**

Queuing and stochastic service systems, birth-death processes, Markovian queues, open and closed Jackson networks, priority queues, imbedded Markov chain models, optimal control and design, stochastic scheduling, applications to computer and communication networks, manufacturing, business, and engineering will be considered, and projects on practical problems from business and industry. Prerequisite: MAT 281 or MAT 380 or permission of instructor. Cr 3.

### **MAT 570 Theory of Matrices**

The course will begin with a brief review of vector spaces and matrices and some related concepts such as determinants, rank, nonsingularity, change of bases, and applications. It will also cover elementary canonical forms, Hermitian and symmetric

matrices, and norms for vectors and matrices. Prerequisite: MAT 295. Cr 3.

### **MAT/OPR 571 Graph Theory**

This course considers various properties of graphs and diagrams and includes applications to optimization questions and networks. Prerequisite: MAT 290 or permission of instructor. Cr 3.

### **MAT 572 Numerical Analysis**

The course examines numerical solutions of linear systems, eigenvalue location, roots for systems of equations, polynomial interpolation, numerical integration, and numerical solution of differential equations. Prerequisites: MAT 152, MAT 153, and MAT 295. Cr 3.

### **STA 574 Statistical Computer Packages**

The course will introduce two of the commonly used statistical packages such as SAS, MINITAB, SPSS, and S-Plus. Prerequisite: MAT 212 or MAT 282 or permission of instructor. Cr 2.

### **STA/OPR/MAT 575 Graduate Internship**

The course is ideal for students who have had no work experience with statistical data analysis or mathematical modeling. Such students can try to locate paid or unpaid internship opportunities that might be available on-campus or off-campus. The students will submit to the graduate committee a formal written report on the internship experience. Prerequisite: graduate standing. Cr var.

### **STA 579 Probability Models**

A calculus-based probability course covering various discrete and continuous probability models, central limit theorem and its applications, and order statistics. This course cannot be used toward the master's degree in statistics. Prerequisite: MAT 152. Cr 3.

### **STA 580 Statistical Inference**

Sampling distributions such as Chi-square, t and F, order statistics, parametric point estimation covering methods of moments, maximum likelihood, and Bayesian techniques, concept of sufficiency and completeness, parametric interval estimation covering pivotal quantity method, parametric hypothesis testing covering GLR and UMP tests, and analysis of real and simulated data. Prerequisites: MAT 153 and MAT 282. Cr 3.

**STA 581 Statistical Quality Control**  
Methods and philosophy of statistical process control, control charts for variables, control charts for attributes, CUSUM and EWMA control charts, some other statistical process control techniques, process capability analysis, and certain process design and improvements with experimental design. Prerequisite: MAT 282. Cr 3.

**STA 582 Time Series Modeling**  
Overview of the basic concepts of trend and seasonality, ARMA and ARIMA models, parameter estimation with asymptotic properties, forecasting techniques, spectral analysis, bivariate time series, and some special topics. Prerequisite: MAT 282. Cr 3.

**STA 583 Sampling Methods**  
Simple random, stratified, systematic, cluster, and multi-stage sampling, PPS sampling, optimum sample size, use of auxiliary variables in sample surveys, ratio and regression estimates, double sampling, sources of error in surveys and ways of removing them, and methods of collecting data. Prerequisite: MAT 282. Cr 3.

**STA 584 Advanced Design and Analysis of Experiments**  
Factorial experiments, fractional replications in factorial experiments, BIB and PBIB designs, and response surface methodology. Prerequisite: MAT 484 or equivalent. Cr 3.

**STA 585 Regression Analysis**  
Certain concepts of data reduction, simple linear regression using matrices, residual analysis, certain techniques to select a best regression equation, multiple regression, analysis of variance and covariance, and data analysis and computation using statistical package programs. Prerequisite: MAT 282. Cr 3.

**STA 586 Nonparametric Methods**  
Empirical distribution functions and their proper-

ties, certain goodness-of-fit techniques, inference concerning quantiles, comparison of two and more treatments, rank tests in randomized complete designs, and some special topics. Prerequisite: MAT 282. Cr 3.

**STA 587 Applied Multivariate Analysis**  
Multivariate normal distribution, inference about a mean vector, comparison of several multivariate means, multivariate linear regression model, principal components, and factor analysis and canonical correlation. Prerequisites: MAT 295 and MAT 282. Cr 3.

**STA 588 Introduction to Biostatistics**  
Basic concepts of estimation and hypothesis testing, standardization of rates, life tables, analysis of categorical data, multiple regression including binary response regression models. Prerequisite: MAT 282. Cr 3.

**STA 589 Survival Analysis**  
Survival and reliability concepts, mathematics of survival models, parametric and non-parametric estimates from complete and censored data, Kaplan-Meier estimators, regression models including Poisson regression and Cox's proportional hazards model, time-dependent covariates, and analysis of rates. Prerequisite: MAT 282. Cr 3.

**STA/OPR/MAT 590 Master's Project/Thesis**  
A project/thesis up to six credits is required of all students. The project must be approved by the graduate program committee in advance. Offered only as a pass/fail course. Prerequisites: full graduate standing and faculty approval. Cr 3-6.

**STA/OPR/MAT 599 Independent Study**  
An opportunity for graduate students to pursue areas not currently offered in the graduate curriculum. Cr 3.

## Graduate Certificate in the Acting Techniques of Michael Chekhov

The graduate certificate, offered by the Department of Theatre, in the acting techniques of Michael Chekhov is designed to appeal to theatre and drama instructors, professional actors/directors, experienced community actors/directors, and advanced students. The courses provide an intensive overview of the acting techniques attributed to Michael Chekhov and the application of those techniques to performing, directing, auditioning, and teaching. Areas of focus will include image and body, preparing the part, characterization, and improvisation. The graduate certificate program introduces methods of teaching these techniques and provides opportunities for graduate students to teach back to the peer group and faculty, receiving feedback and guidance on their presentations. Candidates for the certificate must attend two summer institutes at USM, including an additional one and a half days in residence for the certificate program, and complete a significant one-credit independent project approved by the instructors.



# Graduate Certificate in Theory, Literature, and Culture

The Department of English at the University of Southern Maine offers an interdisciplinary graduate certificate in literature and culture designed for students or faculty who want to develop or expand their understanding of culture and its material reality. The certificate program features prominent scholars from the field of cultural studies along with classes on the newest and most controversial topics in the humanities and social sciences.

## *Certificate Requirements*

14 credit hours taken in the form of four classes (3 credit hours each) and two colloquia (1 credit hour each). The sequence is designed so that students can complete the certificate program over the course of two summers. Each student must take the following:

One class entitled Introduction to Theory, Literature, and Culture	3 credits
Any three classes entitled either Topics in Theory, Literature, and Culture I or Topics in Theory, Literature, and Culture II (3 credit hours x 3 classes)	9 credits
Two Colloquia in Theory, Literature, and Culture classes (1 credit hour x 2 classes)	2 credits

Typically, a three-hour course will run during a four-week summer session. At the conclusion of the last four-week class, graduate students will be expected to complete a three-day colloquium featuring speakers from outside the institution. The invited faculty will conduct public lectures and at least one workshop or panel for enrolled students. The theme for the colloquium will change each time it is offered, but will fit under one of the five rubrics also covered by the introductory course: subjectivity/identity; signification; ideology/hegemony/discourse; audiences/readers/spectators; culture/popular culture. The subject matter of at least one of the topics courses in a calendar year will complement the colloquium.

In 2002, the topics course was *Sexualities*, taught by Professor Lisa Walker. The visiting faculty were Professor Jane Gaines, founder and director of the film and video program at Duke University; Judith Halberstam, professor of literature at the University of California, San Diego; and Susan Willis, associate professor of English and literature at Duke University.

## *Admission Requirements*

*Graduate students:* a bachelor's degree (with a copy of your transcript from the degree-granting institution); a writing sample; an optional statement of purpose.

*Undergraduate students:* senior standing (83 hours); a copy of your transcript listing your completed and current courses; a writing sample; an optional statement of purpose; permission of the director.

Applications for entry into the certificate program during the summer will be reviewed as they are completed until May 1, though applicants are strongly encouraged to complete their applications by mid-April.

Please note that some classes may be cross-listed with other departments or graduate programs at USM and that all classes are open to qualified undergraduate students at the 400 level for undergraduate credit only. Entry into a class at the 500 level is reserved for students who have been accepted into the certificate program.

For an application form and further information, contact Professor Shelton Waldrep, Department of English, University of Southern Maine, P.O. Box 9300, Portland, ME 04104-9300, (207) 780-4086, fax: (207) 780-5457, e-mail: [waldrep@maine.edu](mailto:waldrep@maine.edu). Information is also available at [www.usm.maine.edu/eng/summer.institute.htm](http://www.usm.maine.edu/eng/summer.institute.htm).

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**TLC 501 Introduction to Theory, Literature, and Culture**

An introduction to major concepts for interpreting language, culture, literature, and social practice. The course will include such topics as Marxism, psychoanalysis, deconstruction, cultural studies, and theories of gender/sexuality. Taught by USM faculty. This course fulfills the criticism and theory requirement for the USM English major. Cr 3.

**TLC 515 Topics in Theory, Literature, and Culture I**

An advanced seminar whose topic will change each time the course is offered, but which will focus on a sub-discipline or area of specialty within one of the general rubrics covered in TLC 501 Introduction to Theory, Literature, and Culture. Possible topics include sexuality, globalization, and popular culture. If offered during the summer, at least one topics course will complement the theme of the colloquium. Courses may be taken in any combination and can be repeated for credit. This course fulfills the interdisciplinary and cultural studies requirement for the USM English major. Cr 3.

**TLC 525 Topics in Theory, Literature, and Culture II**

An advanced seminar whose topic will change each time the course is offered, but which will focus on a sub-discipline or area of specialty within one of the general rubrics covered in TLC 501 Introduction to Theory, Literature, and Culture. Possible topics include sexuality, globalization, and popular culture. If offered during the summer, at least one topics course will complement the theme of the colloquium. Courses may be taken in any combination and can be repeated for credit. This course fulfills the interdisciplinary and cultural studies requirement for the USM English major. Cr 3.

**TLC 590 Colloquium in Theory, Literature, and Culture**

A three-to-four-day event featuring distinguished faculty from outside of USM. The colloquium will consist of a formal presentation and workshop/panel taught by the colloquium faculty, who will present on their current or ongoing research. The theme for each year's colloquium is determined by the TLC Committee. The colloquium may be taken by students who are not part of the certificate program. Cr 1.

# School of Business

*Dean:* Jack W. Trifts

*Director of External Linkages and Partnerships:* Michael Donahue; *M.B.A. Co-Director and Chair of the M.B.A. Faculty:* John J. Voyer; *M.B.A. Co-Director and External Program Development:* Valarie C. Lamont; *M.S.A. Program Director:* Charlotte Pryor; *Program Manager:* Alice B. Cash; *Internship Coordinator:* Dean A. Murphy; *Professors:* Andrews, Gramlich, Houlihan, Violette, Voyer; *Associate Professors:* Artz, Grover, Hillard, Jensen, Manny, Munger; *Assistant Professors:* Chinn, Daly, Pryor, Shields, Smoluk, Suleiman, Sundaram, VanderLinden, Webber

## *Mission*

The School of Business at the University of Southern Maine prepares and inspires current and future leaders, and stimulates economic growth by providing quality learning opportunities, valuable research and professional service, all in partnership with the business community.

The School of Business is a community of educators and professionals dedicated to the development of the people and the economy of Maine. Our foremost responsibility is to encourage students and to help them learn.

The master of business administration program is designed for students who wish to advance their careers and contribute to their companies. Partnering with the business community, the program emphasizes the skills needed to inform and guide organizational change. Students in the program develop cross-functional business solutions to “real world” problems, and cultivate a broad critical perspective, interpersonal skills, and the analytical tools of management. The program also emphasizes an appreciation of the international and ethical contexts of professional practice. The M.B.A. program is designed to accommodate full- and part-time working professionals. Students are encouraged to apply to the program regardless of their undergraduate academic specialization.

The master of science in accounting program is designed to prepare students to meet the challenges of the rapidly changing accounting profession. The M.S.A. program is suitable for individuals currently working in the profession, and for those desiring to start or return to a career in accounting. The program is appropriate for students from a variety of educational backgrounds from liberal arts to engineering, as well as business and accounting. The M.S.A. program will provide students with a strong conceptual and applied understanding of accounting that integrates technical accounting knowledge with ethical professional judgment.

The School of Business is accredited by the AACSB International—the Association to Advance Collegiate Schools of Business. AACSB International assures quality and promotes excellence and continuous improvement in undergraduate and graduate education for business administration and accounting.

## *Admission*

At the University of Southern Maine, several factors are evaluated in determining a candidate’s admissibility to the M.B.A. or M.S.A. program. Included in the assessment of a candidate’s potential to perform satisfactorily in the M.B.A. or M.S.A. program are the undergraduate grade point average (GPA), the rigor of the undergraduate’s field of study, the reputation of the institution awarding the baccalaureate degree, academic performance in any previous graduate coursework taken, demonstrated potential for successful completion of the program, qualities likely to enhance the educational environment at USM, demonstrated leadership, the Graduate Management Admission Test (GMAT) score, three letters of recommendation, and a candidate’s record of successful business or professional experience. Although the admissions committee has no affirmative duty to seek this information, it will consider other information about the applicant including (1) professional knowledge of faculty members, administrators, and staff at USM, (2) information within the files at USM, and (3) publicly available information about the applicant. To be admitted either fully, conditionally, or as special or transient student, students must have no evidence of past conduct incompatible with the educational environment at USM. This is defined as conduct which, if it occurred at USM, would have a detrimental effect on (1) the ability of fellow students to learn, (2) the ability of instructors to teach effectively, or (3) the ability of administrators and staff to engage in their normal professional activities. Examples of

such conduct include, without limitation: commission of a crime, other than a minor traffic offense; commission of an intentional act resulting in physical or psychological injury or threat thereof; intentional misrepresentation; and violation by the applicant of a code of conduct at any educational institution, employer, military organization, or professional association. An applicant who has engaged in such conduct *may*, at the discretion of the admissions committee, be admitted based upon its judgment (e.g., because of the passage of time) that there is little likelihood that the conduct will recur in the future.

In addition to receiving strong recommendations, fully admitted students must have a formula score of 1,100 or higher and absence of evidence of past conduct that is incompatible with the educational environment at USM. (The formula is  $(\text{GPA} \times 200) + \text{GMAT}$ . The GPA will be computed twice—overall GPA and GPA with the first 60 credits removed. The higher of the two scores will be used in the calculation). For the purposes of computing this score, all undergraduate-level coursework, including courses taken after receipt of the bachelor's degree, is counted. Fully admitted students should have a minimum GMAT score of 500. Applicants whose formula score falls below 1,100 or whose GMAT is lower than 500, but who show evidence of exceptional (a) performance in outside activities, or (b) evidence of creativity and leadership, or (c) accomplishment in business and who show absence of evidence of past conduct that is incompatible with the educational environment at USM, *may* be granted full admission.

**Conditional Admission** Applicants whose formula score is between 950 and 1,100 but who show evidence of very good (a) performance in outside activities, or (b) evidence of creativity and leadership, or (c) accomplishment in business and who show absence of evidence of past conduct that is incompatible with the educational environment at USM, *may* be granted conditional admission. Applicants who would normally be granted full admission but about whom the Admissions Committee has questions regarding some aspect of the applicant's background (e.g., weak recommendations, low grades in key undergraduate courses) *may* be granted conditional admission. Applicants whose formula score is below 950 but whose GMAT score is 500 or greater and who show evidence of *exceptional* (a) performance in outside activities, or (b) evidence of creativity and leadership, or (c) accomplishment in business and who show absence of evidence of past conduct that is incompatible with the educational environment at USM *may* be granted conditional admission.

Only a limited number of applicants will be accepted for conditional admission status in any one academic year. Applicants admitted conditionally may matriculate only in the fall semester and will be required to complete a specified set of courses (either foundation, regular or both). This specified set will normally contain 12 credits, but may be fewer, depending on the specifics of the case. Successful completion of the conditions will result in full admission to the program. Failure to complete the required conditions will result in dismissal from the program, unless there are extenuating circumstances. Under exceptional circumstances, a conditionally admitted student who fails to meet one or more condition(s) and is dismissed from the M.B.A. or M.S.A. program may be invited by the director to reapply for regular admission.

Decisions about which courses conditionally admitted students must take will be made by the Admissions Committee, in consultation with appropriate faculty members. In some circumstances, conditionally admitted students may be counseled to take undergraduate equivalents either in lieu of or in addition to foundation courses.

**Transient Students** Students must send a written request to enroll in a course, including the rationale for taking the particular course. Students must submit transcripts from (a) all undergraduate institutions attended and (b) the graduate program in which she or he is enrolled. Students must have necessary prerequisites for the desired course. Students must submit a GMAT score. This requirement is waived for students in good standing enrolled in programs at AACSB accredited schools. Students whose programs use GRE, LSAT, MCAT or MAT (Miller Analogies Test) scores may submit those. Note: MAT scores are acceptable *only* for special students or non-matriculated student purposes, and may never be used as a substitute for the GMAT in the regular admission process.

Pursuant to USM policy, special students, like regular students, are expected to provide the program with a score from a standardized test. Students from pro-

grams that do not require any standardized test may be allowed to enroll, subject to *very* close scrutiny by the co-director. However, this will be done only in exceptional circumstances. Students in this situation may be asked to take the GMAT prior to being allowed to enroll, or may submit valid scores from other standardized tests they may have taken.

Students must arrange for the head of the home program to send a letter stating that the student is enrolled in good standing in the program, and also stating that the course will count toward earning the degree.

The program office will compute a formula score as in the case of regular applicants. Students following these procedures whose formula scores are 950 or higher, who have a "B" average in their home programs, and who show no evidence of past conduct that is incompatible with the educational environment at USM will be allowed by the program director to enroll in courses, subject to permission of the instructor. All students in this group must sign a non-degree release (see page 84).

*Non-matriculated Students* All students wishing to enroll in M.B.A. or M.S.A. courses on a non-matriculated basis must follow the application process described for full admission, including submission of a GMAT or other standardized test score. However, consistent with that process, people who hold terminal degrees will not have to submit a standardized test score. (Note that the LL.B. from outside the United States is not an acceptable terminal degree, a condition which may also exist for other non-U.S. degrees.) Holders of these degrees normally will be allowed to enroll in M.B.A. or M.S.A. courses with few restrictions, subject to permission of the instructor and having taken the appropriate prerequisites. Decisions on this type of study may be made by the program director, alone or in consultation with the Admissions Committee.

Others seeking to enroll in M.B.A. or M.S.A. courses will *not* normally be allowed to do so. Exceptions may be made if these prospective enrollees provide evidence of exceptional (a) performance in outside activities, (b) creativity and leadership, and (c) accomplishment in business. Decisions will be made by vote of the Admissions Committee. All students in this group must sign a non-degree release (see page 84).

*Other USM Graduate Students* Students matriculated in other graduate programs at the University of Southern Maine may enroll in School of Business graduate-level courses on a space-available basis providing that appropriate course prerequisites or other equivalents as approved by the program director, have been satisfied. This privilege does not extend to graduate students *conditionally* admitted to other USM graduate programs. All students in this group must sign a non-degree release (see page 84).

Admitted students whose educational background is lacking the foundation courses listed under Program Requirements will have to complete satisfactorily each of these courses or their equivalents as stipulated in their letter of acceptance.

## ***Application Material***

In addition to the materials described in the Admissions chapter, applicants for these programs must submit:

1. A completed application. In the required essay applicants should, in addition to stating their reasons for wanting an M.B.A. or M.S.A., make sure to touch on the following points, as applicable:
  - a. Performance in outside activities
  - b. Evidence of creativity and leadership
  - c. Record of accomplishment in business
2. Official scores from the Graduate Management Admission Test (GMAT). (Note: Candidates with terminal degrees normally are not required to take the GMAT. Note that the LL.B. from outside the United States is not an acceptable terminal degree, a condition which may also exist for other non-U.S. degrees.)
3. Three letters of recommendation.
4. Test of English as a Foreign Language (TOEFL) score of at least 550 on the paper-based TOEFL or 213 on the computer-based TOEFL for students whose native language is not English.
5. A résumé that includes post-baccalaureate, full-time work experience including military experience.

Application materials may be obtained from the USM Office of Graduate Admissions. All applications should be returned to the USM Office of Graduate Admissions.

## ***Application Deadline***

Applications are reviewed on a rolling basis. Candidates are encouraged to complete applications by August 1 (for fall admission consideration) and December 1 (for spring admission consideration).

## ***Program Policies***

In addition to the general policies described in the Academic Policies chapter, specific policies of these programs are as follows.

***Deferred Admission*** An applicant admitted for full-time or part-time study must register for that semester for which he or she has been admitted. In certain circumstances, with a written request received prior to the start of the semester in which the student has been admitted, deferred admission will be granted to regularly admitted applicants upon the approval of the M.B.A. or M.S.A. director. In the event that no written request is received, a student is considered to have withdrawn from the program.

***Transfer Credit*** A student admitted to the M.B.A. or M.S.A. program may apply to have graduate credits transferred from other regionally accredited institutions of higher education. In order to apply, a student must have earned nine hours of graduate credits from the University of Southern Maine. A grade of B (3.00) or better must be received in each course requested for transfer credit. To be accepted, the course also must be judged applicable to a student's program of study. A maximum of six semester hours of transfer credit may be accepted. When possible, students should ascertain whether or not transfer credit will be granted by the School of Business before enrolling in a course at another institution.

***Time Limit*** In order to be counted toward the M.B.A. or M.S.A. core and elective requirements, graduate coursework must be completed within six years of the date a student enrolls in his or her first course numbered MBA 610, ACC 630, or higher. Otherwise, coursework must be repeated.

***Non-Degree Release*** Students taking courses on a non-matriculated basis must sign a release stating that they will not pursue an M.B.A. or M.S.A. from USM on the basis of accumulated non-matriculated courses, unless they gain admission through the formal admissions process described earlier.

***Grade Policy*** Please see M.B.A. and M.S.A. program descriptions for specific grade policy details. The following policies pertain to both the M.B.A. and M.S.A. programs.

A student whose grade point average falls below 3.00 will be placed on probation. The student will have 12 semester hours in which to bring the grade point average back to at least a 3.00. Students who fail to do this may be dismissed by the program director. Any student may appeal any dismissal decision in writing to the M.B.A. or M.S.A. Admissions Committee.

A student who has completed the program of study must have a cumulative grade point average of 3.00 to receive the M.B.A. or M.S.A. degree. If a student has completed all requisite courses with a cumulative grade point average below a 3.00, a maximum of six additional credits of 600-level courses may be attempted in order to raise the cumulative grade point average to at least a 3.00.

***Readmission*** A regularly admitted student who is dismissed from the M.B.A. or M.S.A. program may not be readmitted. Under exceptional circumstances, a conditionally admitted student who fails to meet one or more conditions and is dismissed from the M.B.A. or M.S.A. program may be invited by the director to reapply for regular admission.

***Special Policies*** In order to receive graduate credit toward the M.B.A. or M.S.A. degree, a student must be registered in a graduate course as a graduate student. If a student has earned another graduate degree prior to admission to the M.B.A. or M.S.A. program, no more than six credits used to fulfill requirements for that degree may be applied toward completion of the M.B.A. or M.S.A. degree.

# Master of Business Administration

The master of business administration program at the University of Southern Maine is composed of 27 credit hours of core courses and 6 credit hours of elective courses. In addition, up to 24 credit hours of foundation courses may be waived depending on the student's previous academic background.

## Foundation Courses

Credit Hours  
0-24

M.B.A. courses numbered below MBA 610 are not applicable toward the 33 credits needed for graduation. These courses are required for students whose previous undergraduate education has not included the equivalent content. Grades earned in M.B.A.-level foundation courses are included in the student's grade point average. However, any foundation courses in which a student earns less than a C grade (2.0) must be repeated.

Faculty strongly recommend that students, who do not have a solid recollection of foundation course content, retake or, at a minimum, review content material independently prior to enrolling in core courses. Students may consult the School of Business Web site or course instructors for information on course content.

Either a minimum grade of C (2.0) from a regionally accredited institution of higher education or successful completion of an equivalent CLEP exam or departmental exam (if available) is needed to meet a foundation course requirement. Coursework from non-accredited institutions will be evaluated on an individual basis. After admission, students may petition the director for permission to enroll in undergraduate equivalent courses to meet M.B.A.-level foundation course requirements. Any undergraduate courses taken will not be included in the computation of the student's graduate grade point average.

BUS 340 Managing Organizational Behavior	3
BUS 345 Information Technology/MIS	3
MBA 501 Economic Analysis:	
An intensive survey of micro and macroeconomic theory	3
MBA 502 Fundamentals of Accounting:	
An intensive survey of financial and management accounting	3
MBA 504 Probability and Statistics for Business Decision Making	3
MBA 505 Financial Management	3
MBA 507 Principles of Marketing	3
MBA 508 Management Science	3

*Computer application skills* All students are expected to have basic computer skills in word processing and spreadsheet usage, either through prior experience or education. Students lacking in computer application skills are responsible for seeking coursework that will fulfill these expectations.

All admitted students are required to participate in a one-day experiential learning exercise during the first year of enrollment. The experiential learning exercise is held in the fall semester. The exercise is geared toward developing a sense of community and enhanced communications and trust among the M.B.A. students and faculty. Information on the exercise will be provided. There is a fee for this experience.

## MBA Grade Policy

All graduate courses numbered MBA 610 or higher must be completed with a minimum grade of C (2.0) in order to carry graduate degree credit. If a student receives a grade of C- (1.67), D+ (1.33), or D (1.0) in a required course numbered MBA 610 or higher, the student must repeat the course. When a student repeats one of these courses, all grades received in that course are included in the student's grade point average. A student who receives two grades of D (1.0) or D+ (1.67) or one grade of F (0.0) in courses numbered MBA 610 or higher will be dismissed from the program by the program director.

## Core Courses

Alpha Course

MBA 611 Introduction to Organizational Change

Credit Hours  
27  
3

Accounting:	3
ACC 630 Management Accounting Systems	
Ethical and Legal Issues	3
MBA 615 Ethical and Legal Issues in Business	
Finance (choose one)	3
MBA 625 International Finance	
MBA 626 Strategic Valuation	
MBA 627 Investment Management	
MBA 628 Financial Institutions	
MBA 629 Financial Economics	
Information Systems	3
MBA 674 Topics in Information Systems Management	
Management (choose one):	3
MBA 642 Leadership	
MBA 643 Change and Creativity	
MBA 647 Organizational Strategy	
MBA 649 Special Topics in Management: Introduction to System Dynamics Entrepreneurship and Business Formation Strategic Human Resource Management	
Marketing (choose one):	3
MBA 660 Managerial Marketing	
MBA 665 Consumer Behavior	
Operations Analysis	3
MBA 675 Production/Operations Management	
Capstone	3
MBA 698 Practicum	
<i>Electives (Choose two)</i>	6
<i>Courses used to fulfill core requirements above may not be used to fulfill elective choices.</i>	
ACC 631 Current Issues and Developments in Accounting	
ACC 632 Financial Statement Reporting and Theory	
ACC 633 Taxation for Business and Investment Planning	
ACC 634 Advanced Taxation	
ACC 636 Professional Responsibilities and Commercial Law	
MBA 625 International Finance	
MBA 626 Strategic Valuation	
MBA 627 Investment Management	
MBA 628 Financial Institutions	
MBA 629 Financial Economics	
MBA 642 Leadership	
MBA 643 Change and Creativity	
MBA 647 Organizational Strategy	
MBA 649 Special Topics in Management: Introduction to System Dynamics Entrepreneurship and Business Formation Strategic Human Resource Management	
MBA 660 Managerial Marketing (if not chosen to fulfill the Core requirement)	
MBA 665 Consumer Behavior (if not chosen to fulfill the Core requirement)	
MBA 668 Service Quality and Customer Satisfaction	
MBA 669 Multivariate Methods for Marketing	
MBA 671 Quality Management: Systems, Strategies, and Tools	
MBA 672 Supply Chain Management	
MBA 673 Business Systems Simulation	
MBA 676 Forecasting for Business Decision Making	
MBA 677 Advanced Topics in Quantitative Analysis	
MBA 691 Independent Study	
MBA 695 Internship	



# Master of Science in Accounting

The M.S.A. program will provide students with a strong conceptual and applied understanding of accounting that integrates technical accounting knowledge with ethical professional judgment. Because accounting professionals need a broad understanding of the business disciplines and how those disciplines interact with accounting, students with undergraduate degrees outside of business or accounting will be required to take a number of foundation courses prior to enrollment in graduate classes. In addition, all students who do not have prior experience in the accounting profession are encouraged to participate in an internship experience as part of their program. Opportunities exist for competitive part-time and full-time internship experiences to provide flexibility in meeting student needs.

The M.S.A. degree may be pursued on either a part-time or full-time basis. Classes meet once a week in late afternoon and evening time periods. Students, provided all prerequisites have been met, may be able to complete the M.S.A. in one year of full-time study through careful scheduling and advanced planning with the M.S.A. director.

## Program Requirements

M.S.A. Common Body of Knowledge and Accounting Foundation courses are not applicable toward the 30 credits needed for graduation. These courses are required for students whose previous undergraduate education has not included the equivalent content. Each Common Body of Knowledge course must be completed with a minimum grade of C (2.0). Each Accounting Foundation Core course must be completed with a minimum grade of C (2.0), along with a minimum overall G.P.A. of 2.5 in the three course set. Any undergraduate courses taken to fulfill MSA Common Body of Knowledge and Accounting Foundation requirements will not be included in the computation of the student's graduate grade point average.

Faculty strongly recommend that students, who do not have a solid recollection of foundation course content, retake or, at a minimum, review content material independently prior to enrolling in core courses. Students may consult the School of Business Web site or course instructors for information on course content.

### Common Body of Knowledge (18 credits)

All courses listed are 3 credit hours, unless noted.

- BUS 340 Managing Organizational Behavior
- MBA 501 Economic Analysis
- MBA 502 Fundamentals of Accounting
- MBA 504 Probability and Statistics for Business Decision Making or
- \*MAT 120D Introduction to Statistics
- MBA 505 Financial Management
- MBA 507 Principles of Marketing

\*Certain M.B.A. electives require a more rigorous exposure to statistics; therefore, MBA 504 or its equivalent may be required.

*Computer Applications Skills* All students are expected to have basic computer skills in word processing and spreadsheet usage, either through prior experience or education. Students lacking in computer application skills are responsible for seeking coursework that will fulfill these expectations.

### Accounting Foundation Core (9 credits)

Prior to enrollment in ACC 301 and ACC 329, students must either pass ACC 223 Introduction to Accounting Systems, with a grade of C (2.0) or higher, or demonstrate proficiency with the accounting cycle (for ACC 301) and with basic computerized general ledger systems (for ACC 329). Proficiency may be demonstrated by passing exams available in each area, or through work experience deemed sufficient by the instructor or M.S.A. director.

- ACC 301 Financial Reporting I
- ACC 302 Financial Reporting II
- ACC 329 Accounting Information Systems

### *M.S.A. Grade Policy*

All graduate courses must be completed with a minimum grade of C (2.0) to carry graduate degree credit. If a student receives a grade below C (2.0) in a graduate course, the student must repeat the course and has only one opportunity to raise the grade for that course to C (2.0) or higher. A student receiving two grades below C (2.0) will be dismissed from the program.

#### M.S.A. Requirements (15 credits)

ACC 631	Current Issues and Developments in Accounting
ACC 632	Financial Statement Reporting and Theory
ACC 636	Professional Responsibilities and Commercial Law
MBA 611	Introduction to Organizational Change
MBA 625	International Finance

#### Accounting Electives (9-12 credits)

ACC 410 required if no prior external auditing course in undergraduate or graduate work; ACC 413 or ACC 633 required if no prior tax course in undergraduate or graduate work. Note: A maximum of six hours of 400-level ACC courses may be taken as MSA electives. Undergraduate 400-level ACC courses taken as MSA electives are included in the computation of a student's graduate grade point average.

ACC 406	Advanced Managerial Accounting
ACC 410	Auditing and Assurance
ACC 413	Concepts and Strategies of Taxation
ACC 416	Governmental and Nonprofit Accounting
ACC 441	International and Advanced Accounting Topics
ACC 499	Special Topics in Accounting
ACC 630	Management Accounting Systems
ACC 633	Taxation for Business and Investment Planning
ACC 634	Advanced Taxation
ACC 691	Independent Study
ACC 695	Internship

#### Non-Accounting Electives (3-6 credits)

At least three credit hours of electives must be in non-accounting coursework and may include M.B.A. courses numbered 615 or higher or other graduate courses approved by the M.S.A. director. Additional prerequisites may be required before enrolling in certain M.B.A. courses listed below.

MBA 615	Ethical and Legal Issues in Business
MBA 626	Strategic Valuation
MBA 627	Investment Management
MBA 628	Financial Institutions
MBA 629	Financial Economics
MBA 642	Leadership
MBA 643	Change and Creativity
MBA 647	Organizational Strategy
MBA 649	Special Topics in Management: Introduction to System Dynamics Entrepreneurship and Business Formation Strategic Human Resource Management
MBA 660	Managerial Marketing
MBA 665	Consumer Behavior
MBA 668	Service Quality and Customer Satisfaction
MBA 669	Multivariate Methods for Marketing
MBA 671	Quality Management: Systems, Strategies, and Tools
MBA 672	Supply Chain Management
MBA 673	Business Systems Simulation
MBA 674	Topics in Information Systems Management
MBA 675	Production/Operations Management
MBA 676	Forecasting for Business Decision Making
MBA 677	Advanced Topics in Quantitative Analysis

## Dual Degree Options

*M.S.A. and M.B.A.* Once all Common Body of Knowledge and Foundation courses are successfully met for both the master of science in accounting and master of business administration degree programs (33 credit hours), a student admitted to either program may earn both an M.B.A. and an M.S.A. degree with a total of 54 credit hours rather than the 63 credit hours required when each program is considered individually. Accounting courses are not allowed to count as M.B.A. electives for students seeking the dual degree option. Current students in either program may apply for the dual degree by completing the application for admission into the dual M.B.A./M.S.A. degree program. There is a \$50 application fee when application for the dual degree program is made after a student has been admitted to the M.S.A. or M.B.A. programs.

*M.S. in Nursing and M.B.A.* The dual master's degree in nursing and business administration at USM is designed for students in the health professions who wish to combine advanced nursing skills with the analytical tools of business. See the College of Nursing and Health Professions section of this catalog for more information on this option.

### 3-2 Program

The master of business administration (M.B.A.) and the master of science in accounting (M.S.A.) programs allow interested and qualified students to complete a bachelor's degree and an M.B.A. or M.S.A. in five years depending on the undergraduate major. (Degree requirements for some majors necessitate a longer completion time.) Generally, students in the 3-2 program focus on their bachelor's degree requirements during their first three years, a mix of bachelor's and M.B.A. or M.S.A. requirements in the fourth year, and mostly M.B.A. or M.S.A. requirements in the fifth year. Each degree is awarded once the specific degree requirements are successfully met.

#### Admission Requirements

Students may enroll in the 3-2 program either directly from high school, or after the end of their first semester of undergraduate studies. Students entering directly from high school need an SAT combined score of 1200 or higher. Students entering directly from high school will be required to attain a GPA of 3.0 or higher after 90 credit hours of undergraduate coursework to remain in good standing and be allowed to continue in the 3-2 program. Students currently enrolled in a baccalaureate degree program may enter the 3-2 program by meeting the regular M.B.A. or M.S.A. admission criteria of a formula score of 1100 or higher with a minimum GMAT score of 500. (The formula is: undergraduate GPA x 200, plus the GMAT total score.) Students entering the 3-2 program after they are enrolled in a baccalaureate degree program will be required to attain a GPA of 3.0 or higher after 90 credit hours of undergraduate coursework to remain in good standing and be allowed to continue in the program.

#### Enrollment in M.B.A.- and M.S.A.-level courses

In either admission path, a student may not enroll in M.B.A.- or M.S.A.-level courses until they have accumulated 90 credit hours of undergraduate coursework.

#### *The M.B.A. 3-2 program for majors outside the School of Business*

USM Undergraduate Core	34 credit hours
Undergraduate Major & Electives	As determined by the major
* M.B.A. Foundation Requirements	24 credit hours
* M.B.A. Core and Electives	<u>33 credit hours</u>
Total:	153+ credit hours (undergraduate and graduate)

#### *The M.B.A. 3-2 program for accounting and business administration majors*

USM Undergraduate Core	34 credit hours
Undergraduate Major & Electives	As determined by the major
* M.B.A. Foundation Requirements	Fulfilled by undergraduate major requirements
* M.B.A. Core and Electives	<u>33 credit hours</u>
Total:	153+ credit hours (undergraduate and graduate)

*The M.S.A. 3-2 program for majors outside the School of Business*

USM Undergraduate Core	34 credit hours
Undergraduate Major & Electives	As determined by the major
* M.S.A. Common Body of Knowledge and Accounting Foundation Requirements	27 credit hours
* M.S.A. Requirements and Electives	<u>30 credit hours</u>
Total:	150+ credit hours (undergraduate and graduate)

*The M.S.A. 3-2 program for business administration majors*

USM Undergraduate Core	34 credit hours
Undergraduate Major & Electives	As determined by the major
* M.S.A. Common Body of Knowledge and Accounting Foundation Requirements	Fulfilled by undergraduate major requirements
* Accounting Foundation	12 credit hours
* M.S.A. Requirements and Electives	<u>30 credit hours</u>
Total:	150+ credit hours (undergraduate and graduate)

*The M.S.A. 3-2 program for accounting majors*

USM Undergraduate Core	34 credit hours
Undergraduate Major & Electives	As determined by the major
* M.S.A. Common Body of Knowledge and Accounting Foundation Requirements	Fulfilled by undergraduate major requirements
* Accounting Foundation	12 credit hours
* M.S.A. Requirements and Electives	<u>30 credit hours</u>
Total:	150+ credit hours (undergraduate and graduate)

\*Please see previous pages for M.B.A. Foundation, Core, and elective courses, and for M.S.A. Common Body of Knowledge, Accounting Foundation, and M.S.A. required and elective courses.

## ***Internship Program***

Students are encouraged to participate in an internship to experience on-the-job learning. Employment in a professional setting provides opportunities to apply and evaluate classroom learning, develop work-related skills, and explore careers. Credit may be received for paid or non-paid positions with new employers, or for new responsibilities with current employers. Credit is not granted for past work experience. Students are encouraged to contact employers to develop internship positions, or they may learn of positions through the program manager and by contacting the School of Business internship coordinator. In a typical three-credit internship, a student works a minimum of 140 hours on-site and will be advised by a faculty member during the internship process. With the faculty sponsor, the student negotiates a learning contract that contains a job description, the student's learning goals, self-directed learning activities, and the evaluation process. Grading is pass/fail. Refer to MBA or MSA 695 for prerequisites and restrictions. For further information, contact the program manager or the School of Business Internship Office at 780-4020.

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### **ACC 223 Introduction to Accounting Systems**

All accounting procedures required for an accounting cycle are practiced in this course in depth; to include transaction processing, journals, ledgers, trial balances, preparation of financial statements, and the closing process. A manual practice set is required. The course then moves on to experience accounting procedures using a computerized integrated general ledger system. Accounting data analysis and report writing are emphasized, with spreadsheet integration examined as time permits. Prerequisites: ACC 110 (or MBA 502), and computer proficiency. Cr 2.

### **ACC 301 Financial Reporting I**

An examination of the conceptual framework, the primary financial statements, and the methods and rationale for recording and reporting assets. Emphasis is on the effect of present and potential economic events on the financial statements. The course discusses the advantages, limitations, and deficiencies associated with generally accepted principles in connection with presenting decision-useful information. Prerequisites: ACC 211 (or MBA 502), and ACC 223 (or proficiency) and junior standing. Cr 3.

### **ACC 302 Financial Reporting II**

An examination of the methods and rationale for recording liabilities and owners' equity. The course also examines the statement of cash flows. Emphasis is on the effect of present and potential economic events on the primary financial statements. The course discusses the advantages, limitations, and deficiencies associated with generally accepted principles in connection with presenting decision-useful information. Prerequisites: ACC 301 and junior standing. Cr 3.

### **ACC 329 Accounting Information Systems**

This is a survey course that builds on the topics introduced in ACC 223. The course provides the theory and basic tools needed to use, develop, and audit accounting systems. Business activities performed in the expenditure, production, and revenue cycles are covered along with the reporting requirements and controls appropriate to each cycle. The collection and reporting of managerial accounting information (e.g., product cost, budget, variance analysis) in an accounting system are also discussed. Students will gain hands-on experience with several accounting software packages; Excel is used to interface spreadsheet applications with accounting software; and Microsoft Access is used as a data base technology tool for supplementing the functionality of integrated G/L accounting packages. The processes involved in on-line ordering, paying for goods, selling products, and accepting payments will also be explored. Prerequisites: ACC 211 (or MBA 502), ACC 223 (or proficiency), and junior standing. Cr 3.

### **ACC 406 Advanced Managerial Accounting**

This course will cover current topics in managerial

accounting. Examples include the design and implications of management control systems for performance measurement and compensation; the design and implications of balanced scorecards; the role of budget and budgeting in organizations; the design and implications of activity-based costing systems; customer profitability analysis; and the role of the controller and the CFO. Prerequisite: ACC 305 (or ACC 630). Cr 3.

### **ACC 410 Auditing and Assurance**

This course examines the public accounting profession, auditing standards, and professional ethics. The course explores the process by which an auditor forms an opinion as to the "fairness of presentation" of financial statements, giving an overview of audit evidence and audit evidence accumulation methodology. The course exposes students both to the demand for and supply of the profession's flagship service, financial statement audits, and to the nature of the value-added assurance and attestation services decision makers demand in the information age. The course illustrates with real companies, links class discussion and assignments to student skills, and encourages unstructured problem solving. This course provides an opportunity for students to study auditing concepts and theory at an advanced level by examining a number of issues, with extensive reading from the auditing research literature, in addition to textbook material. Students with prior coursework in external auditing may not enroll for M.S.A. degree credit. Prerequisites: ACC 302 and senior standing. Cr 3.

### **ACC 413 Concepts and Strategies of Taxation**

This course provides a conceptual understanding of the federal tax system and its impact on individuals, corporations, and partnerships. The primary emphasis is on fundamental income tax concepts and principles, with an overview of other taxes. Detailed technical coverage and return preparation are minimized. The economic, political, social, and judicial reasoning underlying tax provisions are explored. Tax issues and changes under current consideration at the national, state, local, and international levels are discussed. Basic research skills and methodology are introduced. Prerequisites: ACC 110 (or MBA 502) ECO 101J (or MBA 501), and junior standing. Cr 3.

### **ACC 416 Governmental and Nonprofit Accounting**

An analysis of the environment and characteristics of government and nonprofit organizations, with an in-depth study of the basic concepts and standards of financial reporting for such entities. Financial management and accountability considerations specific to government and nonprofit organizations are emphasized. Prerequisite: ACC 301. Cr 3.

### **ACC 441 International and Advanced Accounting Topics**

The first part of the course explores a variety of ad-

vanced accounting topics such as the theoretical and practical concepts of direct asset acquisitions, the basics of preparing consolidated income statements and balance sheets, the entire life cycle of a partnership, including profit and loss agreements. The second part of the course involves the exploration of the international accounting environment, including an understanding of the influences of political, legal, and financial factors involved and discussion of re-measurement and translation of a foreign entity's financial statements into U.S. currency. Prerequisites: ACC 301 and junior standing. Cr 3.

#### **ACC 499 Special Topics in Accounting**

Prerequisites vary by topic. Cr 1-3.

#### **ACC 630 Management Accounting Systems**

This course examines how management accounting systems can be used to help businesses survive/succeed in an increasingly competitive global economy. Emphasis is on designing management accounting systems which: (1) support both the operational and strategic goals of the organization, (2) provide feedback to senior management about organizational units' performance, and (3) serve as the linkage between the strategy of the organization and the execution of that strategy in individual operating units. A blend of contemporary theory with practical applications and actual company experiences will be utilized to accomplish the course objectives. Prerequisites: MBA 501, MBA 502. Cr 3.

#### **ACC 631 Current Issues and Developments in Accounting**

The study of current output concerning accounting issues of a technical, professional, and academic nature. Areas of accounting studied will include recent developments in financial, managerial, auditing, taxation, and systems at the local, national, and international levels. Prerequisites: ACC 410, ACC 329, and ACC/MBA 633 (or ACC 413). Cr 3.

#### **ACC 632 Financial Statement Reporting and Theory**

This course presents financial statement reporting with an emphasis on the foundations and employment of generally accepted accounting principles. This course will provide a critical analysis of the strengths and deficiencies in financial reporting, including an overview of international variances. Particular emphasis will be placed upon reviewing financial statements and case studies. Controversial topics such as: asset impairment, accounting for intangibles, lease accounting, income tax accounting, contingent liabilities, marketable securities and debt issues and restructures, earnings per share computations, and accounting for non-monetary compensation will be covered, including an analysis of underlying theory and reasoning of authoritative pronouncements. Prerequisites: MBA 502 or equivalent; ACC 223 (or proficiency), ACC 301, ACC 302. Cr 3.

#### **ACC 633 Taxation for Business and Investment Planning**

An examination of the implications of current federal income tax laws and policies for business management decisions; and recognition of tax traps and potential tax savings. Prerequisites: MBA 501, MBA 502, MBA 505. Cr 3.

#### **ACC 634 Advanced Taxation**

This course provides an overview of the federal tax treatment of various entities including corporations, partnerships, tax-exempt organizations, trusts, and estates. The course will also examine the tax treatment of transactions between the entity and its owners including distributions and changes in ownership. An overview of estate and gift taxation will be provided. Limited international applications and advanced individual income tax issues will also be covered. Tax research skills will be developed and applied. The course will also address the ethical responsibilities of tax practice. Prerequisites: ACC 413 or ACC 633. Cr 3.

#### **ACC 636 Professional Responsibilities and Commercial Law**

This course will address the ethical and professional responsibilities of accountants to various stakeholders including the public, the accounting profession, and governmental authorities. Professional and corporate codes of conduct will be examined along with comprehensive ethics management programs and ethics decision-making models. This course will also cover the legal implications of commercial transactions generally encountered by the practicing accountant. The law of contracts, negotiable instruments, creditors' rights and bankruptcy, business organizations, property, and accountants' liability will be covered. Prerequisite: ACC 301. Cr 3.

#### **ACC 691 Independent Study**

Selected topics in the areas of accounting may be studied and researched on an independent basis. Enrollment is normally limited to M.S.A. degree candidates. Prerequisites: permission of instructor and director of M.S.A. program. Cr 1-3.

#### **ACC 695 Internship**

This internship education course is described in the preceding text. Prerequisites: completion of foundation courses, 3.0 GPA or higher, and permission of instructor and M.S.A. director. Enrollment is normally limited to M.S.A. majors who have not completed their degree requirements. A maximum of three credits of ACC 695 may be used toward the degree. Cr 1-3.

#### **BUS 340 Managing Organizational Behavior**

A comprehensive survey of the disciplines of management and organizational behavior, and of the practices managers employ in planning, organizing, leading, and controlling organizations. Topics include self-awareness, perception, motivation, leadership, group dynamics and teamwork, com-

munication, strategic planning and organizational design, planned change and continuous improvement, and information and control systems. The environmental context, workforce diversity, the global economy, and managerial ethics are core integrating themes. Cr 3.

### **BUS 345 Information Technology/ Management Information Systems**

Surveys information/systems technology for the management of corporate information as a resource. Managerial and technical dimensions of information systems are blended in a framework of information technology. Specific topics will evolve with the field but may include data communications, information systems theory, database concepts, and decision support systems. Cr 3.

### **MAT 120D Introduction to Statistics**

An introductory course including basic probability, random variables, and their distributions; estimation and hypothesis testing; and regression and correlation. Prerequisite: successful completion of the University's mathematics proficiency requirement. Cr 3.

### **MBA 501 Economic Analysis**

An intensive survey of microeconomic theory and macroeconomic theory. Economic problems such as price and output decisions, resource allocations, inflation, and unemployment are analyzed. Cr 3.

### **MBA 502 Fundamentals of Accounting**

This course provides an intensive survey of the fundamentals of financial and management accounting. It includes an appreciation and understanding of generally accepted accounting principles and their application in the preparation and analysis of financial statements with an emphasis on decision making. The course also introduces the concept of cost used by managers in decision making in planning and controlling operations in organizations. Cr 3.

### **MBA 504 Probability and Statistics for Business Decision Making**

An introduction to the concepts and use of probability and statistics as tools for business decision making. Cr 3.

### **MBA 505 Financial Management**

The primary objective of this course is to provide a balanced introduction to the theory and practice of financial management. Emphasis is placed on the management of capital to enhance shareholder wealth. Topics include time value of money, risk and return, stock and bond valuation, capital budgeting, and cost of capital. Prerequisites: MBA 501, MBA 502, MBA 504. Cr 3.

### **MBA 507 Principles of Marketing**

This course represents and expands upon the principle that organizations need to sustain a market-driven philosophy. It addresses the need for understanding the environmental context within which

the organization operates, anticipating and meeting the needs of different market segments, developing programs involving products or services, pricing, distribution and promotions, and monitoring the effectiveness of such programs in satisfying consumer needs and wants. Cr 3.

### **MBA 508 Management Science**

This course examines the role, perspective, and commonly used tools of quantitative analysis in operational decision making. Emphasis is placed upon developing students' abilities to recognize the need for quantification; formulate operations management problems quantitatively; select and test computer-based decision-support system models; collect meaningful data; and interpret the implications of analysis results. Prerequisite: MBA 504. Cr 3.

### **MBA 611 Introduction to Organizational Change**

Focuses on understanding organizations and the organizing process through different images, including the organization as a machine, as an organism, and as a political system. Examines the issues involved in helping organizations that wish to use the images to inform and guide organizational change. Prerequisite: BUS 340. Cr 3.

### **MBA 615 Ethical and Legal Issues in Business**

This course examines business ethics and attempts to develop practical solutions to ethical issues which confront today's global managers. This course also examines legal issues including such topics as drug testing in the workplace, an employee's right to privacy, sexual harassment, and the rights and responsibilities of officers and directors. Cr 3.

### **MBA 625 International Finance**

This course is intended to give students a solid introduction to the very important field of international finance. It offers a rigorous examination of and the financial management of the multinational corporation and of international financial markets. Intensive coverage of foreign exchange markets and methods of managing exchange rate risk are emphasized. Topics include currency derivative markets and risk management, arbitrage and international parity conditions, market efficiency, short- and long-term asset management, and capital budgeting. Prerequisite: MBA 505 or equivalent. Cr 3.

### **MBA 626 Strategic Valuation**

This is the M.B.A. corporate finance course, focusing on strategic and quantitative analyses of complex, real asset investments. It prepares students for making investment decisions and evaluating investment decisions made by others. Topics include incremental cash flows, traditional capital budgeting, capital structure, required rates of return, real options, and valuation of business entities for purposes of acquisition or divestiture. Prerequisite: MBA 505. Cr 3.

**MBA 627 Investment Management**

An introduction to the various investment media and financial markets from the viewpoint of institutional investors. The course provides an in-depth analysis of the nature, problems, and process of evaluating securities and managing portfolios. Emphasis is placed on the structure of the securities markets, portfolio theory, and trading strategies of portfolio managers. Theoretical and empirical research addressing recent developments in portfolio management will be examined. Prerequisite: MBA 505. Cr 3.

**MBA 628 Financial Institutions**

This course is an intensive examination of the management of financial institutions including risk management, response to changes in regulations, and mergers and acquisitions. This will be accomplished through exposure to a wide assortment of current literature which examines financial institutions and markets on the domestic and international levels. The primary focus will be how managers of financial institutions manage different types of risks including: interest rate risk; credit risk; off-balance sheet risk; foreign exchange risk; and liquidity risk. Prerequisite: MBA 505. Cr 3.

**MBA 629 Financial Economics**

Studies the economic principles and theories that govern financial markets. Examines the supply, demand, and flow of funds in allocating credit and distributing risks in the macrofinancial system. Studies the saving-investment process, the rationale for financial markets, and the role of financial intermediaries. Reviews important empirical and practical issues concerning the operation of financial markets. Special attention is given to the operation of money, capital, futures, foreign financial markets, and the impact of public policy on the structure and performance of financial markets. Selected topics are chosen from antitrust, affirmative action and employment discrimination, and business and property valuation. Prerequisites: MBA 501, MBA 505. Cr 3.

**MBA 642 Leadership**

The course integrates five perspectives of leadership: individual differences and diversity; transactional leadership; power and politics; transformational leadership; and the physical, psychological, and spiritual dimensions of leader well-being. Prerequisite: BUS 340. Cr 3.

**MBA 643 Change and Creativity**

This course will provide an applications-oriented understanding of change—both personal and organizational, and will help students develop creative problem-solving skills that not only allow one to survive, but actually thrive in the context of change. Perspectives covered in the course include organizational development, contemporary models of change, linear and nonlinear creativity techniques, innovation and creativity models, and vari-

ous psychological theories useful to better understand change from a personal point of view. Prerequisite: BUS 340. Cr 3.

**MBA 647 Organizational Strategy**

Using strategic tools such as competitive analysis and the value chain, this course provides an in-depth examination of the resource-based view of the firm. Emphasizes entrepreneurial strategy approaches in high-velocity business environments. Prerequisites: MBA 615 (or concurrent), MBA 505, MBA 507, and BUS 340. Cr 3.

**MBA 649 Special Topics in Management: Introduction to System Dynamics**

An examination of how the world can be understood through dynamic processes controlled by positive and negative feedback links. A general introduction to systems thinking, drawing on system dynamics, a computer-based technique for modeling systematically created problems. Requires an understanding of algebra. Prerequisite: BUS 340. Cr 3.

**MBA 649 Special Topics in Management: Entrepreneurship and Business Formation**

The entrepreneur's role in a technological society, with emphasis on the techniques and problems implicit in the launching of new enterprises or in their evaluation by investors. This course is designed for aspiring entrepreneurs and for the professionals or institutions with whom they interface when starting a business. Students are expected to have basic communication skills, a background (educational or experiential) in accounting and marketing, and a grasp of economics and the principles of management. Attention will be paid to emerging opportunities in Maine. Materials are discussed by the instructor or invited guests in a seminar format that requires student participation and assignments calling for research, report writing, and presentation. Prerequisite: BUS 340. Cr 3.

**MBA 649 Special Topics in Management: Strategic Human Resource Management**

This course offers an applications-oriented overview of the fundamental issues involved in the practice of human resource management. Human resource productivity and quality of work life are the principal foci of this course. Strategies to enhance productivity and quality of work life comprise the content of the course. Topics covered include: human resource planning, staffing, performance appraisal, compensation and reward system design, training and development, employee rights, employee-management relations, and the international dimension of personnel and human resource management. Prerequisite: BUS 340. Cr 3.

**MBA 660 Managerial Marketing**

This course has a decision-based perspective, relying heavily on the case approach. It focuses on the logical development of market-driven strategies and assessment of their impact on other marketing func-



tions within the organization. Students will gain experience in analyzing complex market behavior, recommending changes in marketing strategy, and articulating the development, implementation, and control of marketing plans. Prerequisite: MBA 502, MBA 507. Cr 3.

#### **MBA 665 Consumer Behavior**

Examines three aspects of consumer behavior: 1) cultural, sociological, and psychological influences on consumer motivation, 2) consumer acquisition of product information and formation of attitudes, and 3) the process consumers use to make consumption decisions. Implications for marketing strategy and segmentation will be discussed and students will apply marketing research techniques to analyze consumer behavior. Prerequisite: MBA 507. Cr 3.

#### **MBA 668 Service Quality and Customer Satisfaction**

This class examines the management of service quality. The primary focus is on how organizations identify customer requirements and assess service equality and satisfaction levels. To a lesser extent, the course covers service delivery systems, processes improvement, service marketing, and the interrelationship among operations, marketing, and human resource management. Prerequisite: MBA 507. Cr 3.

#### **MBA 669 Multivariate Methods for Marketing**

This course focuses on the application of multivariate statistical methods in the development of marketing strategy and the investigation of marketing problems. Building of descriptive and predictive models using multi-dimensional techniques such as factor analysis, regression analysis, cluster analysis, analysis of variance, conjoint analysis, and perceptual mapping. Use of statistical packages. Prerequisites: MBA 504, MBA 507. Cr 3.

#### **MBA 671 Quality Management: Systems, Strategies, and Tools**

This course treats all aspects of managing quality through examination of contemporary concepts and methods of design, control, and improvement. Emphasis is placed on developing the students' ability to apply both qualitative and quantitative aspects of this subject matter to quality-related issues found within their own environments. Prerequisites: MBA 508. Cr 3.

#### **MBA 672 Supply Chain Management**

This course examines supply chain concepts and current practice in the context of just-in-time production, total quality management, and continuous productivity improvement. System-oriented managerial tools, models, and techniques are considered for their value-adding potential. Directed projects of the students' choosing are used to address specific, company-based supply-chain problem situations. Prerequisites: MBA 508. Cr 3.

#### **MBA 673 Business Systems Simulation**

Computer simulation is used to examine the quantitative aspects of operational planning and control. Emphasis is placed on defining managerial problems quantitatively and modeling these problems using computer-based simulations. The course extends classic procedures in queueing theory, decision analysis, project planning, network and inventory analysis. Topically, the course analyzes problems concerning resource planning, inventory control, scheduling, sequencing, material handling, and reliability within logistics systems, production systems, and service-delivery systems. Prerequisites: MBA 508. Cr 3.

#### **MBA 674 Topics in Information Systems Management**

A topics course exploring major issues in the management of information technology. Students completing this course should have acquired an understanding of the strategic, tactical, and operational importance of information systems within an organization, and an understanding of how to leverage information technology in the management of an organization. Topics include, but are not limited to: strategic use of information technology, emerging technologies, systems development and project management, managing information systems resources, and knowledge management. Prerequisite: BUS 345. Cr 3.

#### **MBA 675 Production/Operations Management**

An examination of the role of operations within manufacturing and service organizations. Emphasis is placed upon recognizing operational opportunities and tradeoffs, and employing computer simulation and other quantitative tools and decision support systems to assist strategic and operational decision making. Topics include: quality management, capacity management, process design, facility location, layout, production planning, and manufacturing philosophies such as group technology, the theory-of-constraints, and just-in-time. Prerequisite: MBA 508. Cr 3.

#### **MBA 676 Forecasting for Business Decision Making**

This course treats both the quantitative and qualitative aspects of forecasting for business decision making. With the help of PC-based software, tools and techniques for short, medium, and long-range forecasting are developed conceptually and exercised. Emphasis is placed upon developing the students' ability to apply this subject matter to situations relevant to their own work environments. Prerequisites: MBA 508. Cr 3.

#### **MBA 677 Advanced Topics in Quantitative Analysis**

This course introduces and applies advanced tools, techniques, and perspectives drawn from operations research and statistics. While conceptual frame-

works are developed and mathematical foundations are presented, emphasis is placed upon developing the students' ability to identify, formulate, and solve complex real-world business problems. Prerequisites: MBA 508. Cr 3.

#### **MBA 691 Independent Study**

Selected topics in the areas of business and/or administration may be studied and researched on an independent basis. Enrollment is normally limited to M.B.A. degree candidates. Prerequisites: permission of the instructor and the director of graduate programs. Cr 1-3.

#### **MBA 695 Internship**

This internship education course is described in the preceding text. Prerequisites: completion of foundation courses, 3.0 GPA or higher, and permission of the instructor and M.B.A. director. Enrollment

is normally limited to M.B.A. majors who have not completed their degree requirements. A maximum of three credits of MBA 695 may be used toward the degree. Cr 1-3.

#### **MBA 698 Practicum**

This course is organized around projects provided by organizations in the southern Maine business community. Working with a faculty coach, teams of three to five MBA students work in organizations as consultants. The student teams analyze their assigned projects and recommend courses of action. Business leaders help with the identification of problems and evaluate the team's analysis and recommendations. In addition, students attend discussion sessions designed to allow all the teams to discuss with and seek advice from other teams. This course is usually taken in a student's final semester. Cr 3.

## **Center for Business and Economic Research**

*Director:* Bruce H. Andrews

*Associate Director:* Charles Colgan

*Senior Research Associates:* Aiello, Andrews, Artz, Colgan, Grover, Hillard, Jensen, Smoluk, Voyer; *MBI Editors:* Colgan, Donahue

The Center for Business and Economic Research (CBER) was originally formed in 1974 as an EDA University Center, and now serves as a conduit for bringing the expertise and skills of faculty from the School of Business, the Muskie School, and other academic units at USM, to the challenges and opportunities facing the public and private sectors in Maine. As a joint center managed by the Business School and the Muskie School, CBER is dedicated to helping the state prosper.

Supported by both public and private sources, the Center offers applied research and technical assistance services to Economic Development Districts, profit and nonprofit organizations, and individuals. These services include: survey-based research, economic impact analysis, forecasting, strategic planning, program evaluation, statistical/quantitative analysis, simulation modeling, feasibility studies, risk management, market research, financial/economic modeling, and other forms of customized business/economic analysis. The Center also publishes *Maine Business Indicators*, a semi-annual newsletter focusing on School of Business activities as well as key business and economic issues facing Maine. CBER has created and now maintains an Internet-accessible database system characterizing the labor force in each of the 17 labor market regions covering the state of Maine. For additional information, contact the Center for Business and Economic Research, University of Southern Maine, P.O. Box 9300, Portland, ME 04104-9300, (207) 780-4187, [www.usm.maine.edu/cber](http://www.usm.maine.edu/cber).

## **Center for Entrepreneurship and Small Business**

*Director:* Valarie C. Lamont

In November 1996 the Board of Trustees of the University of Maine System approved the creation of the Center for Entrepreneurship and Small Business. Housed within the School of Business, the Center is simultaneously developing academic elective courses for undergraduate students and non-credit offerings to serve the needs of start-up and existing small businesses statewide. In partnership with the Heart of Maine, the Center sponsors the FastTrac business development program in Maine. The Center also sponsors participation in the Price-Babson Fellows Program at Babson College and hosts the Student Business Plan Competition. More information can be found on the Center's Web site at [www.usm.maine.edu/cesb](http://www.usm.maine.edu/cesb) or by con-

tacting the Center for Entrepreneurship and Small Business Office at the University of Southern Maine, 68 High Street, Portland, ME 04101, (207) 780-5919, <http://cree.usm.maine.edu>.

## **Institute for Real Estate Research and Education**

*Director:* Valarie C. Lamont

The Institute for Real Estate Research and Education was established to address the statewide education and research needs of the real estate community. The Institute consists of two centers: The Center for Real Estate Education (CREE) provides prelicensing and continuing education courses in real estate, appraisal, banking, and property management. Courses are delivered using a variety of formats, including live classroom, public television, video, computer, Internet, and correspondence courses. Real estate courses can be used for academic credit. The Center for Housing and Land Use was established in 1987 to conduct, disseminate, and promote research related to real estate issues in Maine and nationally. Research activities are undertaken at the local, county, regional, and state levels. Liaison is maintained with other government agencies, public and private associations, and other organizations which have an interest in public policy related to housing and land use. Persons interested in additional information may contact the Institute for Real Estate Research and Education, University of Southern Maine, 68 High St., Portland, ME 04101, (207) 228-8400, <http://cree.usm.maine.edu>.

## **Maine Small Business Development Centers**

*Director:* John R. Massaua; *Associate Director:* Alma H. Newell

Maine Small Business Development Centers (Maine SBDC) provide comprehensive business management training and information services to Maine's micro and small business community. The focus of the Maine SBDC is to assist in the creation and maintenance of viable micro and small businesses and the jobs these businesses provide. Established in 1977 and administered at USM, Maine SBDC staffs and operates a network of service centers and outreach offices throughout the state.

Maine SBDC is a partnership program of the U.S. Small Business Administration (SBA) in association with the SBA/SBDC, the Maine Department of Economic and Community Development (DECD), USM's School of Business, and leading economic and/or community development hosting organizations.

To learn more about how the Maine SBDC helps small businesses develop and grow, visit the Maine SBDC Web site at [www.maine.sbdc.org](http://www.maine.sbdc.org) or call (207) 780-4420. The Maine SBDC statewide and administrative offices are located on the USM Portland campus at 68 High Street. The mailing address is P.O. Box 9300, Portland, ME 04104-9300.

# College of Education and Human Development

*Dean:* Betty Lou Whitford

*Director of Center for Educational Policy, Applied Research and Evaluation:* David L. Silvernail; *Director of Professional Development Center:* George C. Lyons; *Director of Southern Maine Partnership:* Lynne Miller

Graduate Admissions, 128 School Street, Gorham, Maine 04038  
Center for Educational Policy, Applied Research, and Evaluation, 119 Bailey Hall, Gorham, Maine 04038  
Professional Development Center, 305 Bailey Hall, Gorham, Maine 04038  
Southern Maine Partnership, 128 School Street, Gorham, Maine 04038

Education today occurs in a dynamic and demanding arena with many external pressures—financial constraints, public concern about the quality of life and learning in schools, changes in family lifestyles, and demands for services to meet the needs of various populations. For professionals in schools and human service agencies, this context calls for a unique combination of initiative and responsiveness as well as careful reflection on purposes and strategies. Such a setting highlights the importance of the professional as a lifelong learner.

Since the introduction of graduate courses in 1964, the College of Education and Human Development has been engaged in developing programs of study that prepare educators and human development practitioners for America's future. The College and allied programs in art, music, and applied science at the University of Southern Maine prepare professionals for teaching, counseling, school psychology, administration, and teacher leadership. The content knowledge, skills, and understandings needed for these areas form the heart of our programs. Common to all of these fields is an emphasis on connections and partnerships, reflection and critical inquiry, diversity, and performance assessment.

USM's College of Education and Human Development degree programs are accredited by the National Council for Accreditation of Teacher Education (NCATE), the Council for Accreditation of Counseling and Related Education Programs (CACREP), the Council on Rehabilitation Education, and the National Association of School Psychologists (NASP).

## *Graduate Programs*

The College of Education and Human Development offers degrees and certificate programs in the following areas:

### **Adult Education**

Master of Science in Adult Education  
Certificate of Advanced Study in Adult Learning

### **Counselor Education**

Master of Science in Counselor Education  
Substance Abuse Counseling Certificate  
Mental Health Rehabilitation Technician/Community Certificate  
Certificate of Advanced Study in Counseling

### **Educational Leadership**

Master of Science in Education in Educational Leadership  
Assistant Principal Certificate  
Athletic Administrator Certificate  
Middle Level Education Certificate  
Certificate of Advanced Study in Educational Leadership

### **Literacy Education and English as a Second Language**

Master of Science in Education in Literacy Education  
Literacy Certificate  
Certificate of Advanced Study in Literacy Education

Master of Science in Education in Literacy Education with a concentration  
in English as a Second Language  
Certificate of Advanced Study in English as a Second Language

**School Psychology**  
Master of Science in School Psychology

**Special Education**  
Master of Science in Special Education

**Teacher Education**  
Extended Teacher Education Program (ETEP)  
Master of Science in Education in Teaching and Learning

## ***College of Education and Human Development Departments***

The College of Education and Human Development is made up of the following departments:

### **Department of Human Resource Development**

*Chair:* John M. Sutton, Jr.

**Adult Education**—*Professor:* Brady; *Associate Professor:* Atkinson; *Assistant Professor:* Larson; *Lecturer:* Day

**Counseling**—*Professors:* Fall, Murphy, Sutton, VanZandt; *Associate Professors:* Katsekas, Stevens; *Instructor:* Bernacchio

**School Psychology**—*Professor:* Steege; *Assistant Professor:* Brown-Chidsey

The Department of Human Resource Development aims to improve the individual practices of human services professionals and to enhance school, community, organizational, and agency practices through education, research, and public service.

Three graduate programs are offered by the Department: adult education, counselor education, and school psychology. The adult education program offers concentrations in adult development, training and development, educational gerontology, community/international education, teaching adult learners, student affairs in higher education, public school adult education director certification, and self-designed. The counselor education program offers specialties in school counseling, rehabilitation counseling, and clinical mental health counseling. Certificate of Advanced Study Programs in adult learning and counseling are also available.

### **Department of Professional Education**

*Chair:* James Curry

**Educational Leadership**—*Professors:* Capelluti, Miller, Silvermail; *Associate Professors:* Barnes, Broyles, Goldsberry; *Assistant Professors:* Beaudry, D. Wood; *Clinical Lecturer:* Nye

**Industrial Education**—*Associate Professors:* Nannay, Zaner

**Literacy Education**—*Professors:* O'Donnell, M. Wood; *Associate Professor:* Amoroso; *Adjunct Assistant Professor:* Bouchard; *Clinical Lecturer:* Enrico

**Special Education**—*Associate Professor:* Curry; *Assistant Professors:* Washburn, Whitney-Thomas

The Department of Professional Education provides initial educational and professional development opportunities to new and current educators. The Department offers programs in three areas of study: educational leadership, literacy education, and special education. Within educational leadership, the Department offers a master's degree, three certificate programs, and a certificate of advanced study. The master's program is divided into three areas: administration, for certification as a school principal; administration, for certification as a director of special education; and teacher leadership. Within literacy, the Department offers a master's degree with the option of a concentration in English as a second language, a literacy certificate program, and certificates of advanced study in literacy education and in English as a second language. Within special education, the Department offers a master's degree that includes concentrations in elementary education, secondary education, and education of gifted and talented learners.

## Department of Teacher Education

*Director:* Ken Jones

*Chair:* Nancy Austin

*Professors:* Kimball, Whitford; *Associate Professors:* Austin, Colucci, Davis, Jones, Kissen; *Assistant Professors:* Fallona, Kuech, Ross, Shank; *Clinical Lecturer:* Canniff

The Department of Teacher Education provides a teacher education program in the context of a rapidly changing profession. The Extended Teacher Education Program (ETEP) is a nationally recognized, post-baccalaureate, teacher certification program which includes an intensive nine-month internship; completion of certification requirements; and optional completion of a master's degree in teaching and learning.

### ***Admission to the Master's Degree Programs***

College of Education and Human Development graduate programs seek candidates whose baccalaureate degree program, scholastic achievement, interest, motivation, and personal recommendations are indicative of success in graduate studies and the chosen profession. To be eligible for admission to a graduate education program, an applicant must meet the following requirements: hold a baccalaureate degree from an accredited institution; have earned a cumulative grade point average of 2.5 (on a 4.0 scale) in a baccalaureate degree program; and have earned a score of at least 550 on the paper-based Test of English as a Foreign Language (TOEFL) or 213 on the computer-based TOEFL for students whose native language is not English.

Applicants who do not have a 2.5 overall grade point average must enclose a letter asking for special consideration, in which they provide evidence of an ability to complete graduate studies successfully. Without such a letter, applicants who fail to meet eligibility requirements may be automatically denied. Special admission requirements are listed for some programs. Please consult the following pages for details.

Candidates should submit all application materials to the Office of Graduate Admissions, 128 School Street, Gorham, ME 04038 by the application deadline.

Application materials must include:

- a) One completed copy of the Application for Admission to Graduate Study, including an essay on a topic specified by the program, and an application fee of \$50.00 (nonrefundable);
- b) Official transcripts of all previous college or university work sent directly from the awarding institution;
- c) Three letters of recommendation. These should be from persons in a position to judge the applicant's academic preparation and ability to pursue graduate and professional work;
- d) Official scores on the MAT or the GRE, taken within five years of application sent directly from the testing service; this requirement applies to all CEHD programs except ETEP (see ETEP application handbook). This requirement is waived for applicants already holding a graduate degree.

In extenuating circumstances, applications completed after the deadline may be reviewed for admission on a space-available basis.

### ***Admission to Certificates of Advanced Study (CAS)***

Criteria for admission include successful completion of a master's degree, strong recommendations, documentation of excellent written communication skills, and clarity and strength of professional goals.

Candidates for admission to the CAS programs must file the following materials with the College postmarked by the application deadline. All application materials should be submitted to the Office of Graduate Admissions, 128 School Street, Gorham, ME 04038. Applications materials must include:

- a) One completed copy of the CAS application form, including an essay (see d on next page), and a \$50.00 nonrefundable application fee;
- b) Official copies of college/university transcripts from all previous graduate coursework;
- c) Three letters of recommendation attesting to the applicant's knowledge of current scholarship, capacity to connect theory and practice in posing and solving educational problems, achievement of excellence in educational prac-

tice, and demonstrated capability and motivation to engage in advanced graduate study;

- d) A brief essay (500-750 words) which includes the applicant's reason(s) for pursuing advanced graduate study; the proposed focus of the applicant's program, including specific courses if known; and an explanation of how the proposed program fits the applicant's personal and professional goals.

## ***Admission to Certificate Programs***

Criteria for admission include successful completion of a bachelor's degree and relevant professional experience. To earn a certificate, students must complete 75 percent of the required coursework at USM, and earn a grade of B (3.0) or better in each course. Candidates for admission must submit:

- a) Application for Certificate Program, including \$20.00 nonrefundable application fee;
- b) Official transcript from bachelor's degree granting institution;
- c) Up-to-date résumé.

Credits earned through enrollment in a certificate program are transferrable to the respective graduate programs under the transfer credit policies outlined below. However, acceptance to a certificate program does not constitute acceptance to a master's or certificate of advanced study program. Applications for degree status must be made under separate cover under the guidelines above.

## ***Application Deadlines***

Master's Degree Programs	
Adult Education	February 1 and September 15
Counselor Education	February 1
Educational Leadership	February 1 and September 15
English as a Second Language	February 1 and September 15
Literacy Education	February 1 and September 15
School Psychology	December 30
Special Education	February 1 and September 15
Teacher Education	
Extended Teacher Education Program (ETEP)	January 8 (target date)
Certificates of Advanced Study	February 1 and September 15
Certificates	Rolling; April, August, October

## ***Admissions Appeals***

Applicants may appeal an admissions decision by submitting a written appeal to the department chair for the appropriate program within 30 days of notification of rejection. The appeal will be reviewed by the appropriate program faculty and the chair will notify the applicant of action taken on the appeal. Should the applicant wish to pursue the appeal process further, a written appeal should be submitted to the dean of the College of Education and Human Development. Further appeals may be made to the associate provost and dean of Graduate Studies.

## ***Graduate Assistantships***

A limited number of graduate assistantships are available for graduate students. Assistants must carry a minimum of six credit hours per semester. Duties may involve teaching, research, advising, office administration, and supervision of students/interns. Applications for assistantships are available from the Office of Graduate Admissions, 128 School Street. The recommended application deadline is April 1.

## ***Graduate Scholarships***

The College of Education and Human Development has limited tuition scholarships available for continuing CEHD graduate students. Awards are based on academic merit, professional promise, and financial need. Recipients must be currently matriculated students or applicants intending to take six or more credits per semester during the following year. Applications for graduate scholarships are available each January from the Office of Graduate Admissions, 128 School Street, and are due February 1.

## ***Admission and Academic Policies***

In addition to the general policies described in the Academic Policies chapter of this catalog, specific policies for education programs are as follows:

**Transfer Credit** A maximum of six credit hours may be approved as transfer credit, provided these credits were earned no more than three years prior to matriculation and grades of B or better were received. Additional transfer credit may be approved by the appropriate program chair in exceptional circumstances, in-

cluding certificate program courses. Graduate students in master's level programs at other universities may transfer into our programs, bringing some or all of their credits with them if the program from which they are transferring is an approved program from an accredited university. Requests for transfer courses must be included on the graduate application, and will be considered on a course-by-course basis at the time of admission. Additional transfer policies may be listed under individual programs.

*Admission Credit* A maximum of six credits taken during the semester of application may be approved by the appropriate department chair for admission credit. These are in addition to transfer credits. In exceptional cases, students may petition to have additional credits accepted, upon admission to a program.

*Undergraduate Credits* Graduate credit will not be given for courses taken to fulfill undergraduate degree requirements. Any other advanced undergraduate-level courses must be approved in advance by appropriate College of Education and Human Development graduate faculty if those credits are to be applied to fulfill graduate program requirements.

*Course Waivers* Should a student wish to waive course requirements or request course substitutions, he or she must contact their faculty advisor to work out program changes. No more than six hours of academic credit may be waived or substituted. Waived courses must be substituted with elective credits.

*Comprehensive Examination/Portfolio/Practicum/Capstone Project* All degree students must complete a comprehensive examination/portfolio/practicum/capstone project that will assess the student's breadth and depth of knowledge of the program field. Please consult each program of study for specific information regarding comprehensives, portfolios, practica, or capstone projects.

Degree students will have an opportunity to receive an examination briefing at least two weeks prior to the examination date, and the criteria to be used in evaluating the examination will be available in written form. In addition, students have the right to receive an explanation of the examination results.

*Master's Thesis* A degree student may earn up to six credit hours for completing a master's thesis. Students are encouraged to consult with their faculty advisor regarding thesis requirements.

*Teacher Education Program Policy* The faculty of the College of Education and Human Development reserve the right to accept and retain only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, maturity, and personal suitability for teaching. The program maintains the ability to change admission and/or program requirements as needed to meet changes in state certification standards.

*Governance* The Executive Council, comprised of Department chairs and selected faculty and staff from the College, is the governing body for program review and evaluation for all advanced level professional education programs at USM. The Teacher Education Council, comprised of deans, department chairs, faculty, and school representatives from all programs offering initial teacher preparation, is the governing body for program review and evaluation for initial level teacher education programs at USM.

## *Technology Standards*

### *Recommended Entry Standards for Students in CEHD*

In order to engage successfully in program and department communication and in course learning activities, students should be able to:

- operate a computer system in order to use software successfully
- use e-mail communication applications, e.g., attachments, nicknames, signature; sending, replying, forwarding; cutting and pasting from documents; utilizing a listserv; organizing messages
- access and use appropriate library databases
- use word-processing productivity tools
- access and use the World Wide Web
- use remote access to University (if applicable)

Students admitted into programs in CEHD who need further training in any of the above areas should use the following resources for computer support:

USM computer workshops (call 780-4029 for more information)



USM Extension workshops (call 780-5900)  
USM computer labs (Portland, Gorham, and Lewiston-Auburn College campuses)  
USM HELP!Desk: 780-4029

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## Master of Science in Adult Education

The master of science in adult education is the only graduate program of its kind in northern New England. Established in 1972 to meet the region's need for trained public school administrators of adult education programs, the program today prepares educators for a variety of human resource development roles in all types of organizational and community settings. Today's students are also educators in non-school settings—hospitals, recreation agencies, businesses, and human service organizations. Most seek professional competence and recognition for a position currently held. Usually, the student is a professional with credentials in a specified field such as nursing, social work, counseling, criminal justice, or education and now practices that profession through an adult educator role. These roles include those of trainer, teacher, staff development specialist, program designer, or organizational change agent. Other students contemplate career change or entry and see adult education as a versatile field with strong growth potential.

### *Special Admission Requirements*

In place of the standard essay required on the graduate application, candidates should provide a 3-5 page narrative, which addresses the following topics:

- a) relevant educational and experiential background;
- b) reasons for wanting to be in a helping profession;
- c) commitment to pursuing a career in adult education;
- d) reasons for seeking admission to the program;
- e) a statement of personal philosophy;
- f) a statement of personal strengths and weaknesses.

The narrative will be evaluated in terms of clarity of expression, grammatical construction, and other facets of English composition, as well as the quality of responses.

The admissions process requires a formal interview. Candidates to be interviewed will be selected on the basis of the above information. During the interview, issues relating to the following topics will be covered: a) self-awareness; b) awareness of social issues; c) awareness of others as persons; d) communication skills; and e) commitment to the field.

Graduate students in master's level adult education programs at other universities may transfer into the program if they take their final 12 hours, including directed study or internship and graduate seminar, in USM's adult education program. A maximum of 9 credits in self-designed coursework may be counted toward this degree.

### *Program Requirements*

The master of science in adult education requires 42 credits of coursework. Students must also submit a professional portfolio to complete the degree.

#### Basic Core (12 credits)

HRD 600	History and Philosophy of Adult Education
EDU 600	Research Methods and Techniques
HRD 604	Self-Directed Education: Orientation
HRD 605	Self-Directed Education: Review and Focus
HRD 606	Self-Directed Education: Comprehensive Exam
HRD 631	The Adult Learner
HRD 643	Multicultural Adult Development

#### Middle Core (12 hours required from the following)

HRD 601	Marketing Training and Adult Education
HRD 630	Facilitating Adult Learning
HRD 632	Program Development in Adult Education and Human Resource Development
HRD 633	Managing Adult Education and Human Resource Development

HRD	634	Using Technology in Education
HRD	667	Action Research and Evaluation Methodologies
HRDX	638	Program Evaluation
HRD	639	The Heart of Teaching
One of the following three counseling courses may be taken as 3 credits toward the middle core:		
HCE	620	Fundamentals of Counseling Theories
HCE	621	Fundamentals of Counseling Skills
HCE	626	Group Process and Procedures

#### Field-Based Practice Courses (3 credits, choose one)

HRD	687	Internship in Adult Education and Human Resource Development <b>or</b>
HRD	698	Directed Study in Human Resource Development

#### Concentration Courses (9 credits, see below)

##### Senior Course (3 credits)

HRD	649	Seminar in Adult Education and Human Resource Development
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##### Elective (3 credits)

HRD	699	Independent Study in Human Resource Development
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#### Concentrations (3 courses, 9 credit hours)

##### 1. Adult Development

HRDX	552	Mysticism and Human Development
HRD	558	Summer Institute in Educational Gerontology: Aging and Life Review
HRD	643	Multicultural Adult Development
HRD	664	Culture, Tradition, and Diversity
HRD	693	Life Stories and Personal Mythmaking

##### 2. Community Education

EDU	560	ESL Classroom Teaching Practices
EDU	561	Aspects of the English Language
EDU	562	Linguistic and Cultural Diversity in the Classroom
HRD	637	Community Education
HRD	646	International Adult Education

##### 3. Educational Gerontology

HRD	557	Gerontology for Educators
HRD	558	Summer Institute in Educational Gerontology: Aging and Life Review
HRD	559	Summer Institute in Educational Gerontology: Aging, Death, and Bereavement

##### 4. Public School Adult Education Director Certification

EDU	678	School Law
EDU	679	Evaluation and Supervision of School Personnel
EDU	683	School Finance

Note: This concentration requires a variation in the basic and middle core requirements; please consult with your advisor.

##### 5. Student Affairs in Higher Education

HRD	555	Introduction to Student Affairs in Higher Education
HRD	556	Summer Institute in Special Topics

Note: This concentration requires a variation in the basic and middle core requirements; please consult with your advisor.

##### 6. Teaching Adult Learners

HRD	630	Facilitating Adult Learning
HRD	634	Using Technology in Education
HRD	639	The Heart of Teaching

##### 7. Training and Development

HCE	604	Career Development
HRD	635	Training and Staff Development

HRD 640	Human Resource Development in Organizational Settings
HRD 647	Work and Learning Institute
EDU 671	Organizational Behavior
8. Self-Designed	

## Certificate of Advanced Study in Adult Learning

The certificate of advanced study program in adult learning is designed for the experienced educator—teacher, counselor, administrator, program planner, or policy maker—who works with adults in any educational setting, or seeks to explore the use of adult learning strategies as an alternative educational approach for working with younger learners. The 30-credit program emphasizes personal learning as a central theme, both as an approach to educator development and as a set of concepts and tools for working with adults in schools, businesses, social service agencies, hospitals, and other community organizations where adult education programs are planned and delivered. This is an individualized, flexible program which permits students to apply their learning to field-based projects.

### *Program Requirements*

#### Required Courses (9 credits)

EDU 660	CAS Seminar
HRD 600	History and Philosophy of Adult Education
HRD 631	The Adult Learner

The HRD courses will be waived for students who have a master's degree in adult education or who have taken them previously. These students will take 6 credits of advisor-approved coursework instead.

#### Electives (18 credits)

#### HRD 685 CAS Completion Project in Adult Learning (3 credits)

A field-based capstone project will be completed as one of the following: a field-based study; a public policy initiative; a publishable theory paper; or a personal learning curriculum for adults. Students will present their projects in a seminar of faculty and peers.

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## Master of Science in Counselor Education

Within the area of counselor education, the College offers a master's degree, certificate programs, and a certificate of advanced study. The master of science in counselor education degree provides its graduates with the counseling knowledge and skills used in school, clinical, mental health, and rehabilitation settings. Students study human development and behavior, individual counseling theory, group theory and dynamics, research methodology, and psychological measurement and evaluation, in addition to courses in individual specialties—school counseling, clinical mental health counseling, and rehabilitation counseling. The Mental Health Rehabilitation/Community Certificate Program may be taken independently of the master's degree. The certificate of advanced study in counseling is a post-master's program for current counselors who are interested in pursuing advanced coursework.

The mission of the counselor education program is to prepare counselors for ethical practice. The program prepares its graduates to act as facilitators of change in the lives of individuals at all developmental levels. By modeling high standards of professionalism and offering a foundation of knowledge, skills, self-awareness, and practice, the program aspires to prepare counselors of the highest quality to work in schools, mental health agencies, businesses, hospitals, rehabilitation organizations, private practice, and other settings.

### *Program Description*

The master's program in counselor education provides students with counseling knowledge and skills used in school, agency, private practice, and rehabilitation settings. Students study human development and behavior, individual counseling theory and skills, group theory and dynamics, research methodology, psy-

chological measurement and evaluation, as well as courses in the individual specialty areas of school counseling, clinical mental health counseling, and rehabilitation counseling. Program training includes traditional university-based courses, distance education, and clinical instruction. The program provides an integrated and conceptually sound framework of knowledge, skills, and self awareness as a foundation for ethical practice in the fields of counseling and rehabilitation. In addition, the program provides leadership for the counseling profession at the state, regional, and national levels.

Students in the counselor education program will be able to:

1. demonstrate knowledge of core curriculum.
2. demonstrate an integration and application of their knowledge and skills in the specialty areas in counseling (school, clinical mental health, and rehabilitation).
3. demonstrate knowledge and skills in addressing issues of diversity
4. apply individual and group counseling skills and techniques
5. reflect on their personal and professional strengths, weaknesses, abilities, and challenges to identify professional development needs.
6. analyze and apply relevant technologies for the growth and practice of counseling and rehabilitation.

The master of science in counselor education degree is divided into three specialty areas: school counseling, clinical mental health counseling, and rehabilitation counseling. Depending on the specialty area, the counselor education program requires 48-60 credit hours of coursework, which includes core courses, required specialty courses, and electives. In addition to coursework, each student must successfully complete the Counselor Preparation Comprehensive Examination (CPCE).

The counselor education program holds accreditation from the Council for the Accreditation of Counseling and Related Education Programs (CACREP) for the clinical mental health and school counseling specialties, and from the Council on Rehabilitation Education for the rehabilitation specialty.

### *Special Admission Requirements*

In addition to the general requirements of the College, candidates to the master's program should provide a narrative, preferably typed, in the form of an autobiography that relates the applicant's experiences that have led to an interest in counseling and application to the counselor education program. It should be limited to three typewritten, double-spaced pages which will be evaluated in terms of clarity of expression, grammatical construction, and other facets of English composition, as well as the quality of responses.

The admissions process requires a formal interview. Candidates to be interviewed will be rated on three areas of personal criteria: a) understanding of and commitment to the counseling field; b) self-awareness; and c) thinking skills/decision making ability. As part of the interview, applicants will be required to provide a brief, spontaneous writing sample.

Graduate students in master's level counseling programs at other accredited universities may transfer into the program if they take their final 21 hours, including the internship requirement, in USM's counselor education program.

## **I. School Counseling Specialty**

The school counseling specialty requires a total of 54 credit hours of coursework. Upon completion, students are eligible for certification from the Maine Department of Education in the area of school guidance and counseling, levels K-12. Certified graduates are qualified to become employed in elementary, middle, and secondary schools in Maine. Students are trained to become specialists in the planning and delivery of comprehensive developmental school counseling programs that reflect current research and validated paradigms. Graduates of this specialty are eligible to sit for the National Counselor Examination. The school counseling specialty holds accreditation from the Council for the Accreditation of Counseling and Related Education Programs (CACREP).

### *Program Requirements*

#### Core Courses (33 credits)

HCE 500	Orientation to the Counseling Profession
HCE 604	Career Development
HCE 605	Psychological Measurement and Evaluation
HCE 620	Fundamentals of Counseling Theories
HCE 621	Fundamentals of Counseling Skills
HCE 626	Group Process and Procedures
HCE 627	Group Counseling
HRD 664	Culture, Tradition, and Diversity
HRD 668	Human Development
HCE 690	Individual Counseling Practicum
EDU 600	Research Methods and Techniques

#### Required Specialty Courses (15 credits)

HCE 607	School Guidance Programs and Services
HCE 609	The Practice of School Counseling
HCE 622	Counseling Children and Adolescents
HCE 686	Internship in Counselor Education (6 credits - 600 hours)

#### Electives (6 credits)

## **II. Clinical Mental Health Counseling Specialty**

The clinical mental health counseling program requires a total of 60 credit hours of coursework. The program offers students a comprehensive array of studies which integrates the historical, philosophical, societal, cultural, economic, and political dimensions of the mental health and human service system with the roles, functions, skills, and professional identity of clinical counselors. Coursework will focus on the diagnosis, treatment, and prevention of mental and emotional disorders, and the general principles and practices for the promotion of optimal mental health. During the final portion of their coursework, students will intern under the supervision of a licensed mental health worker. An individual graduating from this specialty will be eligible to sit for the National Counselor Examination (NCE) and prepared to be licensed as a clinical professional counselor (LCPC) in Maine. The clinical mental health counseling specialty holds accreditation from the Council for the Accreditation of Counseling and Related Education Programs (CACREP).

### *Program Requirements*

#### Core Courses (33 credits)

HCE 500	Orientation to the Counseling Profession
HCE 604	Career Development
HCE 605	Psychological Measurement and Evaluation
HCE 620	Fundamentals of Counseling Theories
HCE 621	Fundamentals of Counseling Skills
HCE 626	Group Process and Procedures
HCE 627	Group Counseling
HRD 664	Culture, Tradition, and Diversity
HRD 668	Human Development
HCE 690	Individual Counseling Practicum
EDU 600	Research Methods and Techniques

#### Required Specialty Courses (18 credits)

HCE 640	Professional Issues for Mental Health Counselors
HCE 644	Crisis Intervention
HCE 645	Diagnosis and Treatment Planning
HCE 686	Internship in Counselor Education (9 credits - 900 hours)

#### Electives (9 credits)

### ***Substance Abuse Counseling Certificate***

For those persons interested in working in the area of substance abuse, the counselor education program offers coursework which will enable students to obtain a Certificate in Substance Abuse Counseling within their master's degree. This expertise is available as part of the clinical mental health counseling specialty. Students who complete this certificate as part of their master's degree meet all

academic requirements necessary to become a licensed alcohol and drug counselor (LADC) in Maine. The following courses are required for the certificate:

HCE 642	Perspectives on Chemical Dependency
HCE 643	Psychopharmacology and Substance-Related Disorders
HCE 644	Crisis Intervention
HCE 650	Basic Concepts of Systems Theory and Family Therapy
HCE 686	Internship in Counselor Education (6 credits - 600 hours in an in-patient/out-patient substance abuse treatment facility)

### III. Rehabilitation Counseling Specialty

The master's program in rehabilitation counseling is intended to promote quality rehabilitation services to persons with disabilities through the education of rehabilitation professionals, providing services to rehabilitation organizations, and sponsorship of rehabilitation-related research and training. The graduate program's primary goal is to help students acquire the basic foundation, knowledge, skills, and experiences necessary to enter the profession of rehabilitation counseling and practice effectively as rehabilitation counselors.

The program's mission is achieved through pursuit of the following objectives: To teach students the basic philosophic tenets of rehabilitation, specifically:

- a) the value, worth, dignity, and capabilities of all people;
- b) the right of all people to full societal participation with individuals in settings of their choice;
- c) the treatment of persons with disabilities as equal partners in the rehabilitation process;
- d) the emphasis on societal, community, and professional change as much as individual change;
- e) the importance of hope, individual capacity, community inclusion, support, and education; and
- f) the adherence to the Code of Professional Ethics for Rehabilitation Counselors.

To provide the practical knowledge and skills so that students become competent rehabilitation counselors in a wide variety of settings through:

- a) the use of class and community experiences to acquaint students with rehabilitation philosophies, methods, and organizations;
- b) the exposure to varied, experiential and field-based learning in rehabilitation counseling.

To offer services, training, and research to area rehabilitation agencies, consumer groups, and professional organizations through faculty and students:

- a) participation on local professional and consumer boards and committees;
- b) presentation at local and regional conferences;
- c) provision of local in-service training and consultations.

This program is designed to provide students with the basic competencies to provide rehabilitation counseling to a broad range of individuals with disabilities in a variety of settings, such as state vocational rehabilitation facilities, independent living centers, rehabilitation hospitals, employment assistance programs, private industry, the veteran's administration, and private-for-profit rehabilitation companies. The rehabilitation counseling specialty holds accreditation from the Council on Rehabilitation Education (CORE).

The rehabilitation counseling specialty requires a total of 48 credit hours of coursework. This specialty focuses on the medical, psychological, vocational, and societal issues that surround people with disabilities and the practice of rehabilitation. Students are also offered practicum and internship experiences in community agencies that promote equity and empowerment of people with disabilities. Upon completion of their degree, students are eligible to take a national exam that qualifies them as certified rehabilitation counselors (CRC). Graduates of this specialty become employed in public, private, and nonprofit rehabilitation agencies in Maine and across the country.

Students interested in receiving training in psychosocial rehabilitation, which has direct application to current trends in mental health practice in Maine, should take HCE 614 Principles of Psychosocial Rehabilitation as one of their electives. Those who do are eligible to receive the MHRT/community certificate from the state of Maine upon completion of the degree program.

### *Program Requirements*

#### Core Courses (21 credits)

HCE 605	Psychological Measurement and Evaluation
HCE 620	Fundamentals of Counseling Theories
HCE 621	Fundamentals of Counseling Skills
HCE 626	Group Process and Procedures
HRD 668	Human Development
HCE 690	Individual Counseling Practicum
EDU 600	Research Methods and Techniques

#### Required Specialty Courses (21 credits)

HCE 610	Introduction to Rehabilitation Counseling and Services
HCE 611	Medical and Psychological Aspects of Disability and Rehabilitation
HCE 612	Disability and Family in a Multicultural Society
HCE 615	Vocational Counseling and Placement in Rehabilitation
HCE 619	Myth, Madness, and Mental Illness
HCE 686	Internship in Counselor Education (6 credits - 600 hours)

#### Electives (6 credits)

HCE 614 Principles of Psychosocial Rehabilitation is a required elective for students seeking MHRT/community certification.

### ***Mental Health Rehabilitation Technician (MHRT)/ Community Certificate***

The MHRT/community certificate program is especially suited for practitioners who work in the mental health system and desire training in psychosocial rehabilitation, and persons with prior graduate training who need flexible coursework to update their skills and knowledge in the psychosocial rehabilitation approach. Persons with a bachelor's degree and one year direct experience in the mental health field may apply for the five-course sequence. Applicants for the MHRT/community certificate program must call (207) 780-5316. In 2002 all MHRT certification levels were combined into a single MHRT/community certificate. The five-course program described below leads to the MHRT/community certification and can also lead to the new state employment specialist certificate.

HCE 610	Introduction to Rehabilitation Counseling and Services
HCE 611	Medical and Psychological Aspects of Disability and Rehabilitation
HCE 612	Disability and Family in a Multicultural Society
HCE 614	Principles of Psychosocial Rehabilitation
HCE 615	Vocational Counseling and Placement in Rehabilitation or
HCE 619	Myth, Madness, and Mental Illness

## **Certificate of Advanced Study in Counseling**

The certificate of advanced study (CAS) in counseling is designed to offer a broad range of professional development opportunities for practicing counselors. The overall goal of the certificate program is to enhance and enrich the counselor's educational foundation and to give focus to advanced knowledge and skills that will shape future professional practice. The CAS in counseling requires 30 credit hours of graduate coursework. Students will work cooperatively with faculty to design a certificate program that is substantive, developmental and focused, and may also take advantage of special certification options in counseling supervision, play therapy, substance abuse counseling, psychosocial rehabilitation counseling, and couple and family therapy.

### *Transfer Policy*

Students may not transfer courses that were part of a master's degree of fewer than 60 credits toward the CAS. Up to six post-master's graduate credits may be accepted by the CAS admissions committee, provided these credits were earned no more than three years prior to matriculation in the CAS and were completed with a grade of B or better.

Students may be able to apply up to 12 credits that were part a master's degree that required 60 or more credits toward the CAS. These courses must be directly

related to the student's proposed CAS program of study, provided these credits are approved by the counselor education program faculty and were completed with a grade of B or better.

### *Special Admission Requirements*

Candidates should have a master's degree in counseling and, preferably, two years of experience in professional practice. In addition to the general requirements of the College, candidates should provide a proposed plan of study for the CAS that includes:

- a) a brief autobiography, including the area of study in the master's degree and related experience, professional training, and credentials;
- b) overall goal to be accomplished through the program;
- c) future aspirations and professional development needs;
- d) proposed coursework, including a tentative list of courses or other curricular experiences.

### *Program Requirements*

EDU 660 CAS Seminar (3 credits)

Concentration (27 credits)

#### a) Self-Designed Concentration

27 credits, selected with the assistance of an advisor. Possible options include play therapy, substance abuse counseling, counseling supervision, and psychosocial rehabilitation counseling.

#### b) Concentration in Couple and Family Therapy

The certificate of advanced study in counseling with a concentration in couple and family therapy is a collaborative effort of Sweetser and the College of Education and Human Development. This program is designed to assist advanced-level clinicians to develop competence as couple and family therapists. The program requires 30 credit hours of graduate coursework. Courses are taught by Sweetser faculty, who have advanced-level specialty training in couple and family therapy and many years experience in both couple and family therapy practice and teaching. Students work collaboratively with faculty from both Sweetser and the College to design a course sequence that is substantive, developmental, and focused. The program is designed to be completed in two calendar years of part-time study and will assist clinicians seeking state licensure in marriage and family therapy. The courses are open to graduate students from other departments and to community clinicians wishing to enrich their educational foundation or to advance their theoretical knowledge and clinical skills.

#### CAS in Couple and Family Therapy

Required Courses (24 credits)

EDU 660	CAS Seminar
HCE 650	Basic Concepts of Systems Theory and Family Therapy
HCE 651	Diagnosis and Assessment from a Systems Perspective
HCE 655	Human Sexuality for Counselors
HCE 660	The Contemporary Family Life Cycle
HCE 663	Professional Seminar in Couple and Family Therapy
HCE 693	Practicum in Couple and Family Therapy (6 credits)

Elective Courses—At least two courses (6 credits) must be selected from the following:

HCE 652	Classic Models of Family Therapy
HCE 653	Postmodern Family Therapy Practices
HCE 657	Treating Children and Adolescents in Structural Family Therapy
HCE 658	Community-Based Models of Family Treatment
HCE 659	Therapy for the Contemporary Couple
HCE 661	The Impact of Trauma in the Family
HCE 662	Divorce and Remarriage
HCE 664	Advanced Topics in Structural Family Therapy
HCE 665	Current Concepts in Narrative Therapy
HCE 666	Advanced Practice in Couples and Sex Therapy



Portfolio—Students will develop a professional portfolio describing progress toward professional goals while in the CAS program. Seminars will be scheduled once each semester in which students who are in the last semester of their CAS program will summarize and share highlights of their programs and portfolios.

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## Master of Science in Education in Educational Leadership

The master of science in education in educational leadership focuses on the preparation of leaders for educational settings that promote equal learning opportunities for all students. The 39-credit program of study is designed to develop general leadership perspectives and specific technical skills for people assuming roles as principals, special education directors, curriculum coordinators, or teacher leaders.

The educational leadership program is divided into three areas of study: administration, for certification as school principal; administration, for certification as a director of special education; and teacher leadership. Graduates of the educational leadership program will be able to:

- a) evaluate research and use it as a tool to improve educational practice;
- b) analyze and understand teaching as a science, an art, and a craft and develop strategies for its improvement;
- c) plan, implement, and evaluate programs of instruction that promote learning for all students;
- d) establish clear learning standards and multiple forms of assessment of student learning;
- e) work effectively as a member of a team and as a collaborative change agent;
- f) demonstrate reflective practice tools, strategies, and habits of mind; and
- g) utilize appropriate communication when interacting with the internal and external environments.

In addition to these common outcomes, graduates of the administration strands leading to certification as a school principal or director of special education programs will be able to:

- a) understand the culture of schools, leadership theories, and the impact of the leadership function;
- b) assess school climate and culture and develop a positive organizational environment for adult and student learning;
- c) understand the politics of decision making and how to make decisions that promote the school-wide agenda for learning;
- d) fulfill the daily operations and management requirements of the principalship or directorship;
- e) understand legal constraints and precedents which dictate educational policy and practice;
- f) supervise and evaluate teacher performance and provide positive mechanisms for the improvement of practice;
- g) understand and apply knowledge about adult learning and teacher development.

The teacher leadership area of study prepares educators for roles as team leaders, staff development specialists, curriculum coordinators, and lead teachers. Students may enroll in a concentration leading to certification as a curriculum coordinator or middle level teacher in Maine. In addition to the common outcomes, graduates of the teacher leadership program will be able to:

- a) evaluate the societal values, trends, and issues that impact education;
- b) conduct classroom research using both qualitative and quantitative methods;
- c) demonstrate expertise in an area of concentration relevant to their own setting; and
- d) complete extensive action research projects drawing upon multiple resources and strategies.

### *Special Admission Requirements*

In addition to the general requirements of the College, applicants to the educational leadership program should provide evidence of strong overall undergraduate

ate performance; evidence of professional experience (with preference in the administration strand given to those candidates with three or more years of teaching and evidence of successful leadership experience in school settings); a well-written, thoughtful personal statement; recommendations from persons able to comment from direct knowledge of the applicant's potential for success as a building administrator, special education director, or teacher leader; and evidence of other related academic or professional experiences.

#### Program Requirements for Certification as a School Principal (39 credits)

EDU	600	Research Methods and Techniques
EDU	605	Testing and Assessment
EDU	603	Analysis of Teaching <b>or</b>
EDU	617	Teaching in the Middle Level School
EDU	604	Curriculum Development <b>or</b>
EDU	615	Middle Level Curriculum and Organization
EDU	670	Introduction to Administration
EDU	671	Organizational Behavior
EDU	672	Political Basis of Decision Making
EDU	677	Seminar in School Management
EDU	678	School Law
EDU	679	Evaluation and Supervision of School Personnel
EDU	680	Staff Development
EDU	685	Internship and Applied Research Project (two semesters, six credits)

#### Program Requirements for Certification as a Director of Special Education (39 credits)

EDU	600	Research Methods and Techniques
EDU	603	Analysis of Teaching
SED	618	Programming for Learners with Special Needs
SED	684	Administration in Special Education
EDU	671	Organizational Behavior
EDU	672	Political Basis of Decision Making
EDU	677	Seminar in School Management
EDU	678	School Law
EDU	679	Evaluation and Supervision of School Personnel
EDU	680	Staff Development
SED	682	Special Education Law: Conflict and Resolution
EDU	686	Internship in Special Education Administration (a six-credit, two-semester course)

#### Program Requirements for Professional Teacher in a Democratic Society (39 credits)

The teacher leadership area of study engages experienced teachers in thoughtful examination of the demands and rewards of teaching in a democratic society. Although the program may lead to certification as curriculum coordinator or other administrative roles, it is equally appropriate for the classroom teacher who simply wants to make a difference in her or his setting. In addition to the common elements listed above, graduates of the teacher leadership area (the Professional Teacher in a Democratic Society) will be able to:

- evaluate the societal values, trends, and issues that impact education;
- evaluate potential roles, responsibilities, and standards for professional teachers in a democratic society;
- develop culturally responsive strategies that foster inclusion and access for all students;
- assess both student outcomes and features of learning communities, using both qualitative and quantitative data;
- demonstrate expertise in an area of concentration relevant to their own settings; and
- complete extensive action research projects drawing upon multiple resources and strategies.

### Course Requirements

EDU 600	Research Methods and Techniques
EDU 601	Naturalistic Inquiry
EDU 603	Analysis of Teaching
EDU 605	Teaching, Learning, and Assessment
EDU 608	Curricular Contexts for Teaching in a Democratic Society
EDU 610	The Professional Teacher in a Democratic Society
EDU 680	Professional Learning in Schools

### Capstone (6 credits)

EDU 612	Practicum/Seminar
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### Concentration (12 credits)

#### Self-Designed Concentration

Students may design individual concentrations under the supervision and with the approval of their advisors.

### Curriculum Concentration

EDU 671	Organizational Behavior
EDU 679	Evaluation and Supervision of School Personnel
EDU 680	Staff Development

#### One additional curriculum course

#### One HCE or HRD course such as

HCE 626	Group Process and Procedures
HRD 631	The Adult Learner

Special education requirement met in undergraduate or inservice education.

### Middle Level Concentration

EDU 514	Improving Teaching in Content Areas through Literacy
EDU 615	Middle Level Curriculum and Organization
EDU 617	Teaching in the Middle Level School
EDU 619	Special Topics in Middle Level Education
HRD 669	Adolescent Development

Note: In order to earn middle-level endorsement, candidates must also complete 18 credit hours in each of two academic disciplines.

## ***Assistant Principal Certificate***

The assistant principal certificate program is designed to meet the state requirements for assistant principal certification in Maine and to provide a foundation for graduate work in educational administration. This 12-credit program consists of 4 courses:

EDU 670	Introduction to Administration
EDU 671	Organizational Behavior
EDU 678	School Law
EDU 679	Evaluation and Supervision of School Personnel
*EDUX 690	Introduction to Athletic Administration
*EDUX 691	Sports Law and Regulation Compliance

\*These courses will be offered every three years (2003-04; 2006-07; 2009-10)

Courses may be taken in any sequence. At the conclusion of the certificate program, students will not only have satisfied state requirements for a Maine assistant principal's certificate but will have completed a significant part of the entry and foundation coursework for a master's degree in educational leadership. In addition, they will receive USM certificates of program completion which can be cited on résumés and vitae. Although credits from the certificate program may be transferable to a master's program, students who wish to matriculate into a master's program must apply separately for admission.

## ***Athletic Administrator Certificate***

The athletic administrator certificate program is designed to prepare graduates for the responsibilities of the athletic administrator in middle and high schools in Maine. Students who complete the athletic administrator certificate program will not only have impressive graduate background in athletic administration, but will have satisfied the state course requirements for a Maine assistant principal's certificate. In addition, graduates will have completed a significant part of the entry and foundation coursework for a master's in educational leadership. Courses may

be taken in any sequence. Upon completion of the program, students will be awarded USM certificates for both athletic administration and the assistant principalship, which can be included on résumés and job applications. Upon submission of the USM transcript, the state office of certification will issue a state of Maine assistant principal certificate to candidates with appropriate professional prerequisites established by the state of Maine. Although 12 of the 18 credit hours earned in this program (indicated by asterisks below) can be transferred into a master's program, students who wish to matriculate into the master's program must apply separately for admission.

* EDU 670	Introduction to Administration
* EDU 671	Organizational Behavior
* EDU 678	School Law
* EDU 679	Evaluation and Supervision of School Personnel
EDUX 690	Introduction to Athletic Administration
EDUX 691	Sports Law and Regulation Compliance

### ***Middle Level Education Certificate***

The middle level education certificate program is designed to meet the professional knowledge certificate requirements for the middle level teacher endorsement in Maine and to provide a foundation for graduate work in middle level education. (Students seeking middle-level endorsement are also required to meet the academic content area requirements as established by the State.) This 12-credit program consists of 4 courses:

EDU 514	Improving Teaching in the Content Areas through Literacy
EDU 615	Middle Level Curriculum and Organization
EDU 617	Teaching in the Middle Level School
HRD 669	Adolescent Development

Courses may be taken in any sequence. At the conclusion of the certificate program, students will not only have satisfied the professional knowledge area state requirements for middle level teacher endorsement but will have completed a significant part of the coursework for the master's degree in educational leadership. In addition, they will receive USM certificates of program completion which can be cited on résumés and vitae. Although credits from the certificate program may be transferrable to a master's program, students who wish to matriculate into a master's program must apply separately for admission.

## **Certificate of Advanced Study in Educational Leadership**

The certificate of advanced study program in educational leadership is designed to meet the needs of practicing educators, including teachers, principals, curriculum directors, and superintendents, who are interested in pursuing advanced academic work in educational reform and leadership. The CAS requires 30 credit hours of graduate coursework beyond the master's degree, including an introductory seminar and a 3-6 credit capstone experience. Students engage in careful reading of research and scholarship, oral and written presentations, and applied projects. As a result of completing this program, students will have demonstrated: self-assessment and reflective practice tools, skills, and habits of mind; research design and methodological decision-making skills; advanced oral and written communication skills; knowledge of current scholarship in educational reform and leadership; and capacity for connecting theory and practice in posing and solving educational problems. Maine certification as a principal, assistant principal, or curriculum coordinator may be earned through the CAS program.

#### **Program Requirements**

EDU 660	CAS Seminar (3 credits)
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#### **Self-designed Concentration (21-24 credits)**

Graduate coursework may be taken in any existing graduate program within the College of Education and Human Development or USM's Muskie School of Public Service, School of Business, and College of Arts and Sciences or from other institutions, upon approval of the faculty advisor.

Capstone Project (3-6 credits)

Three capstone project options are available: EDU 612 Practicum/Seminar; EDU 685/686/687 Internship in Principalship/Special Education Administration/Supervision; or EDU 665 CAS Directed Study.

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## Master of Science in Education in Literacy Education

The master of science in education in literacy education provides students with a sound theoretical and empirical knowledge base relating to literacy acquisition. The purpose of the program is to enable students to become informed decision makers who are capable of designing and implementing appropriate up-to-date instruction in reading and writing at all levels. Students will acquire the knowledge and skills necessary to become effective advocates for improving literacy instruction in their schools. The program is designed for classroom teachers, literacy teachers, and other experienced educators whose primary responsibility is helping students to become competent users of language. This program requires 36 credit hours of coursework and successful completion of a comprehensive examination. For advising purposes, it is recommended that students take no more than two courses before applying to the program. Maine certification as a literacy specialist may be earned through this program.

### Program Requirements

#### First Tier Courses (15 credit hours)

EDU 511	Children's Literature <b>or</b>
EDU 513	Adolescent Literature
EDU 560	ESL Classroom Teaching Practices <b>or</b>
EDU 562	Linguistic and Cultural Diversity in the Classroom
EDU 600	Research Methods and Techniques
EDU 620	Reading Development and Instruction
EDU 626	The Writing Process

#### Second Tier Courses (12 credit hours)

EDU 514	Improving Teaching in Content Areas through Literacy
EDU 521	Electronic Literacy in Education
EDU 607	Teacher Research in Literacy
EDU 621	Literacy Problems: Assessment and Instruction
EDU 622	Designing and Managing Literacy Instruction, PS-3 <b>or</b>
EDU 630	Designing and Managing Literacy Instruction, 4-8

#### Third Tier Courses (9 credit hours)

EDU 634	Seminar in Literacy Research
EDU 639	Practicum in Literacy Education (6 credits)

Students are advised, in general, to take first tier courses before second tier courses, and to take third tier courses last. Within each tier, the order of courses taken does not matter. Each tier builds on previously taken courses, and upper level courses often have prerequisites.

### *Concentration in English as a Second Language*

The master of science in education in literacy education with a concentration in English as a second language (ESL) provides students with the knowledge base related to language acquisition by English language learners (ELLs). The emphasis is on literacy development in the second language. The program provides classroom practitioners with the skills needed to assess language and implement instruction to improve learners' proficiency for competent second language use.

### Program of Study (36 credits)

EDU 514	Improving Teaching in Content Areas through Literacy
EDU 559	Aspects of Reading for Multilingual Learners
EDU 561	Aspects of the English Language*
EDU 562	Linguistic and Cultural Diversity in the Classroom*
EDU 563	ESL Testing and Assessment*
EDU 600	Research Methods and Techniques

EDU 607	Teacher Research in Literacy
EDU 620	Reading Development and Instruction*
EDU 626	The Writing Process*
EDU 635	Seminar in Second Language Literacy
EDU 639	Practicum in Literacy Education (6 credits)

State endorsement in ESL requires prior professional teacher certification as well as coursework in ESL instruction. The master's degree in literacy education with an ESL concentration does not qualify graduates for Maine literacy specialist certification.

\*These courses meet state requirements and should be selected with the guidance of an advisor. Further information on the ESL concentration and courses may be obtained from the program coordinator.

## ***Graduate Certificate in Literacy***

The literacy certificate program is offered to accommodate teachers and special education teachers, educational technicians, and other holders of baccalaureate degrees who do not want to complete all of the requirements for a master's degree but who wish to obtain a basic background in literacy. Students who complete program requirements receive official transcript recognition of their work and a certificate from the literacy education program attesting to their completion of coursework in reading and writing instruction. Holders of the certificate have the competencies and proficiency levels needed to plan effective literacy instruction for their students. Although credits from the certificate program may be transferable to a master's program, students who wish to matriculate into a master's program must apply separately for admission.

This 12-credit program consists of four graduate-level courses in literacy education.

The courses include:

EDU 511	Children's Literature <b>or</b>
EDU 513	Adolescent Literature
EDU 514	Improving Teaching in Content Areas through Literacy <b>or</b>
EDU 521	Electronic Literacy and Education
EDU 620	Reading Development and Instruction
EDU 626	The Writing Process

Admission to the literacy certificate program is based on successful completion of a bachelor's degree and an interest in literacy-related issues. Application materials must include:

- a) a completed literacy certificate program application and \$20 registration fee;
- b) a brief essay;
- c) a current résumé.

## **Certificate of Advanced Study in Literacy Education**

The certificate of advanced study program in literacy education is designed to meet the needs of classroom teachers, administrators, and other educators who want to pursue advanced graduate study in literacy education and related areas. The CAS requires 30 credit hours of graduate coursework, including a capstone experience. Students may design a program to suit their needs for advanced study. The program will vary, depending on the focus of the master's degree and the student's goals. Students will have considerable choice in designing coursework and projects, and will work closely with a faculty advisor. Maine certification as a literacy specialist may be earned through the CAS program. Please consult your advisor.

### ***Program Requirements***

EDU 660 CAS Seminar (3 credits)

Electives (24 credits)

With advisor consultation, students may select graduate courses in education or other disciplines that relate to their focus in literacy and contribute to their overall plan of study.

Advanced Seminar in Literacy/Capstone Project (3 credits)

# Certificate of Advanced Study in English as a Second Language

The certificate of advanced study in English as a second language (ESL) is designed to meet the needs of classroom teachers, administrators, and other educators who want to pursue advanced graduate study in ESL and related areas and/or earn Maine endorsement as an ESL teacher, K-12. The CAS requires 30 credit hours of graduate coursework beyond the master's degree, including a capstone experience. Students may design a program to suit their needs for advanced study. The program will vary depending on the master's degree focus and the goals of the student. Participants will have considerable choice in designing coursework and projects, and will work closely with a faculty advisor.

**Program Requirements**

EDU 660	CAS Seminar (3 credits)
Concentration (18 credits, endorsement program)	
EDU 559	Aspects of Reading for Multilingual Learners
EDU 561	Aspects of the English Language
EDU 562	Linguistic and Cultural Diversity in the Classroom
EDU 563	ESL Testing and Assessment
EDU 635	Seminar in Second Language Literacy
EDU 600	Research Methods and Techniques
<b>or</b>	
EDU 607	Teacher Research in Literacy

**Electives (6 credits)**

Advanced Seminar in Literacy/Capstone Project (3 credits)

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## Master of Science in School Psychology

The master of science in school psychology offers the student comprehensive studies that integrate general psychological content, methodology, and research with educational principles and practitioner skills. The program is based on a data-based problem-solving model. A more detailed listing of program outcomes can be found in the program handbook. Through practicum training, students are introduced to children's cognitive, social, and emotional behavior; instructional models; teaching styles; and the differential effects of teacher-student interactions and classroom climate. Students demonstrate competencies in assessment and interventions through completion of a comprehensive examination and a performance-based portfolio. During the final portion of the program, students participate in a 1,500 clock hour internship in the public schools, working under the supervision of a licensed psychologist or a certified school psychological service provider. The school psychology program requires 72 credit hours of coursework.

Individuals graduating from this program are eligible to sit for the examination leading to licensure as a psychological examiner by the Maine Board of Examiners of Psychologists, for certification as a nationally certified school psychologist, and for certification by the Maine Department of Education as a school psychological service provider. The program conforms to training standards specified by the National Association of School Psychologists (NASP), the Maine Department of Education, and the Maine Board of Examiners of Psychologists.

### *Special Admission Requirements*

In addition to the general requirements of the College, candidates should provide a typed narrative, which will be evaluated in terms of clarity of expression, grammatical construction, and other facets of English composition, as well as the quality of responses. The narrative should address the following topics:

- a) relevant educational and experiential background;
- b) reasons for wanting to be in a helping profession;
- c) commitment to pursuing a career in school psychology;
- d) reasons for seeking admission to the program;
- e) a statement of personal philosophy;
- f) a statement of personal strengths and weaknesses.

The admissions process requires a formal interview. Candidates to be interviewed will be selected on the basis of the above information. During the interview, issues relating to the following topics will be covered: a) self-awareness; b) awareness of social issues; c) awareness of others as persons; d) communication skills; and e) commitment to the field.

Graduate students in master's level school psychology programs at other universities may transfer into the program if they take their final 21 hours, including the internship requirement, in USM's school psychology program.

#### Program Requirements

##### Psychological Foundations (12 credits)

HRD	668	Human Development
HRD	671	Physical Bases of Behavior
HRD	674	Child and Adolescent Psychopathology
HRD	676	Psychological Principles of Learning

##### Educational Foundations (9 credits)

SED	611	Nature and Needs of Learners Who Are Exceptional
SED	682	Special Education Law: Conflict and Resolution
Elective from graduate education course offerings		

##### Assessment (18 credits)

HRD	677	Cognitive and Psychoeducational Assessment (6 credits)
HRD	678	Behavioral Assessment (6 credits)
HRD	679	Seminar in Psychological Assessment
HCE	605	Psychological Measurement and Evaluation

##### Interventions (12 credits)

HRD	603	Consultation in School Psychology
HRD	673	Social Skills Assessment and Training
HCE	626	Group Process and Procedures
SED	615	Classroom and Behavior Management for Learners with Special Needs

##### Research (6 credits)

EDU	600	Research Methods and Techniques
HRD	659	Research Methods in Applied Intervention

##### Professional School Psychology (15 credits)

HRD	609	Orientation to School Psychology (4 credits)
HRD	688	Internship in School Psychology (8 credits, 1,500 hours)
HRD	694	Practicum in School Psychology

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## Master of Science in Special Education

The master of science in special education prepares individuals who wish to work in the area of special education. Cross categorical coursework is offered at two levels: elementary education and secondary education. In addition, there is a specialty program in gifted child education. There is also a course sequence in special education administration offered for those individuals matriculated into the educational administration program. The master of science in special education requires 39 credits of coursework. Students must also submit a professional portfolio.

Graduates will demonstrate a range of knowledge and ability to meet the needs of children and youth whose needs are exceptional. Specifically, graduates will be able to describe and/or demonstrate:

- educational and behavioral characteristics, needs, and services appropriate for children and youth included in state and federal laws, regulations, court decisions, and guidelines;
- methods of assessing academic, behavioral, social, pre-vocational, and vocational strengths and weaknesses of students;
- methods, materials, and procedures for organizing, conducting, developing, and evaluating individual educational programs;



- d) methods, materials, and procedures for accommodating students and families who have diverse racial, cultural, gender, and socioeconomic backgrounds;
- e) understandings of cultural underpinnings of special education as a discipline;
- f) methods of ensuring equity and fairness in the practice of special education;
- g) methods in creating environments to support positive behaviors of all students at the individual, classroom, and school level;
- h) processes of consultation and program planning with parents, teachers, and other professionals, including interpersonal skills and techniques associated with effective consultation; and
- i) principles of organizing and managing special education programs as well as the supervision of aides and collaboration with other professionals who deliver services.

#### Program Prerequisite

##### SED 611 Nature and Needs of Learners Who Are Exceptional

This three-credit course is a prerequisite to the program, and contributes no credit toward the degree. This course must be taken prior to matriculation or during the first year following matriculation. Under exceptional circumstances, successful completion of the early program assessment (taken as a one-credit independent study) may be substituted for this course upon approval by program faculty. This one-credit independent study contributes no credit toward the degree.

#### Program Requirements (39 credits)

##### Elementary and Secondary Education

###### Core (27 credits)

EDU	600	Research Methods and Techniques
EDU	620	Reading Development and Instruction
SED	614	Methods of Teaching Mathematics for Students with Special Needs
SED	615	Classroom and Behavior Management for Learners with Special Needs
SED	618	Programming for Learners with Special Needs
SED	639	Communication Disorders in Students
SED	679	Consultation and Special Education
SED	682	Special Education Law: Conflict and Resolution
SED	692	Transition for Elementary and Secondary Students

###### Elementary Education (6 credits)

SED	653	Assessment in Special Education
SED	687	Technology in Special Education

###### Secondary Education (6 credits)

SED	689	Prevocational/Vocational Assessment and Education
SED	690	Psychology of Adolescents with Disabilities

###### Capstone (6 credits)

SED	685	Advanced Seminar in Special Education
SED	699	Directed Study

###### Internship (6 credits)

SED	688	Internship in Special Education
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*Note:* This course is required for students without prior certification in special education.

#### Education of the Gifted/Talented

###### Core (12 credits)

EDU	600	Research Methods and Techniques
SED	653	Assessment in Special Education
SED	685	Advanced Seminar in Special Education
SED	699	Directed Study

###### Specialization (12 credits)

SED	659	Education of the Gifted/Talented
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SED 660	Curriculum and Methods for Teaching the Gifted
SED 662	Productive Thinking and the Gifted Learner
SED 663	Management in Education of the Gifted

Electives (15 credits, selected with the consent of the advisor)

SED 550	Teaching Gifted Students in the Regular Classroom
SED 661	Advanced Curriculum and Methods for Teaching the Gifted
SED 664	Gifted Students in Special Populations
SED 665	Institute for Program Planners in Education of the Gifted/Talented
SED 666	Models in Education of the Gifted
SED 667	Social/Emotional Needs of the Gifted
SED 668	Seminar in Education of Gifted/Talented
SED 669	Technical Assistance Systems
SED 670	Secondary Programs for the Gifted/Talented
SED 679	Consultation and Special Education

*Special Education Administration* (open only to students matriculated in the educational leadership program). See section on educational leadership program for specific requirements.

### *Portfolio*

All students in the special education program must complete professional portfolio requirements. The purpose of the portfolio is to provide an opportunity for students to reflect upon and to demonstrate what they have gained in the program. It is expected that portfolio elements will demonstrate the integration of knowledge, an understanding of the principles of one's specialty area, the application of knowledge to practice, an understanding of research methodology, and the ability to communicate effectively. Students are encouraged to discuss the portfolio process in detail with their advisors. Students are responsible for compiling elements of their portfolio throughout their programs of study. Completion of the portfolio will occur during SED 685 Advanced Seminar. Portfolio presentations will occur at least once each academic year.

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## Extended Teacher Education Program (ETEP)

The task of preparing teachers to meet the needs of learners in the 21st century is complex and demanding. The College, through its Extended Teacher Education Program (ETEP), offers a teacher preparation program based on the premise that teachers best develop through building on related experiences, beginning at the undergraduate level and continuing on through the graduate level. The faculty is committed to the continuing development of the teacher who:

- Understands that all knowledge is provisional and tentative and recognizes that teachers are, above all else, learners.
- Exhibits a sense of active inquiry and curiosity through a commitment to lifelong learning.
- Models respect for individual differences and the basic worth of each individual.
- Has a genuine respect for children.
- Communicates the joy and satisfaction of active inquiry and personal learning.
- Demonstrates knowledge of the framework of the discipline(s) being taught, including the tools of inquiry and interdisciplinary connections.
- Uses teaching strategies needed to manage instructional nuances and decisions necessary to promote learning of complex concepts and shape positive learning environments.
- Demonstrates knowledge of human development through teaching commensurate with the needs of the learners, including a special focus on the development of learners at the level of professional interest.
- Appreciates and encourages in others an appreciation of cultural diversity and the global community.

- Enhances instruction through continuing evaluation, reflection, and adaptation of teaching to the learning needs of the students.
- Participates in learning activities that foster independent thinking.
- Speaks and writes fluently and communicates clearly.
- Is technologically literate and competent in information gathering, analysis, retrieval, and application.
- Recognizes the similarities in teaching and learning in a wide range of contexts.
- Understands organizational and social systems and continual change as a paradigm of personal and professional development.
- Proactively establishes professional development activities appropriate for the current level of professional experience.

The undergraduate and graduate levels of the Extended Teacher Education Program are:

a) *Undergraduate*: USM's undergraduate students may pursue individual courses in teaching and learning or the 18-credit minor in educational studies. The minor offers important content and teaching experiences that help students determine whether to pursue careers in education. The minor is also open to students who do not plan to teach but who simply want to learn more about the field of education.

Students must also complete specific academic courses during their undergraduate degree program to meet state certification requirements for their intended teaching field. Students should consult with the Office of Graduate Admissions, 128 School Street, Gorham, about these requirements.

b) *Graduate*: The post-baccalaureate program consists of two phases:

1. The certification year, which is a full-time, year-long program of study and practice in teaching that prepares people to teach in one of the following areas:

- Elementary and middle level (K-8)
- English (7-12)
- Foreign Language (K-12)
- Life Science (7-12)
- Mathematics (7-12)
- Physical Science (7-12)
- Social Studies (7-12)

The program also provides a concentration in conjunction with the special education program. This opportunity provides K-8 special education certification, K-8 general certification, and a master's degree in special education through a two-year course of study. The certification year program is a cohesive, integrated program that takes place in Professional Development School sites in southern Maine, ranging from urban to rural, and leads to state teacher certification. Coursework and experiences focus on the acquisition and application of learning principles and practices.

*Notes*: All content area requirements for the desired level and subject for teacher certification must be met before beginning the certification year. Health insurance is required of all students in the program.

2. The advanced level, which leads to the master of science in education degree. Students participating in the special education concentration will earn a master's degree in special education; other ETEP interns should consult the options below.

### *Master's Degree Options*

*Teaching and Learning Program* Upon successful completion of the certification year and the meeting of specific criteria which include the submission and acceptance of a teaching portfolio, students will be invited to continue to work toward completion of requirements for the master of science in education degree, with a concentration in teaching and learning. This innovative program extends teacher education beyond initial certification as beginning teachers continue to develop their knowledge, skills, and beliefs. The 13 credits required for completion of this master's degree are scheduled during the summer and one weekend each month during the academic year. Each sequence of courses is designed to be taken by a group of ETEP graduates who will work and learn together for the duration of one school year.

**Applied Literacy Program** This concentration provides an opportunity for ETEP students to complete their master's degree in a focused area (literacy). The concentration in applied literacy builds upon the curriculum and experiences of ETEP, gives novice teachers increased skill as literacy teachers, and leads to further opportunities for specialist certification, ESL endorsement, and/or a Certificate of Advanced Study in Literacy.

After graduating from ETEP with initial teacher certification, a student can complete the 18 (elementary) to 21 (middle/secondary) credits required for the master's degree in approximately one and a half years. Certification as a literacy specialist requires 12 additional credits beyond the degree, and endorsement in English as a Second Language (ESL) requires 9 additional credits beyond the degree.

**Other Options** Students completing the certification year of ETEP also have the option of applying to one of these other master's degree programs in the College: educational leadership, literacy education (including ESL), and special education. Students must meet all admission requirements specific to the desired program and will be required to complete degree requirements by a deadline determined by program faculty. Certain courses completed during the certification year of ETEP may be accepted as credit toward completion of requirements for these degrees. In all cases, completion of these programs will require a greater number of credits than the programs in teaching and learning or applied literacy.

## Admission

For more information about the Extended Teacher Education Program and a copy of the ETEP handbook, please contact the Office of Graduate Admissions or visit [www.usm.maine.edu/cehd](http://www.usm.maine.edu/cehd).

### EDU 511 Children's Literature

This course is designed for teachers who wish to develop a deeper understanding of the literature written for children ages 4-12 and who want to become competent and creative catalysts in bringing children to books. Attention is given to standards of selection, curriculum implications, and methods of using books to individualize reading instruction. Students are expected to read widely in juvenile collections in order to establish a basis for selecting appropriate literary fare.

Cr 3.

### EDU 513 Adolescent Literature

This course is designed for middle or secondary teachers who wish to develop a deeper understanding of literature for adolescents and who needs to learn how to help young people read widely. Attention will be given to the dynamics of adolescence, individualizing reading, standards of selection, and creative methods of introducing books.

Cr 3.

### EDU 514 Improving Teaching in Content Areas through Literacy

This course explores literacy techniques and processes that can be applied by content teachers to enhance learning. Emphasis is on competencies that students use in content areas and strategies for teaching them how to apply them—a process of integrating the teaching of reading, writing, and study skills while teaching subject matter. The course has practical application for all classroom teachers.

Cr 3.

### EDU 515 Teaching Writing: Middle/Secondary Levels

This course is designed for teachers of grades 5-12

in language arts and other content areas. Focus is on writing as a process. Topics include using writing for promoting content learning as well as testing knowledge.

Cr 3.

### EDU 521 Electronic Literacy and Education

This course offers educators and librarians a hands-on experience in the uses of the Internet in K-12 education. The course covers electronic mail, online conferencing, academic and educational resources, online learning techniques, electronic research, and construction of individual home pages. Participants learn to: evaluate the strengths and weaknesses of online resources; integrate the Internet into the curriculum; use the Internet for professional development; compose and publish home pages; and analyze pedagogical, legal, social, ethical, and economic issues embedded in electronic literacy.

Cr 3.

### EDU 524 Supervised Practicum in Literacy

Working under supervision, students use selected assessment instruments with adults and children who have learning and reading difficulties. Instructor permission is required.

Cr 1-6.

### EDU 559 Aspects of Reading for Multilingual Learners

This course examines the role of literacy for learners of linguistic and cultural diversity. The influence of first language on reading in another language, contrasting differences between first and second language reading, the role of vocabulary, and aspects of comprehension are among the topics of study. The differences between learning how to read in a second language for the first time and reading English with first language literacy are highlighted.

Cr 3.

**EDU 561 Aspects of the English Language**

This survey course examines the elements of English and their relevance in second language acquisition. The course analyzes the phonetic, morphological, syntactic, and semantic structure of English; the social aspects such as variation, change, and register; and the communicative aspects such as pragmatics, psycholinguistics, and acquisition. Application of these language aspects will be accomplished through problem solving and discussion activities integrating the aspects of English within the second language classroom context. Cr 3.

**EDU 562 Linguistic and Cultural Diversity in the Classroom**

This course examines second language and cross-cultural communication and their role in the classroom. Second language acquisition principles and challenges, aspects of culture, and multicultural education are among the topics to be studied. Specific emphasis is on how language and cultural diversity impact teaching and learning. Cr 3.

**EDU 563 ESL Testing and Assessment**

This course examines the variety of assessments, formats, and procedures for evaluating ESL proficiency in the classroom. Participants develop appropriate approaches to testing and evaluation as an integral part of the language teaching and learning process. Cr 3.

**EDU 600 Research Methods and Techniques**

This course studies the concepts, principles, and techniques of educational research with an emphasis on scientific inquiry and problem solving, designed for both the producer and consumer of educational research. Individual research proposals and reports are completed. Prerequisite: open to matriculated students only. Cr 3.

**EDU 601 Naturalistic Inquiry and Qualitative Research**

This course introduces students to an approach to educational research that studies schools as natural settings. Depending largely on qualitative methods, students learn the assumptions underlying field research and develop the ability to read qualitative/naturalistic studies critically and to do small site-based research projects. Prerequisite: EDU 600 or permission of instructor. Cr 3.

**EDU 603 Analysis of Teaching**

This course provides an opportunity to view teaching from the perspective of selected conceptual frameworks and research findings in the theory and practice of teaching. Analysis of individual teaching behavior is an important aspect of this course. Cr 3.

**EDU 605 Teaching, Learning, and Assessment**

This course develops students' knowledge of testing and assessment and provides opportunities for students to apply that knowledge to instruction and curriculum issues. Students will review the critical

roles of teachers and administrators in testing and assessment. Participants will examine concepts such as curriculum alignment, opportunity to learn, equity, and fairness, and relate these concepts to classroom assessments and other common district and statewide standardized assessments. Participants will address issues such as validity, reliability, and standard setting in the context of diverse perspectives about the construction, production, and interpretation of knowledge. Cr 3.

**EDU 607 Teacher Research in Literacy**

This course enables students to become generators of new knowledge through their own classroom-based research and inquiry. Students learn the history and current policies of responsible conduct of research with human subjects. They analyze the methodology of published classroom research studies and learn and practice techniques of data collection and analysis. During the semester each student selects a problem, designs a pilot study using qualitative methodology, collects and analyzes sample data, and summarizes findings. Working in collaborative groups, students reflect upon and critique their work as it proceeds. Prerequisites: EDU 620, EDU 626. Open to matriculated students only. Cr 3.

**EDU 608 Curricular Contexts for Teaching in a Democratic Society**

This is a required course for the professional teacher in a democratic society strand of the educational leadership program. This course will explore the historical roots of and the contemporary influences on curricula in P-12 schools. The course offers opportunities to examine political, ideological, socioeconomic, and cultural dimensions to curricular design, enactment, and effectiveness—all in light of democratic aims for education. Moreover, students examine carefully the teacher's role and responsibility in making curricular choices that serve the best interests of their students. Cr 3.

**EDU 610 The Professional Teacher in a Democratic Society**

This is an introductory experience for the professional teacher in a democratic society strand of the educational leadership program. This course will focus each learner's deliberate consideration on issues regarding teaching in light of educational aims in a democratic society. Guided reading, intensive class discussions, focused writing, and critical dialogue with public school stakeholders provide a structure upon which each student is expected to craft a personal platform to guide her or his professional efforts and further development. Students consider teaching choices and practices through moral, social, philosophical, political, and cultural lenses. Students also consider historic and contemporary pressures on curriculum and on teaching, including the standards movement, the press for accountability, culturally responsive teaching in a pluralistic society, governance structures, and financial support (or lack thereof) for schooling. Cr 3.

### **EDU 612 Practicum/Seminar**

This practicum/seminar, for experienced teachers in the teacher leadership program, is a two-semester, field-based project and concurrent seminar requiring a culminating activity in which the student utilizes the major learnings from the program in identifying and applying problem-solving strategies to a specific area of concern in a field setting. A written practicum report will be presented and discussed in an open forum. Cr 6 (3 credits each semester).

### **EDU 615 Middle Level Curriculum and Organization**

This course provides students with a basic understanding of middle level education. The course focuses on: a) the history, development, present status, and future direction of middle level education; b) the unique physical, social, emotional, and intellectual characteristics of early adolescents as they relate to school programs and practices; and c) instructional strategies, curriculum organization, and administrative structures of middle level schools. Cr 3.

### **EDU 617 Teaching in the Middle Level School**

This course provides an understanding of the role the teacher plays in the intellectual, social, emotional, and personal development of young adolescents. Students investigate, try out, and evaluate responsive teaching strategies and explore the design and structure of advisor/advisee programs and curricula. Cr 3.

### **EDU 619 Special Topics in Middle Level Education**

This course examines issues in middle level education research and practices. Students have the opportunity to discuss current topics with leading experts in the field. Cr 3.

### **EDU 620 Reading Development and Instruction**

Becoming a skilled reader is a developmental process. Although literacy acquisition is continuous, distinct stages of reading growth may be discerned as students become accomplished readers. The course provides a theoretical framework for sound instructional practices based on a cognitive, developmental perspective. Major emphasis is on using literature-based instruction. Current issues in the teaching of reading will be examined and the application of literacy practices to ESL, adult basic education, and special needs populations will be addressed. Suggested readings represent current research and practice. In addition to the texts, students are expected to read professional books and journal articles, synthesize information from readings, and generate implications for literacy instruction. Case studies and simulation exercises will be used to provide practical applications of the course content. Prerequisite: inservice teachers, administrators. Cr 3.

### **EDU 621 Literacy Problems: Assessment and Instruction**

This course conceptualizes reading assessment as

a process of becoming informed about learners. The course focuses on the development of diagnostic insights and corrective strategies for disabled readers of all ages. Current trends from research and practice are explored. Case studies and in-class practica help teachers implement effective procedures in the classroom. Cr 3.

### **EDU 622 Designing and Managing Literacy Instruction, PS-3**

This course focuses on the development of language (both oral and written) in children 3-8 years of age. Content includes the characteristics of language learners, the conditions that promote emergent literacy, and organization and management of literacy instruction in the primary grades. Prerequisite for matriculated students: EDU 520. Cr 3.

### **EDU 626 The Writing Process**

This course focuses on the study of writing development in children and how teachers can facilitate writing through a process approach. Many writing strategies for the classroom and the individual writer will be modeled and put into practice. In addition, students will investigate specific areas of interest to improve their own writing and writing instruction. Through participation of writing lessons and workshops, students will develop their own pieces of writing, examine the needs of diverse learners, design instruction for varying developmental stages of writers, explore the use of technology, and understand the implications of national, state, and local standards. Prerequisite: classroom teacher. Cr 3.

### **EDU 633 Special Applications in Literacy**

Independent study opportunities to apply course experiences in field-based situations are encouraged. Considerable latitude is possible in pursuing options of professional interest with approval of an advisor. Examples of activities include: writing project (meeting standards of professional journals), intensive clinical experiences, educational consultation and research. Independent options must be approved in writing by the program coordinator. Cr 1-6.

### **EDU 634 Seminar in Literacy Research**

The course provides an overview of basic principles of assessment and current research trends in literacy theory and practice. Students will review and analyze contemporary research. Prerequisites: all literacy program courses or permission of the instructor. Cr 3.

### **EDU 635 Seminar in Second Language Literacy**

This course integrates the knowledge base acquired in core ESL literacy courses by focusing on the characteristics of a fluent second language reader and writer. There will be an analysis of first language reading models and their relevance to literacy acquisition in English as a second language. The impact of variables such as native language proficiency, perception, lexical knowledge, cognition, metacognition, and culture will be examined. Prerequisites: completion of all core literacy and ESL

courses, except the practicum, and permission of instructor. Cr 3.

### **EDU 639 Practicum in Literacy Education**

This course requires the application of strategies for planning and implementing literacy programs for students at different stages of reading progress. Tutoring experiences are augmented and related to the professional literature and research through frequent opportunities to explain and defend observations in seminars. Extensive reading from basic texts, current references, and periodicals are stressed. Emphasis is on the appropriate application of research-validated teaching and diagnostic techniques in supervised settings. Prerequisites: completion of tier-two courses and instructor permission. Cr 6.

### **EDU 660 CAS Seminar**

The CAS seminar is designed to engage learners from a variety of disciplines in written and oral discourse about substantive educational and human development issues. The seminar uses a theme-based approach that features universal issues of importance to educators, learners, and human resource professionals. The course is taken within the first two semesters of the CAS student's program. Prerequisites: open to matriculated CAS students in the College of Education and Human Development. Cr 3.

### **EDU 663 CAS Seminar II**

This capstone seminar combines close reading of common texts with individual literature reviews. The course is a true seminar where close textual reading, precise analytic writing, and student-led discussion are emphasized. Prerequisite: completion of 21 credits in CAS Program. Cr 3.

### **EDU 664 CAS Workshop in Educational Leadership**

This course serves as one of the options for the capstone project for the CAS in educational leadership. In this two-semester experience that leads to an exhibition of student learning, students demonstrate both a plan to address a particular problem of interest and relevance and a disciplined collection of data that will determine the success with which the problem has been addressed. The focus of the first semester is on developing and documenting a clear plan for addressing the selected problem; the focus of the second is on implementing the action plan and collecting data. Class meetings will also emphasize collaborative action and networking. Prerequisite: completion of most courses in CAS program. Cr 6.

### **EDU 665 CAS Directed Study**

This course provides CAS students with an opportunity to focus on long-term applied research projects near the beginning of their programs of study, rather than wait until they have completed their regular CAS coursework. Some students en-

ter the program having embarked upon long-term projects that will positively impact their schools or school systems. This capstone option gives them the opportunity to combine work on those projects at the same time that they take other graduate courses in their individual CAS programs. This project will be carried out through the program, but the culminating synthesis should take place in the last academic year of the program. Cr 3-6.

### **EDU 670 Introduction to Administration**

This is the required first course for all master's degree candidates in educational administration. The course introduces theories of administration and provides each student with diagnostic data to conduct a needs assessment as the basis for planning a personalized program of study. Cr 3.

### **EDU 671 Organizational Behavior**

A systems approach to understanding and predicting human behavior within organizations is studied in this course. Emphasis is on analytical means to a) reveal forces which affect decision-making and leadership behavior, and b) identify implications for managerial functions. Basic concepts such as authority, influence, motivation, communication, conflict, pattern maintenance and tension management are discussed and applied. Cr 3.

### **EDU 672 Political Basis of Decision Making**

Educational leaders must be influential beyond the school system as well as within it. Distribution of power and influence across interrelated social systems is seldom equal leading to competition for bases of influence. This course examines the ramifications of this social circumstance for education with emphasis on administrative decision making. Cr 3.

### **EDU 677 Seminar in School Management**

This course emphasizes the skills needed to survive and succeed during one's first year as a principal. The course, through the use of case studies, simulations, readings and interactions with practicing administrators will focus on: a) learning the nuts and bolts needed for daily management, b) examining current issues facing the principalship, and c) learning strategies for managing and understanding oneself within the principal's role. Prerequisite: instructor's permission. Cr 3.

### **EDU 678 School Law**

This course acquaints students with general principles of school law as found in the interpretation of constitutional and statutory provisions by the higher courts. Laws governing pupils, teaching personnel and boards of education will be stressed with particular emphasis on Maine school law. Cr 3.

### **EDU 679 Evaluation and Supervision of School Personnel**

The course considers the underlying concepts and principles of evaluating school personnel. Readings, lectures, discussions, and simulated activities focus on a variety of evaluation models and strate-

gies which facilitate the appraisal of administrators, teachers, and supporting staff. Attention is directed to how personnel evaluation affects program evaluation. Cr 3.

### **EDU 680 Professional Learning in Schools**

This course is designed for students in administration and teacher leadership and examines the theory and practice of staff development in schools and other human service settings. Building on current research on adult development, organizational analysis, and school improvement, students develop an understanding about the structure and process of staff development planning, programming, implementation, and evaluation. A final project applying class learnings to a work setting is required. Cr 3.

### **EDU 683 School Finance**

This course provides a working knowledge and understanding of Maine state law and of school system finances and the funding process. An historical perspective is explored as well as current issues and problems on a statewide and national level. Specific emphasis is given to revenue generation and distribution, state and federal influences, local tax issues, budget development, budget management, and budget administration and control. Cr 3.

### **EDU 685 Internship and Applied Research Project**

This two-semester course combines the 120-hour internship field experience with the development of an applied research project in educational administration. The early focus of the course is on the internship in a school setting designed jointly by the student, the internship supervisor, and a school-based field supervisor. The internship is designed to encourage application of formal coursework to the management issues that face school leaders in the workplace. Out of the internship experience will develop an applied research project in which the student will be expected to take a leadership role in designing, implementing, and assessing a project that addresses an important educational problem in an organizational setting. Each student will be required to produce a written report on the project and to defend it verbally at the conclusion of this course. Cr 6 (3 credits each semester).

### **EDU 686 Internship in Special Education Administration**

This two-semester internship course is designed to encourage application of formal coursework to the management issues that face school leaders in the workplace. Out of the internship experience will develop an applied research project in which the student will be expected to take a leadership role in designing, implementing, and assessing a project that addresses an important educational problem in an organizational setting. Each student will be required to produce a written report on the project and to defend it verbally at the conclusion of the course. Cr 6 (3 credits each semester).

### **EDU 687 Internship in Superintendency**

This internship, made up of supervised field experiences in the school superintendency, is the capstone course for CAS students whose program focus has been certification and preparation in the superintendency. Prerequisite: permission of instructor. Cr 6.

### **EDU 689 Peer and Clinical Supervision**

This course focuses upon skills and techniques for observing classroom teaching and providing constructive and collaborative consultation for the improvement of teaching. Self-evaluation and approaches for promoting it are emphasized. Cr 3.

### **EDU 699 Independent Study**

This course provides an opportunity for students to pursue a topic of interest on an independent basis. The specific content and evaluation procedures are arranged with an instructor. Permission of supervising instructor and the department chair is required. Cr var.

### **HCE 500 Orientation to the Counseling Profession**

This introductory course is designed to acquaint individuals who are preparing to enter the counseling profession with a broad overview of the profession's historical and theoretical foundations and to begin the development of their professional identities. This course must be taken the first semester following matriculation. Cr 3.

### **HCE 502 The Family: Implications for Educators**

This course reviews selected topics in the area of family life that are relevant to educators. The course provides a multidisciplinary overview of major theories of family behavior, precursors to marital and family life, and the variability of family life across the life span. Consideration is given to such issues as parenting styles, sibling relationships, effects of divorce, single-parent families, blended families, family violence, and substance use, abuse, and dependence within the family. Cr 3.

### **HCE 504 Women's Issues in Counseling**

This course examines the impact of sex roles and sex role stereotypes on the development, understanding, and treatment of psychological problems. Biases in psychological theories and attitudes of professionals have often reflected the sexism of society at large, and these explanations of human motivation and behavior may not sufficiently describe mental health problems today. Thus, the course focuses on the role of human service professionals in promoting and understanding these concepts. Cr 3.

### **HCE 505 Ethical Issues in the Helping Professions**

This course will give students an overview of the codes of ethics and regulations related to the help-



ing professions, explore areas of potential ethical violations within the counseling process, present models for ethical decision making, and examine the relationship between ethical and legal issues in counseling. A major focus will be on ethical concerns and questions that emerge as part of the ongoing relationship between counselor and client. Recognizing and handling unethical situations will be examined indepth. Cr 3.

#### **HCE 604 Career Development**

This course examines the ways in which counselors assist people of all ages in their life/career development. Emphasis will be on understanding theories, information systems, materials, activities, and techniques for fostering career awareness exploration, decision making, and preparation. The interrelationships among work, family, and other life roles, including multicultural and gender issues, will also be addressed. Cr 3.

#### **HCE 605 Psychological Measurement and Evaluation**

This course focuses on group tests and related measurement techniques. The course content includes a review of the history of testing, current issues, fundamental statistics for understanding, evaluating, and using tests, including selected aptitude, intelligence, achievement, interest, and personality tests. A variety of standardized and non-standardized evaluation measures will be reviewed. Cr 3.

#### **HCE 606 Counseling Services for Students with Exceptional Needs**

This course focuses on the role of the counselor in working with students who have special learning needs. Content includes an overview of the historical development of special education laws and regulations, methods for assessing and identifying students with exceptional needs, guidance and counseling interventions and responsibilities, parent consultation, and community resource services. Cr 3.

#### **HCE 607 School Guidance Programs and Services**

This course is intended for those preparing to be school counselors. It considers the conceptual framework for comprehensive developmental guidance and counseling practices in elementary and secondary schools. Major areas of focus include program management, guidance curricula, individual planning and advising, and responsive services that are organized to meet the educational, personal, and career needs of students. Prerequisite: open to matriculated graduate students in the counselor education program or by permission of the instructor. Cr 3.

#### **HCE 609 The Practice of School Counseling**

This course will provide students with an introduction to the practices of consultation and large group guidance for counselors working within a developmental model of school counseling. Assignments

will incorporate field experiences that promote reflective learning and skill building. Prerequisite: open to matriculated students or by permission of instructor. Cr 3.

#### **HCE 610 Introduction to Rehabilitation Counseling and Services**

This course will provide an orientation to the counseling profession, focusing on rehabilitation concepts, services, and settings. Included will be: history, trends, and related legislation; critical components of the rehabilitation process; contemporary counselor roles and functions; professional education, associations, standards, and credentials; ethical and legal issues; technology issues and practices; and rehabilitation agencies and services. Field visits and the examination of rehabilitation services from various participant perspectives will be required. Cr 3.

#### **HCE 611 Medical and Psychological Aspects of Disability and Rehabilitation**

This course explores the medical and psychological issues surrounding the concepts of disability and rehabilitation. Particular emphasis will be given to examining: a) the medical model as an organizing framework for viewing disability and rehabilitation; b) the diagnoses and treatment of various physical, developmental, sensory, and emotional conditions; c) the perspectives and responses of people with disabilities toward their diagnosed conditions and prescribed treatments; d) the principles and practice of functional assessment; and e) the ethical issues surrounding medical and rehabilitation services. Also examined will be psychological explanations of disability, their applications, and their implications for rehabilitation practice. A primary focus throughout the course will be on highlighting the perspectives that people with disabilities hold toward their life situations as well as the medical and rehabilitation settings and professionals they encounter. Cr 3.

#### **HCE 612 Disability and Family in a Multicultural Society**

This course provides an indepth analysis of the effects of disability on individuals and their families within the context of a pluralistic society. It explores the experience of living with a disability and family dynamics in the context of the broader community and society. Students study multicultural issues relative to disability and rehabilitation. The course also examines the reactions, adjustments, and accommodations to disability as perceived by individuals with disabilities, their families, and rehabilitation professionals. Cr 3.

#### **HCE 614 Principles of Psychosocial Rehabilitation**

This course provides a foundation of knowledge and skills useful in habilitation and rehabilitation work with persons who have psychiatric disabilities. A major emphasis of this course addresses skill development and attitudinal changes needed by the

helper/counselor/caseworker in implementing a compensatory model vs. a medical model of treatment for persons with psychiatric disabilities. Text material, research articles, guest presentations, videos, community site visits, and "real play" through extensive dyad/small group student interaction are used to promote learning. This course is required for master's degree candidates in psychosocial rehabilitation. It is also open to persons interested in this innovative approach to mental illness. Cr 3.

### **HCE 615 Vocational Counseling and Placement in Rehabilitation**

This course encompasses the theoretical foundations of vocational counseling, the vocational implications of disability, the application of occupational and labor market data, and vocational choice with rehabilitation consumers. The use of job selection, analysis, and modification, and matching skills in the development of work and career options for persons with disabilities is included. The course also presents the role, functions, and strategies used by rehabilitation professionals in job placement and the supported employment of persons with severe disabilities. Accommodation of rehabilitation consumers in accordance with federal statutes, such as the Americans with Disabilities Act (ADA), is examined in the context of a multicultural society. Cr 3.

### **HCE 619 Myth, Madness, and Mental Illness**

This course covers the historical, scientific, professional, and societal beliefs that have surrounded the concepts of madness and mental illness. Particular emphasis is given to issues related to recovery, ex-patient movement, legal rights and protections, medications, alternative treatments, trauma, and ethical issues in service delivery. Students also will explore their own values and motives for entering the field and examine the strengths and liabilities they may bring to their work. Cr 3.

### **HCE 620 Fundamentals of Counseling Theories**

This course is for those who are or will be engaged in counseling in an educational or mental health setting. Selected theories and related techniques are closely examined. Research literature that has a bearing on the effectiveness and noneffectiveness of counseling is reviewed. Cr 3.

### **HCE 621 Fundamentals of Counseling Skills**

This course emphasizes the development of fundamental counseling skills, such as attending behavior, listening, reflection of feeling, paraphrasing, and questioning. The course examines the process and content of the counseling interview as well as verbal and nonverbal factors that influence the interactions within the counseling relationship. The primary focus is to help the student develop greater self-knowledge and skills in interpersonal communication within the counseling relationship. Prerequisite: open to matriculated graduate students. Cr 3.

### **HCE 622 Counseling Children and Adolescents**

This course examines selected theories, related techniques, and skills for counseling children and adolescents. Attention is given to examining personal philosophies about working with children and adolescents and to the exploration of possible interventions for various counseling situations with these populations. Counselor effectiveness literature is reviewed. Prerequisites: matriculation in counselor education or school psychology and HRD 668, or by permission of the instructor. Cr 3.

### **HCE 623 Theories and Applications of Play Therapy: Summer Institute**

This intensive, one-week summer institute presents an overview of the various theories of play therapy and examines them in the social, cultural, and economic contexts in which they were first implemented. Applications of the theories to special settings and with special populations are explored. The course is an introductory course and is one of the required courses for becoming a registered play therapist. Prerequisite: none. Cr 3.

### **HCE 624 Child-Centered Play Therapy**

This course is intended for students who wish to use a child-centered theory of play therapy in counseling children. It presents the theoretical framework of a child-centered approach to working with children and begins the necessary training for skill development in using this theory. Prerequisites: HCE 621 and HCE 622. Cr 3.

### **HCE 625 Adlerian Play Therapy**

This course will examine Adlerian theory as it applies to clinical work with children and adolescents. Topics will include an overview of Adlerian theory and of play therapy, consultation with parents and teachers, encouragement, setting limits, understanding the goals of discouraged children, phases of therapy, and ethical and legal implications. Classes will include brief lectures, skill building exercises, discussion, and reflection. Prerequisite: graduate-level status. Cr 3.

### **HCE 626 Group Process and Procedures**

This course focuses on basic principles of group development and on dynamics of group interaction. The improvement of facilitative skills is emphasized. Open to matriculated graduate students only. Cr 3.

### **HCE 627 Group Counseling**

This course focuses on the development of concepts, attitudes, and skills necessary to lead counseling groups effectively in a variety of settings. Integration of group dynamics with counseling theory and group techniques is emphasized. Additionally, the behavior of the leader and participants is analyzed to promote a deeper understanding of group roles and functions. Prerequisites: HCE 621 and HCE 626 or by permission of the instructor. Cr 3.

### **HCE 640 Professional Issues for Mental Health Counselors**

Mental health clinics, hospitals, substance abuse facilities, and social service agencies are among the various organizations involved in helping people through mental health counseling. This course examines the mental health needs of people in rural and urban communities and the views of mental health counseling held by those organizations who serve these people. Students will examine problems that organizations encounter in helping people and the consequences of services that interfere with helping. Attention is given to interprofessional and interorganizational approaches to improving the quality of mental health counseling. Mental health counselor roles, functions, professional associations, credentialing, and ethical standards will also be examined. A special emphasis of the course is on examining mental health counseling from an historical, ethical, legal, philosophical, and developmental perspective. Cr 3.

### **HCE 641 Mind/Body Techniques**

This course addresses the relationship between cognitive processes and physiology from a healing/personal wellness perspective. Various aspects of Eastern thought/religion, as well as Western behavioral medicine are explored in regard to physical health and emotional well-being. Research on the mind/body relationship is reviewed and discussed. Participants will be required to learn and practice meditative and mind/body techniques. Cr 3.

### **HCE 642 Perspectives on Chemical Dependency**

This course focuses on the overall dynamics of chemical dependency and will serve as an introduction to understanding the various stages, processes, and effects of such addictions. Specific topics will include social and psychological dynamics of chemical dependency involving family, peers, and co-workers. The roles that professional educators, human service workers, and other helping professionals play in prevention, early intervention, and the various approaches to recovery and aftercare are considered in depth. Cr 3.

### **HCE 643 Psychopharmacology and Substance-Related Disorders**

This course provides participants from non-scientific backgrounds with a basic understanding of the effects of licit and illicit drugs. The role of these drugs in distorting brain chemistry and promoting substance-related disorders is explored. Relationships between substance-related disorders and mental illnesses are outlined. Interactions among the biological, psychological/emotional, and behavioral aspects of substance abuse are examined in relation to symptom reduction and identification, intervention strategies, and the treatment of substance abusing clients. Cr 3.

### **HCE 644 Crisis Intervention**

This course introduces students to the theory and

practice of crisis intervention. A theoretical perspective is established, and short-term crisis counseling strategies are examined. Several different crisis situations will be discussed in relationship to agencies or persons responsible for interventions. Prerequisite: HCE 621 or by permission of the instructor. Cr 3.

### **HCE 645 Diagnosis and Treatment Planning**

This course focuses on the diagnostic systems and their use in counseling. The development of treatment plans and the use of related services are reviewed. The roles of assessment, intake interviews, and reports are examined. Prerequisite: HCE 690 or by permission of the instructor. Cr 3.

### **HCE 650 Basic Concepts of Systems Theory and Family Therapy**

This course provides students with an historical context for the field of family therapy. A general historical overview is followed by the presentation of sociological theories of family and family development. General systems theory and its application to family therapy are explored, providing students with an understanding of the systemic underpinnings of family therapy. Other theories that have influenced the field will be explored. Cr 3.

### **HCE 651 Diagnosis and Assessment from a Systems Perspective**

This course defines the parameters of systemic assessment and how it differs from and can be integrated with individual assessment. How systemic assessment operates within the current legal/medical context is explored. Students learn specific models, methods, and measures of systemic assessment, including interpersonal/communication models; formal assessment measures; structural mapping, tasks/exercises, tracking family sequences, genograms and family diagrams; the scale of differentiation; and assessing larger systems. The influences of race, culture, ethnicity, gender, and sexual orientation in the assessment and treatment process are explored. Prerequisite: HCE 650 or by permission of the instructor. Cr 3.

### **HCE 652 Classic Models of Family Therapy**

This course familiarizes students with the classic models of family therapy with an emphasis on Bowen family systems and structural family therapy models. Students will be exposed to the differing views of "system" represented in these approaches. They also will learn the contrasting theoretical principles of each model, as well as the basic technical skills specific to each model. Prerequisite: HCE 650 and HCE 651 or by permission of the instructor. Cr 3.

### **HCE 653 Postmodern Family Therapy Practices**

This course familiarizes students with contemporary developments in the field that have influenced the emergence of new practice paradigms such as narrative therapy, collaborative language systems therapy, and solution-focused therapy. The course

emphasizes the theoretical principles of these models as well as the basic technical skills associated with each. Prerequisite: HCE 650 or by permission of the instructor. Cr 3.

### **HCE 655 Human Sexuality for Counselors**

This course provides information about human sexuality to heighten students' awareness of their own sexuality and sexual issues and to integrate this knowledge to improve the overall effectiveness of counseling skills. The course explores a wide spectrum of sexual behaviors and examines the relationships between sexuality, self-esteem, sex roles, and life styles. Emphasis is placed on developing an awareness of personal values associated with human sexuality. Cr 3.

### **HCE 657 Treating Children and Adolescents in Structural Family Therapy**

This course examines the treatment of child-focused problems within the context of structural family therapy. A family therapy framework is compared to and contrasted with an individual, psychodynamic framework. The integration of play therapy into structural family therapy is explored. Family therapy strategies for a variety of child problems will be studied. Additionally, students will learn about theories of child development as applied to family therapy practice. Prerequisite: HCE 650, 651, 652, or by permission of the instructor. Cr 3.

### **HCE 658 Community-Based Models of Family Treatment**

This course examines the range of community-based services for families and the strategies that make them successful. Successful work with families often requires teams of professionals and paraprofessionals who may provide school- or home-based treatment, case management services, or provide practical support services that empower families to navigate the demands of multiple agencies and needs. Grounded in structural family therapy concepts, the course investigates the use of a comprehensive, multi-systemic approach to complex family problems. It describes interventions that include community outreach to support groups, peers, schools, church, and extended family. The course prepares clinicians for out-of-office work that is sensitive to the needs of diverse populations. Prerequisite: HCE 650 or by permission of the instructor. Cr 3.

### **HCE 659 Therapy for the Contemporary Couple**

This course examines the pressures that impact the formation, development, and maintenance of couple relationships from both heterosexual and homosexual orientations. Couples today cope with a wide range of stresses that test their ability to form and maintain functional, satisfying relationships. The course will outline theoretical approaches to couples work. The course will introduce effective techniques for treating couples in clinical practice, including an exploration of multigenerational patterns related to intimacy, sexuality, and parenting styles. Cultural

differences in couple behavior as well as gender patterns that impact role behavior will be a major focus. Prerequisite: HCE 650 or by permission of the instructor. Cr 3.

### **HCE 660 The Contemporary Family Life Cycle**

This course focuses on the developmental stages of the family and explores the individual life cycle from a family systems perspective. It introduces a multicultural context for examining family values and development and explores the impact of changing political and economic systems on development. The course investigates contemporary family structure and its evolving new cultural rites, rituals, and meanings. It focuses on the unique experiences of women, men, and children in contemporary families as well as the impact of stressors such as migration, loss, divorce, and differing sexual orientation. Cr 3.

### **HCE 661 The Impact of Trauma in the Family**

This course examines the many forms of trauma in families and describes the impact of trauma on individual and family functioning and development. The course explores the intergenerational and structural impact of traumatic events on successive generations in families. It includes trauma topics, such as family violence, sexual abuse, substance abuse, mental illness, loss, chronic illness, and forms of external trauma, such as the impact of being a refugee family, migration, natural disaster, and war. The course investigates resiliency factors that help families adapt to trauma and identifies treatment approaches that foster resilience and heighten coping strategies. Prerequisite: HCE 650 or by permission of the instructor. Cr 3.

### **HCE 662 Divorce and Remarriage**

This course provides a basic understanding of the issues involved in divorce, single parenting, and remarriage. It prepares students to choose appropriate techniques for interventions with divorcing or divorced families. Various political and sociological debates about the impact of divorce on children will be examined, as will gender issues related to the changing roles of men and women in families that serve as a context for divorce. Concepts such as the "blended family," the "good divorce," and the arguments for and against more stringent legal mandates regarding divorce will be discussed as well as the impact of "divorce" on gay and lesbian families. Prerequisite: HCE 650 or by permission of the instructor. Cr 3.

### **HCE 663 Professional Seminar in Couple and Family Therapy**

This seminar examines licensing and accreditation requirements for the study of research, ethical practice, and evaluation procedures in the field of marriage and family therapy. It explores the major venues for publication of research in marriage and family therapy theory and practice and provides an overview of tools and approaches for evaluating the

validity and scope of published research. The course identifies ethical standards for practicing marriage and family therapy both independently and within agencies, and it compares and contrasts instruments for assessment and evaluation that may be useful in therapeutic practice. Designed for students who wish to complete the CAS in Couple and Family Therapy. Cr 3.

### **HCE 664 Advanced Topics in Structural Family Therapy**

This course explores in-depth the principles and techniques of structural family therapy. Concepts such as boundaries, subsystems, hierarchy, triangles, detouring, parentification, isomorphism, and complementarity will be studied. Structural assessment and intervention techniques, such as mapping, blocking, joining, challenging, restructuring, and unbalancing will also be explored. Adaptation of the model to the treatment of couples as well as families and to a variety of presenting problems will be discussed. The model's application to a culturally diverse population will also be examined. Prerequisite: HCE 652 or by permission of the instructor. Cr 3.

### **HCE 665 Current Concepts in Narrative Therapy**

This course examines in-depth the principles and techniques of narrative therapy, as formulated by Michael White and David Epston. The two principal metaphors of narrative practice will be explored: the narrative metaphor about people's stories and their meanings, and the metaphor of social construction, which examines the influence of society and culture on the meanings of people's lives. The curriculum will include and elevate to primary importance the voice of the consumer in the treatment process and challenge many of the accepted practices of traditional psychotherapy. The course will introduce students to the use of reflecting team methodologies. Prerequisite: HCE 653 or by permission of the instructor. Cr 3.

### **HCE 666 Advanced Practice in Couples and Sex Therapy**

This course will examine theory and practice at a more advanced level in couples treatment, and in addition, explore both traditional and more contemporary models of sex therapy. Advanced treatment topics will include working with same sex couples, domestic violence in couples, substance abuse, couples with a history of childhood sexual abuse, extramarital affairs, and cultural differences between partners. This course will encourage students to explore their own values and attitudes regarding sex, marriage, and other controversial themes critical to work with couples. Prerequisites: HCE 655 and HCE 659 or by permission of the instructor. Cr 3.

### **HCE 681 Clinical Supervision**

This course introduces students to the practice of clinical supervision within the counseling profes-

sion. The course focuses on such topics as the history of supervision, supervision models, tasks and functions of supervision, relationships in supervision, supervisory responsibilities, administration, cultural differences, and ethical standards. An organizing principle of this course is to examine these topics from three perspectives: theoretical knowledge, skill development, and self-awareness. Prerequisite: master's degree in counseling or by permission of the instructor. Cr 3.

### **HCE 686 Internship in Counselor Education**

This course provides an opportunity for students to integrate formal coursework with on-the-job experience in selected institutions. Prerequisite: HCE 690. Cr 1-12.

### **HCE 687 Internship in Clinical Supervision**

This course provides an opportunity to develop advanced skills in clinical supervision. Interns will be assigned to supervise master's level students in such courses as practicum and internship. Prerequisites: HCE 681 and HCE 694. Cr 3.

### **HCE 690 Individual Counseling Practicum**

This course is an intensive supervised experience in applying professional knowledge and skills to the practice of counseling with individuals. Role-playing, videotapes, audio tapes, and demonstrations are used in helping each student develop an integrated counseling style. Prerequisites: HCE 620, HCE 621, HCE 622 (school counseling specialty only), and HCE 626. Cr 3.

### **HCE 691 Group Counseling Practicum**

This course is an intensive supervised experience in applying professional knowledge and skills to the practice of counseling groups. Role-playing, videotapes, audio tapes, and demonstrations are used in helping each student develop an integrated leadership style in working with groups. Prerequisites: HCE 690 and approval of the supervising professor. Cr 3.

### **HCE 692 Advanced Individual Practicum**

This is the advanced course in counseling practicum. In addition to building on the skills developed in HCE 690 (practicum), emphasis is placed on the structural analysis of typical client problems and the use of appropriate strategies of intervention. Other emphases include the staffing of actual cases and knowledge of community resources available to the counseling clientele. Prerequisite: HCE 690. Cr 3.

### **HCE 693 Practicum in Couple and Family Therapy**

This course is an intensive supervised experience in applying professional knowledge and skills to the practice of couple and family therapy. Role-playing, video and audio tapes, live supervision, and demonstrations are used in assisting each student develop an integrated therapy style. In addition, the course provides experience in conducting systemic

interviews with individuals, couples, and families; making initial assessments; and learning to manage a professional practice. Prerequisites: HCE 650, HCE 651, HCE 652, HCE 653, or by permission of the instructor. Cr 6.

#### **HCE 694 Practicum in Individual Supervision**

This is an intensive supervised experience in applying specialized knowledge and skills to the practice of clinical supervision. Students will be assigned supervisees and through observation, audio/video tapes, and co-counseling, will both supervise and be supervised. Prerequisites: HCE 681 and matriculation in the CAS program. Cr 3.

#### **HCE 695 Practicum in Play Therapy**

This course is an intensive supervised experience, applying professional knowledge and skills in the practice of counseling children using play therapy techniques. Role-playing, video tapes, and demonstrations are used in helping each student develop an integrated counseling style. Prerequisites: HCE 621, HCE 622, HCE 623, HCE 624, and HCE 690. Cr 3.

#### **HRD 501 Strategies and Techniques in Classroom Management**

This course consists of a variety of strategies, techniques, and philosophical issues related to adult-child relationships. The focus of the course provides both a theoretical base and practical experience for dealing with classroom and school-related issues. Cr 3.

#### **HRD 555 Introduction to Student Affairs in Higher Education**

This course provides students with an overview of student affairs in colleges and universities. Particular attention will be given to historical developments as rooted in the emergence of the unique model of higher education in the U.S., to models of student development, to evaluation of the various models of student affairs organizations, and to emerging issues in managing student affairs programs. The intent is to provide students with the information and skills necessary to understand and evaluate the field as well as to assess their own interest and commitment to student affairs. Cr 3.

#### **HRD 556 Summer Institute in Special Topics**

This summer institute is designed to provide students with a week-long immersion experience in a topic selected because of its significance to student affairs in higher education. Topics addressed are those that have been identified as timely by student affairs professional organizations and/or highlighted in recent student affairs literature. The topics for the institute and the faculty to teach it will change each summer. Recent institutes have covered assessment in student affairs, legal issues in student affairs, and academic advising. The institute is required for students concentrating in student affairs as part of their adult education master's program. Cr 3.

#### **HRD 557 Gerontology for Educators**

This introductory course examines key issues such as demographic trends, theories of aging, problems and opportunities in later-life learning, productive retirement, and educational opportunities for elders. A major goal of the course is to invite professional educators to explore human aging with an eye toward improving teaching and/or program development with elder populations. Cr 3.

#### **HRD 558 Summer Institute in Educational Gerontology: Aging and Life Review**

This course examines the process of life review and its role in human aging. The phenomena of memory, imagination, and identity in later age are examined. Students develop practical methods of facilitating life review of themselves and older clients. Cr 3.

#### **HRD 559 Summer Institute in Educational Gerontology: Aging, Death, and Bereavement**

This course examines the phenomenon of death in modern society, with a special emphasis on implications for older persons. Issues such as the meaning of death, the dying process, survivorship, and suicide are treated. Special attention is paid to the role of the professional in death education. Cr 3.

#### **HRD 600 History and Philosophy of Adult Education**

This course examines historical and philosophical foundations of adult education. Key trends and theoretical frameworks are explored. Students will be introduced to a range of adult education practice domains in Maine and elsewhere. Cr 3.

#### **HRD 601 Marketing Training and Adult Education**

This course acquaints the student with the purpose, organization, function, methods, tools, and techniques of marketing within the setting of adult education, continuing education, and training programs. Attention is given to the development of a customized marketing plan, focusing on the research and planning phases of the plan. This is an applied course in which students spend a significant amount of time participating in hands-on learning experiences, working in teams. Cr 3.

#### **HRD 603 Consultation in School Psychology**

This course examines how school psychologists can provide consultation services in school and clinical settings. A review of research which outlines a variety of consultation roles and procedures is incorporated with case studies and opportunities to explore the use of consultation as part of a problem-solving, data-based approach to school psychology. Cr 3.

#### **HRD 604 Self-Directed Education: Orientation**

This is the first of three one-credit core courses that establish the foundational concepts and skills of self-directed education. This course introduces students

to the adult education program, emphasizing educational planning, key ideas and themes, professional networking, reflective writing, and development of an educational portfolio. This course is intended to help students succeed by introducing requirements, opportunities, and self-directed educational skills at the beginning of their program. Cr 1.

#### **HRD 605 Self-Directed Education: Review and Focus**

This is the second of three one-credit core courses that establish the foundational concepts and skills of self-directed education. The course is intended for students who have completed half or more of their coursework, to enable them to reflect upon and strengthen their interest in adult education and to plan the rest of their program, especially their directed study or internship and their capstone paper. Students carry out explorations of resources that can enhance their professional knowledge and practice. Prerequisite: To be taken the semester before HRD 687 or HRD 698. Cr 1.

#### **HRD 606 Self-Directed Education: Comprehensive Exam**

This is the third of three one-credit core courses that establish the foundational concepts and skills of self-directed education to be built on throughout the program. The course is intended to be taken as the final course of the program to prepare students for the comprehensive essay and future learning and work. Prerequisite: completion of other coursework (often taken with HRD 649) or by permission of the advisor. Cr 1.

#### **HRD 609 Orientation to School Psychology**

This course provides an introduction to the profession of school psychology. Incorporating historical information with issues of current practice, students will be exposed to an overview of the skills, knowledge base, work requirements, and responsibilities of school psychologists. In order to reveal the daily expectations of school psychologists, the course includes practicum activities that introduce students to the daily routines of school psychology practitioners. Cr 4.

#### **HRD 630 Facilitating Adult Learning**

This course examines the theory and practice of facilitating adult learning. The aim of the course is to develop a working knowledge of numerous approaches to facilitation including analysis of students' strengths and weaknesses in particular learning contexts. Special emphasis is placed on developing skills in making presentations and leading group discussions. Cr 3.

#### **HRD 631 The Adult Learner**

This course examines the social, psychological, economic, and cultural situation of the variety of adults served by adult education programs today. The aim of the course is to develop a theory of learning which is applicable to adults in diverse circum-

stances and with diverse goals, needs, and styles of learning. Attention is given to stages of adult growth, the development of learning goals, learning environments, and to a variety of theories on learning. Cr 3.

#### **HRD 632 Program Development in Adult Education and Human Resource Development**

This course presents the models, techniques, and practices of constructing curricula and developing programs for adult learners as individuals, groups, and community organizations. The course covers both educational and training programs and emphasizes practice, skill acquisition, and competence in curriculum development for adults with diverse needs and in diverse learning environments. Cr 3.

#### **HRD 633 Managing Adult Education and Human Resource Development**

This course examines the administrative and leadership skills necessary for the development and management of units such as adult education centers, continuing education offices, and training and staff development departments in profit and non-profit organizations. Particular attention is given to the development of mission statements, the use of advisory boards, community needs assessment approaches, personnel management, and the development of a management style. Cr 3.

#### **HRD 634 Using Technology in Education**

This course explores uses of technology in a variety of educational contexts including distance education, higher education, adult basic education, non-formal education, workplace education, the classroom, and self-directed learning. It provides a broad overview of educational technology (particularly microcomputer) development, use, evaluation, and selection. Concepts, skills, and hands-on laboratory exercises using knowledge of one computer system to help understand other computer types, applications, and systems. Participants will explore using computers and other technologies as a strategy for teaching, managing, and learning. The course is presented in three concurrent modules: a) theory, b) practice, and c) project. Cr 3.

#### **HRD 635 Training and Staff Development**

This course acquaints the student with the organization, staffing, functions, methods, and techniques of training and staff development units in modern work organizations. Attention is given to the development of in-service training programs for key levels of staff such as supervisors, managers, front-line workers, and support staff. Special emphasis is given to the systematic relationship of the training office to other human resource development functions in contributing toward an effective organization and a supportive climate in which to work. Cr 3.

#### **HRD 637 Community Education**

Community education is concerned with major issues and trends affecting the lives of all citizens of

a community. It measures well-being by the extent to which people have the opportunity to learn all they need to survive and flourish. It is a philosophy, a movement, an approach to school organization, and a mode of community development. Community education is examined in such forms for relevance to improved practice of educators and other community human resource developers. The course begins with social trends bearing upon the quality of community life as context for analysis of community and community change; then, moves to community education process, program, and skills of delivery as studied in specific community settings. Cr 3.

#### **HRD 639 The Heart of Teaching**

This course explores the elements of fostering and supporting fundamental changes in adult learners through the process of teaching. Transformational learning theory is examined and applications to teaching are explored through exercises and discussion. Cr 3.

#### **HRD 640 Human Resource Development in Organizational Settings**

This course will introduce students to the contemporary workplace which is made up of diverse workers and is in a constant state of change; and the role and function of human resource development in that workplace. The course asks the question: how can HRD be both a strategic partner to management and a supporter of employees; be both a compliance officer and a resource to help the organization and employees grow and develop? The course explores a variety of principles and practices that HRD professionals use to carry out this very complex role. Cr 3.

#### **HRD 643 Multicultural Adult Development**

This course examines adult cognitive and psychosocial developmental theory and practice from a multicultural perspective. It considers multiple identities within different social and cultural populations (gender, ethnicity, sexuality, disability, socioeconomic class), and presents an overview of the multicultural adult development literature intended for masters students preparing to work with young or middle-aged adults in educational, training, or supervisory settings. Cr 3.

#### **HRD 646 International Adult Education**

This course provides students with a broad overview of some of the historical roots and current practices of adult education internationally. It provides information about significant leaders and agencies, as well as subjects such as: women's education, literacy, peace and human rights, research, the environment, and new technology as they relate to adult education. Cr 3.

#### **HRD 647 Work and Learning Institute**

The course examines concepts of the learning workplace, including double loop learning, team learn-

ing, action reflection learning, and personal learning. Students explore how such learning strategies are being used to transform workplaces. Learning strategies are applied in actual work situations. This is an advanced level course intended primarily for students in the training and development concentration. Cr 3.

#### **HRD 649 Seminar in Adult Education and Human Resource Development**

This seminar addresses current issues, problems, and topics in adult education and human resource development. Participants are to select, develop, and present topics of interest to them as well as benefit from presentations prepared by the instructor. Usually taken toward the end of the program, this seminar is an opportunity to apply knowledge and skill to problems of current interest in the field of adult education. Cr 3.

#### **HRD 659 Research Methods in Applied Interventions**

This course examines research techniques appropriate for educational and clinical settings. The research techniques covered in the course emphasize a problem-solving assessment methodology with a particular focus on measuring progress toward reduction or elimination of problem behaviors. The research methods taught in the course are utilized by students to conduct a pilot study of a specific individual target behavior of concern, including academic, social-emotional, or social skill problems. Using a single-subject research design, students design, implement, and monitor the efficacy of an applied intervention. Cr 3.

#### **HRD 664 Culture, Tradition, and Diversity**

This course focuses on developing multicultural awareness, understanding the role of culture and tradition in the life cycle, examining issues of diversity in human interactions, and exploring the attitudes and perceptions of diverse populations. The course surveys world views, values, and beliefs of specific groups to better understand and appreciate diversity as it relates to professional applications. This course includes a field experience. Cr 3.

#### **HRD 666 Individual Assessment: A Holistic Approach**

This course explores the principles, purposes, and application of individual assessment. The course content includes instrument selection and evaluation, data interpretation, and intervention strategies in the following areas: academic skills, intellectual functioning, psychomotor performance, medical and family history, and social development. A case study format is used. Emphasis is placed on a holistic approach to data collection, interpretation and intervention. This is a basic orientation course for educators and others involved in planning specialized programs for individuals. It is not intended to produce skills in test administration. Prerequisites: HCE 605 and EDU 600 or equivalents. Cr 3.



### **HRD 667 Action Research and Evaluation Methodologies**

This course provides an overview of the role of action research within organizations and community settings. Techniques in survey development and evaluation strategies are emphasized. A number of methodologies is presented, such as: the normal group, the Delphi technique, assessment centers, performance appraisal, interviews and observation. Cr 3.

### **HRD 668 Human Development**

This course examines the processes underlying growth and development across the life span from conception through childhood, adolescence, adulthood, and aging to death. The interaction of biological, cultural, and environmental factors will be considered in studying physical, cognitive, and psychosocial changes throughout the stages of life. This course includes a field experience. Cr 3.

### **HRD 669 Adolescent Development**

This course introduces developmental theory and research as it relates to adolescence. A multi-disciplinary view of adolescent development is taken to examine the processes underlying growth, development, and behavioral changes during adolescence. The interaction of biological and environmental factors is considered in studying the physical, cognitive, social, affective, and moral aspects of adolescent development. The primary focus is on the adolescent as a learner. Note: This course is intended for students matriculated in the Extended Teacher Education Program and middle level education program. Cr 3.

### **HRD 671 Physical Bases of Behavior**

This course examines neural, endocrine, and response systems that are related to attention, motivation, emotion, memory, and psychological and/or learning disorders. It includes consideration of typical and atypical patterns of development and neurological and health problems of children and adolescents. Cr 3.

### **HRD 673 Social Skills Assessment and Training**

This course prepares the student to conduct assessment and intervention for social skills problems among school-age children. The course will include a discussion of the importance of social skills and provide a rationale for promoting and teaching prosocial behavior. Students will review and learn how to administer and score both screening-level and evaluation-level social skills assessment instruments. In addition, students will review a variety of interventions and develop social skills interventions based on assessment information. Cr 3.

### **HRD 674 Child and Adolescent Psychopathology**

This course acquaints the student with definitions of and development of normal versus abnormal behavior from infancy through adulthood as well as presents common classification systems for psy-

chopathology. Continuity from normal to abnormal behaviors, behavior problems in children as indices of pathology, and the prediction of psychopathology in adolescence and adulthood are also considered. The course takes a developmental orientation to psychopathology and discusses specific disorders in terms of symptoms, age considerations, and family and sociocultural dynamics. Cr 3.

### **HRD 676 Psychological Principles of Learning**

This course is an introduction to concepts and principles of conditioning and reinforcement, perception and attention, memory, information processing, and problem solution. The course includes the neural bases of learning and cognition as well as consideration of the acquisition or loss of habit patterns. Cr 3.

### **HRD 677 Cognitive and Psychoeducational Assessment**

This course is an examination of the historical and theoretical bases of individual differences and intellectual and psychoeducational testing. It includes supervised practice in administration, scoring, interpretation, and reporting assessment results. Prerequisite: open to school psychology majors with permission of the instructor. Offered in a two-semester sequence, three credits each semester. Cr 6.

### **HRD 678 Behavioral Assessment**

This course examines a variety of behavior assessment methods addressing social-emotional behavior issues. Assessment techniques covered in the course emphasize a functional behavior assessment methodology including interviews, observations, behavior rating scales, and adaptive behavior assessment. This course includes practica experiences in which students are supervised in the administration, scoring, and interpretation of assessment procedures. Cr 6.

### **HRD 679 Seminar in Psychological Assessment**

This course examines and integrates a variety of cognitive, educational, and behavioral assessment procedures in the context of an individual's overall psychological functioning. The course is a culmination of previous courses in assessment and practica as well as knowledge of psychopathology in children and adolescents. Assessment models covered in the course emphasize the integration of a multi-method, multi-informant, and multi-setting, problem-solving model. This course includes internship experiences in which students are supervised in the administration, scoring, and interpretation of assessment procedures. Cr 3.

### **HRD 685 CAS Completion Project in Adult Learning**

Students will undertake a major project of their own design as a final requirement for completion of the certificate of advanced study in adult learning. Students will participate in a support seminar and will make a formal presentation to an audience of program peers, faculty, colleagues, family, and friends.

There are four options for projects: (1) field-based study, (2) public policy initiative, (3) publishable theory paper, or (4) personal learning curriculum for adults. Cr 3.

### **HRD 687 Internship in Adult Education and Human Resource Development**

Designed to provide professional experience in the student's selected area of concern. A plan for the internship is presented for approval to the student's advisor. On approval, the intern completes his/her planned program under the supervision and evaluation of a responsible person for the internship assignment. Cr 1-9.

### **HRD 688 Internship in School Psychology**

The internship is a 1,500-hour field experience in school psychology under a qualified supervisor in a public school setting. It is undertaken at the end of the program. Prerequisites: satisfactory completion of HRD 603, HRD 609, HRD 677, HRD 678, HRD 694, and permission of the program faculty (total of 8 semester hours for the internship). Cr var.

### **HRD 693 Life Stories and Personal Mythmaking**

This course serves as a reflective, self-exploration component of the master's program for counselors, educators, administrators, and other service-providing professionals. It offers a theoretical and methodological framework for the in-depth study of individual lives. As a course in autobiographical reflection, the underlying assumption is that telling the stories of our lives is an important way of uncovering the personal truth in our lives. As a course in theory and research, it takes a broad look at the study of lives approach to defining personality development across time, drawing upon the writings of those from various disciplines who use personal narratives and life stories as primary documents. The seminar uses a workshop approach, combining autobiographical writing, personal mythmaking, writing circles, and life story interviews to better understand process and pattern in life cycle development from a subjective point of view. Cr 3.

### **HRD 694 Practicum in School Psychology**

The 200-clock-hour practicum is a supervised experience within a public school or human service setting. The practicum provides the student with experiences in psychological assessment, consultation, and school psychology practice. Prerequisite: satisfactory completion of HRD 603, HRD 609, HRD 677, and HRD 678, satisfactory completion of practica experiences interwoven within content courses, and by permission of the program faculty. Cr 2.

### **HRD 698 Directed Study in Human Resource Development**

This course provides students the opportunity to pursue a project independently, planning, and exploring an area of interest within the field of human resource development. The project must be

field-based, intellectually sound, and reflect a high caliber of performance. Specific content and methods of evaluation are determined in conjunction with the faculty supervisor. An approved proposal is a necessary prerequisite to registration. Cr 1-6.

### **HRD 699 Independent Study in Human Resource Development**

This course provides students the opportunity to pursue a project independently, planning, and exploring a topic of interest within the field of human resource development. The project must be library-based, intellectually sound, and reflect a high caliber of performance. Specific content and methods of evaluation will be determined in collaboration with the instructor. An approved proposal is a necessary prerequisite to registration. Cr 1-6.

### **ITE 650 Technology: Its Evolution and Social Impact**

This course will concentrate on an anthropological study of industry and technology over the millennia. Emphasis is placed on the examination of the great technological innovations and inventions that have impacted on civilization throughout history. National and global ramifications of civilization's technological progress are analyzed. Cr 3.

### **ITE 651 Curriculum Trends in Industrial/Technology Education**

This course is geared toward acquainting the industrial arts/technology education and vocational education teacher with the rapid curriculum changes that are occurring in the profession; the transition from a traditional industry content base to that associated with modern industry and technology. Emphasis is placed upon the analysis of contemporary technology education curriculum models, career education and occupational training, instructional strategies, delivery systems, and the development of appropriate technology learning activities applicable to the K-12 curriculum. Cr 3.

### **ITE 653A & 653B Contemporary Problems/Technical Developments in Selected Technologies**

This directed studies course focuses on contemporary developments in and problems associated with student-selected areas of material processing, energy/power, and technical communications technologies. The course provides an opportunity to study recent technological developments and to analyze their impacts on society and the environment. Specific topics are identified through a formal proposal process and will be studied independently. The group meets on a regular basis to discuss study progress and present their findings and conclusions in formal oral and written presentations. Both ITE 653A and ITE 653B are required. Cr 3 (for each course).

### **ITE 654 Measurement and Evaluation in Industrial/Technology Education**

This course focuses on the preparation and use of

teacher-made written achievement and performance tests and rating scales and basic statistical procedures and evaluation techniques for the industrial arts/technology education and vocational/occupational (trade and industry) educator. Cr 3.

#### **ITE 655 Practicum/Seminar**

The ITE 655 Practicum/Seminar and its major project, the Practicum Report, constitute the culminating project of the program. The Practicum Report documents the student's attempt to synthesize and apply learning from the program through the identification of a problem pertaining to industrial/technology education in a field setting. The written Practicum Report will be verbally defended. Cr 6.

#### **SED 550 Teaching Gifted Students in the Regular Classroom**

This course is for teachers who serve gifted/talented students within the structure of the regular classroom. Topics include adapting the "required" curriculum to meet the needs of students; teaching/facilitating independent/small group activities; using learning centers, task cards, and student contracts; working successfully with parents, resource teachers, and administrators; and considering current issues in gifted child education specific to the regular classroom environment. Cr 3.

#### **SED 611 Nature and Needs of Learners Who Are Exceptional**

This course focuses on the unique characteristics and educational and social/emotional needs of children and youth who display a range of learning and behavioral difficulties including learning disabilities, mild forms of developmental delay, and mild to moderate forms of behavioral and adjustment problems. Cr 3.

#### **SED 614 Methods of Teaching Mathematics for Students with Special Needs**

This course for practicing teachers focuses on teaching methods and new teaching approaches in mathematics used with students with special needs. Current issues of concern, major curriculum thrusts, such as the National Council of Teachers of Mathematics Standards, Maine's Learning Results, promising practices, and methods to differentiate instruction and assessment techniques are addressed in this course. Approaches for students of different age levels from early childhood through secondary school are included. Cr 3.

#### **SED 615 Classroom and Behavior Management for Learners with Special Needs**

This course examines a variety of strategies for promoting positive behavior. Topics include preventing misbehavior through classroom organization strategies, responding to misbehavior in constructive ways, and designing strategies to help children develop appropriate school skills. Students are expected to conduct several classroom application projects. Cr 3.

#### **SED 618 Programming for Learners with Special Needs**

This course is for individuals who provide educational services to learners with special needs. This may include learners with mild handicapping conditions and/or students with academic gifts and talents. Participants will learn strategies for planning and providing differentiated learning experiences within appropriate learning environments. Cr 3.

#### **SED 639 Communication Disorders in Students**

This course is designed for educators working with pre-school and school-age children in regular and special education. The course considers the typical development sequence of language and speech skills and the physiological process involved in normal speech and language production. The range of communication disorders likely to be seen in children is discussed. Particular attention is given to disorders of receptive and expressive language that may result in academic difficulties. Possible etiologies, common symptoms, and classroom modifications that may be suggested for a youngster with a specific communication disorder are reviewed. Communication differences seen in multi-cultural populations are considered. The role of the pre-school and classroom teacher in various service delivery models is presented. Class participants are encouraged to exchange information about their experiences in working with different service delivery models. Cr 3.

#### **SED 640 Communicating with Students Who Are Deaf and Hard of Hearing**

The course describes the full range of communication modes currently used with students who are deaf and hard of hearing in the United States, and the presuppositions behind the various approaches, including: spoken English, American Sign Language, manually coded English, cued speech, fingerspelling, etc. The relationship between communication and language and the role of vision and residual hearing in language acquisition are studied. Factors associated with the selection of a particular mode of communication over the other modes are examined. Cr 3.

#### **SED 643 Including Students Who Are Deaf or Hard of Hearing in Public Schools**

This course is for educators who work with students who are deaf and hard of hearing in public schools. The course explains the impact of hearing loss on a school-age child. Different approaches to the education of deaf and hard of hearing children are explored and individuals reflect upon their roles and responsibilities as educators working with students, their families, and the deaf community. Cr 3.

#### **SED 646 Audiology/Aural Habilitation**

This course offers an overview of audiology and aural habilitation for teachers of children who are deaf or hard of hearing. The anatomy, physiology, and pathologies of the ear are explained. Students

are taught the physics of sound and principles of pure tone audiometry. Auditory training equipment, including hearing aids and other assistive devices, are introduced. Students explore the implications of hearing loss on speech acquisition and development. Cr 3.

### **SED 653 Assessment in Special Education**

Numerous tests in the areas of intelligence, achievement, perceptual motor skills, adaptive behavior, and behavior are examined. Students will work with children in their area of specialization. The course emphasizes assessment, teaching, and development of educational programs and strategies. Cr 3.

### **SED 654 Assessment in Special Education Part II**

Students examine a variety of informal procedures for use in the assessment of the instructional needs of exceptional learners. Students learn how to develop and conduct interviews, observations, and continuous and periodic assessments of instruction. Record keeping procedures are also examined. Students are expected to develop several in-depth projects. Prerequisite: SED 653. Cr 3.

### **SED 659 Education of the Gifted/Talented**

This course is for individuals responsible for initiating, mainstreaming, and/or extending services for gifted/talented students. Topics for study include: a) identification procedures, b) curriculum development and implementation, c) administration and classroom management, d) staff development and community involvement, and e) evaluation of student growth and program effectiveness. Cr 3.

### **SED 660 Curriculum and Methods for Teaching the Gifted**

This course is for individuals responsible for a) developing or modifying learning experiences for gifted/talented students at the elementary or secondary school level, b) implementing differentiated learning experiences within the regular classroom or through a special grouping arrangement, and/or c) creating/selecting instructional materials to support the implementation of differentiated learning experiences. Cr 3.

### **SED 661 Advanced Curriculum and Methods for Teaching the Gifted**

This course is for teachers, consultants, coordinators, and directors who work in programs for gifted/talented who are responsible for developing and implementing a curricular scope and sequence plan for the program, articulating services between grade levels and among content/skill areas within a district, coordinating the use of instructional materials within a program, and assisting others in utilizing, adapting, and creating learning activities for gifted/talented students. Cr 3.

### **SED 662 Productive Thinking and the Gifted Learner**

This course is for individuals responsible for a) identifying

and/or creating potential within students, b) planning and implementing learning experiences for nurturing creative thinking, c) selecting or developing instructional materials for enhancing creativity, d) establishing learning environments conducive to creativity, and/or e) evaluating program effectiveness and student growth in creativity training. Cr 3.

### **SED 663 Management in Education of the Gifted**

This course is for individuals responsible for coordinating services for gifted and talented students within a district. Topics of study include program administration, program evaluation, personal interaction skills, and group dynamics. Cr 3.

### **SED 664 Gifted Students in Special Populations**

This course is for individuals responsible for identifying and serving gifted students from special populations. These populations include under-achievers, females, culturally diverse and/or economically deprived, rurally isolated, bilingual, artistic, creative, physically challenged, and highly gifted. Cr 3.

### **SED 665 Institute for Program Planners in Education of the Gifted/Talented**

This course is for individuals and teams of individuals responsible for planning district-wide programs for gifted and talented students. Participants develop a procedural written plan of action for guiding the development and the implementation of programs. Planning areas include: a) identification, b) curriculum, c) administration, d) staff development, and e) evaluation. Cr 3.

### **SED 666 Models in Education of the Gifted**

This course is for individuals responsible for choosing, adapting, or designing a model to serve gifted/talented students. Selected models prominent in the field are reviewed and critiqued. Prerequisite: SED 659 or SED 660 or permission of instructor. Cr 3.

### **SED 667 Social/Emotional Needs of the Gifted**

This course is for classroom teachers, program coordinators, parents, and other individuals who interact with gifted and talented students. Topics for examination include: a) factors affecting social and emotional development, b) achievement and underachievement, c) curriculum and the affective domain, and d) resources/strategies for responding to the needs of the gifted/talented. Cr 3.

### **SED 668 Seminar in Education of the Gifted/Talented**

This course is for students who have completed at least four courses in education of gifted/talented students. The seminar focuses on critical issues related to the field. Students collect and critically analyze information relating to the issues. Cr 1.

### **SED 669 Technical Assistance Systems**

This course is for administrators, consultants, program coordinators, teachers, and other individuals responsible for initiating, maintaining, or extending educational programs. Topics for study include assessing resources and needs, relating with client systems, diagnosing relationships and situations, acquiring resources, choosing and supporting solutions, and stabilizing innovations. Prerequisite: advisor's permission. Cr 3.

### **SED 670 Secondary Programs for the Gifted/Talented**

This course is for administrators, program coordinators, and teachers who are responsible for planning, implementing, maintaining, and/or extending programs for gifted and talented students at the secondary school level. Cr 3.

### **SED 679 Consultation and Special Education**

This course is for individuals who are responsible for the planning and the coordination of programs for exceptional learners. The focus of the course is on utilizing a non-categorical, process-oriented approach to providing services for students. Cr 3.

### **SED 682 Special Education Law: Conflict and Resolution**

Laws relating to the education of exceptional students and recent judicial decisions are discussed. Methods of conflict resolution, including mediation, are presented. Prerequisite: SED 611 or equivalent coursework. Cr 3.

### **SED 683 Topical Seminar**

This is an advanced course that covers selected topics in exceptionality. Several current issues are examined in-depth each semester. Individual and group presentations are required. Cr 3.

### **SED 684 Administration in Special Education**

A course designed to offer experience in administering special education programs. The course emphasizes the organization and administration of special education programs. Prerequisite: SED 611 or permission of instructor. Cr 3.

### **SED 685 Advanced Seminar in Special Education**

This is an advanced course that integrates and synthesizes research and practices across disciplines in exceptionality. Individual and group presentations are required as well as a major paper. Prerequisite: completion of nine (or more) courses; matriculated students only. Cr 3.

### **SED 687 Technology in Special Education**

This course introduces students to the use of technology in the education and rehabilitation of individuals with special needs. A range of technological systems are examined from "low tech" devices such as simple switches to computers, adaptive

devices, and software appropriate for handicapped individuals. A variety of equipment, materials, hardware, and software are available for demonstration and student use. Methods and techniques for evaluation and determination of appropriate and inappropriate use of technology are stressed. Cr 3.

### **SED 688 Internship in Special Education**

Students complete 350 hours of supervised teaching experience. Interns apply effective instructional practices and experience interdisciplinary planning, team work facilitation, and consultation. Internship experiences reinforce the acquisition of ethics and standards of the teaching profession. Prerequisite: matriculated students only. Cr var.

### **SED 689 Prevocational/Vocational Assessment and Education**

This course introduces the fundamentals of selecting and administering prevocational and vocational assessment tools, including their types, purposes, and methods of interpretation. Participants learn how to use the tools in order to plan and implement programming for secondary-level students who have handicapping conditions and other special needs. Participants are introduced to strategies for assisting secondary students in preparing for, locating, and participating in training and employment opportunities. Cr 3.

### **SED 690 Psychology of Adolescents with Disabilities**

This course examines the growth and development of adolescents with disabilities within a social context. Society's historical treatment of people with disabilities and the effect social attitudes have on development are addressed. Developmental theory presented through classwork and readings are supplemented by research and interviews with adolescents and their teachers and families. Cr 3.

### **SED 692 Transition for Elementary and Secondary Students**

This course introduces participants to the concept of transition from school to work and community living for secondary students with disabilities. Students develop skills in interdisciplinary team planning and an awareness of community resources necessary to aid exceptional students in achieving career goals and a satisfactory adjustment to adult life. Cr 3.

### **SED 699 Directed Study**

This course is an opportunity to gain, apply, and integrate knowledge and skill in exceptionality by planning and conducting a project. The project must be intellectually sound, have direct applicability to the student, and produce a high quality product. Specific content and methods of evaluation are determined in conjunction with faculty supervisor. Prerequisite: EDU 600; matriculated students only. Cr var.

# University of Maine School of Law

*Dean:* Colleen A. Khoury

*Professors:* Cluchey, Delogu, Friedman, Lupica, Potter, Rieser, Rogoff, Ward, Wells, Wriggins, Zarr, Zillman; *Associate and Assistant Professors:* Galbraith, Howard, Tuerkheimer, Wanderer; *Associate Research Professor:* Duff; *Visiting Clinical Professor:* Stanfill; *Professor Emeritus:* Godfrey

The University of Maine School of Law has long offered a high quality of legal education to a carefully selected student body. With a fine faculty, excellent library resources, and a nationally oriented curriculum strong in basic legal courses, the Law School takes pride in educating men and women who will become capable and motivated attorneys.

The academic program is rigorous and demanding. Thanks to the School's size, however, its students have the benefit of small classes, frequent and informal contact with the faculty, and a friendly atmosphere. These factors do much to ease the strains attendant upon entry to an exacting profession.

The School averages 85 students per class, of whom approximately 50 percent are women; the number of students in the School is about 250. The student body is remarkably varied in age, professional and academic experience, and background.

The School's faculty of 17 full-time and a number of part-time instructors is drawn from the local community of attorneys, and represents a diversity of backgrounds, expertise, and interests.

The School is fully accredited by the American Bar Association and is a member of the Association of American Law Schools.

Established at Portland in 1961, the Law School is an administrative unit of the University of Southern Maine, but has responsibilities to the statewide University system. The School is located in a building, accessible for handicapped students, that provides facilities for classroom and seminar discussion, library research, moot court participation, clinical practice, legal publications, and student activities.

For more information on the Law School, contact the Admissions Office, University of Maine School of Law, 246 Deering Avenue, Portland, Maine, 04102, (207) 780-4341, or visit the Law School Web site at [www.mainerlaw.maine.edu](http://www.mainerlaw.maine.edu).

## Marine Law Institute

*Director:* John Duff

The Marine Law Institute is committed to research and education in the field of coastal and ocean resource law and policy. Its research considers interjurisdictional problems in marine resource management, the use of scientific knowledge in marine law, issues affecting coastal zone management including analysis of the adequacy of federal and state coastal resource laws and regulations to effectively manage coastal development pressures.

The Institute is a component of the University of Maine School of Law. Its policy research and educational projects are supported by grants and contracts from government agencies and private foundations. The School's research publication, the student-edited *Ocean and Coastal Law Journal*, is partially supported by subscribers.

## Technology Law Center

*Director:* Rita Heimes

The Technology Law Center at the University of Maine School of Law was established in 1999 with funding from the Maine Legislature to recognize the role of law in technological innovation and the expansion of electronic commerce. The Center provides educational opportunities in intellectual property and technol-

ogy-related law to students, practicing attorneys, and the Maine business community through courses, conferences, and seminars. The Technology Law Center also administers the Maine Patent Program, a service program funded by the Maine Legislature to assist inventors, entrepreneurs, and small businesses with intellectual property education and protection.

# Lewiston-Auburn College

Dean: C.E. Zark VanZandt

## Master of Leadership Studies

*Program Coordinator:* Marvin Druker

*Associate Professors:* Coste, Druker, Robinson; *Assistant Professor:* Mundhenk

The master's degree in leadership studies (M.L.S.) supports the development of organizational and community leaders who seek to build a deep understanding of the dynamics of leadership, the convergence of leadership with other human relations, and the role of the individual as leader in society. The master's in leadership studies is an interdisciplinary professional program that blends the social and behavioral sciences and the humanities to explore the complex set of leadership issues and challenges that go beyond a particular subject or field of work. Graduates of the program will attain a mastery of leadership theory and skills that will enable them to perform successfully in leadership roles in their work organizations, their communities, and their state. In addition to developing new competencies, the program aims to develop behavioral orientations so that students may approach their leadership roles with a sense of social responsibility, a concern for ethics, and a commitment to the public good. The M.L.S. program will foster those who understand both the impact individuals can have on society and the multidimensional nature of human relationships and who are prepared to exercise socially responsible leadership in service to organizations and communities.

The M.L.S. program assumes entering students possess a general understanding of the workings of organizations and will come from a wide variety of professions and sectors. Most will work in positions with significant responsibilities for people and projects. From this base, the M.L.S. takes students through a rigorous course of study that will develop their skills in integrative analytic thinking, allowing them to function with increased expertise at work, in the community, and in their personal lives. The study of leadership explores significant questions through critical thinking, continual reflection, and examination of the self.

The program is primarily designed for part-time students who are already employed. Classes may be offered in the evenings, on weekends, and through selective use of distance education. Admissions procedures for the M.L.S. are designed to balance considerations of preparedness, high-quality standards, and access for mid-career adults. Applications may be obtained from the USM Office of Graduate Admissions or the LAC Office of Student Services. The application must include transcripts of previous undergraduate and graduate work; an essay explaining the candidate's interest in the program, qualifications, and goals; two professional recommendations from those able to comment on the applicant's academic preparation, ability to pursue graduate education, and take on leadership responsibilities; TOEFL scores where appropriate; and the required fee.

In addition, applicants to the M.L.S. program must demonstrate:

1. A basic understanding of how organizations work through a combination of prior undergraduate or graduate course work and at least two years of organizational or community leadership experience. Applicants should have taken LOS 300 Organization Theory or its equivalent.
2. Knowledge of quantitative research methods and analysis through prior undergraduate or graduate course work and/or submission of a research product completed substantially by the applicant that demonstrates knowledge of quantitative research (to be reviewed by the admitting faculty committee). Applicants should have taken LOS 329 Research Methods or its equivalent.
3. Computer literacy at the LAC 150 Microcomputer Applications level.
4. A strong record of success (a G.P.A. of 3.0 or better on a 4.0 scale) in the last 30 credits of prior academic course work or, when prior academic work was completed more than five years ago, a prior learning portfolio of recently completed professional work that demonstrates the candidate's ability to successfully complete graduate-level work. For students whose native language is not English, a score of at least 550 on the paper-based Test of En-



glish as a Foreign Language (TOEFL) or 213 on the computer-based TOEFL is required.

Students who may lack some of the above requirements, but who show potential through work experience, a presentation of past work, and current writing skills, may be admitted on a probationary status and allowed to take two courses. If these students earn grades of B or better in their M.L.S. coursework, they may apply for regular student status.

All applicants who meet the above requirements will be scheduled for a writing sample and interview.

Completion of the application requirements does not guarantee admission into the program. Admission will be based on a comparative evaluation of the applicants' materials as they relate to academic achievement, writing skills, and interviewing. If two applicants are otherwise equally qualified, additional consideration will be given to work experience.

Based on the applicant's performance on the criteria above, and other conditions noted in the M.L.S. admissions brochure, the admissions committee will make a decision to accept or reject the application.

The LAC admissions committee will review all applications for admissions, and candidates will be ranked for order of acceptance into the program. Application is competitive, and each new class will be limited to 20 students. A five-person waiting list will be maintained for one semester. If a new class does not fill, a student may be admitted conditionally with a learning contract that must be completed before he or she may progress into the second year of the program.

The M.L.S. curriculum provides students with a solid background in the history and theories of leadership, together with an examination of relevant cultural issues. Several competency areas will specifically focus on students strengthening their ability to gather and analyze information and promote creativity and innovation. It will also provide students with an appreciation of the contexts in which leaders operate, including cultural differences, the impact of technology, globalism, ethics, and politics. Finally, students will integrate these theoretical and conceptual approaches with an applied capstone project or thesis. Above all, the M.L.S. program will emphasize development of the skills and orientations necessary for successful leadership. The curriculum has been designed so that specific threads run through all courses. These threads (listed in the detailed description of the curriculum to follow) will allow ongoing development of the higher order skills necessary for effective leadership.

The master's in leadership studies requires 36 credit hours of graduate work for completion. This is split between 30 hours of course work and six credits for a capstone thesis/project that will allow students to complete their studies by applying their knowledge and skills to specific situations. Many of the courses in the program will require service-learning through field projects, experiences with technology, and extensive writing.

### *Curriculum Threads*

- Learning about societal and individual differences in diverse contexts
- Evaluating information critically and reflectively
- Applying values-based creative problem solving
- Determining effective communication strategies
- Engaging in service-learning activities
- Reflecting on one's own role in organizations and the community

### *Curriculum Components*

- Cornerstones
- Competencies
- Contexts
- Capstone

Cornerstones (6 credits) required

Foundations of Leadership Studies I: History and Theory

Foundations of Leadership Studies II: Understanding and Leading Individuals and Groups

Competencies (9 credits) required  
 Methods of Inquiry  
 Communication and Relationship Building  
 Deliberate Creativity and Innovation

Contexts (6 credits) required  
 Cultural Contexts  
 Technology in Society

Capstone (6 credits) required  
 Capstone Seminar (3 credits)  
 Capstone Project/Thesis (3 credits)

Electives (9 credits)  
 Conflict and its Alternatives  
 Ethical and Spiritual Dimensions of Leadership  
 Community Leadership  
 Ecosystems and Leadership  
 Leadership Study Abroad

Electives or concentrations may also be selected from approved courses in other USM graduate programs:

Social Work  
 SWO 664 Social Work Supervision and Consultation  
 SWO 665 The Management of Social Services  
 SWO 667 Social Work and the Law  
 SWO 668 Community and Organizational Change

Health Policy and Management  
 HPM 636 Health Information Management  
 HPM 673 Fundamentals of Health Care Management  
 HPM 676 Health Care Planning and Marketing

Adult Education  
 HRD 632 Program Development in Adult Education and HRD  
 HRD 635 Training and Staff Development  
 HRD 637 Community Education  
 HRD 638 Program Evaluation  
 HRD 640 Human Resource Development in Organizational Settings  
 HRD 667 Action Research and Evaluation Methodologies

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**MLS 600 Foundations of Leadership Studies  
 I: History and Theory**

Interdisciplinary exploration of the history and theory of leadership. Cr 3.

**MLS 601 Foundations of Leadership Studies  
 II: Understanding and Leading Individuals  
 and Groups**

Study of the ethical, cognitive, and interpersonal factors that impact followership and potential for collaboration. Cr 3.

**MLS 610 Methods of Inquiry**

Examination and use of various quantitative and qualitative research methods appropriate to studies of leadership. Cr 3.

**MLS 611 Communication and Relationship  
 Building**

Investigation of the communication and behavioral

theories and techniques that mediate interpersonal dynamics. Cr 3.

**MLS 612 Deliberate Creativity and  
 Innovation**

Study of the theory and practice of facilitation methods that enable people, processes, products, and environments to be innovative. Cr 3.

**MLS 614 Conflict and its Alternatives**

Investigation of the conflict awareness and management techniques that help groups mediate the differences encountered in a variety of situations. Cr 3.

**MLS 650 Cultural Contexts**

Exploration of the influence of culture within organizations and surrounding them including community, national, and global sources of diversity. Cr 3.

**MLS 651 Technology in Society**

Investigation of the social implications of technology, the values expressed in uses of technology, and the policy decisions that affect and are affected by technological change. Cr 3.

**MLS 660 Ecosystems and Leadership**

Examination of the complex relationships in the multiple systems of influence (political, social, environmental, etc.) that mediate successful leadership initiatives. Cr 3.

**MLS 661 Ethical and Spiritual Dimensions of Leadership**

Study of the role of ethics and spirituality in the behavior of leaders and followers. Cr 3.

**MLS 662 Community Leadership**

Study of the community leadership process as it pertains to developing citizenship, volunteerism, and social equity. Cr 3.

**MLS 670 Leadership Study Abroad**

Investigation of the study and practice of leadership in other countries. Cr 3.

**MLS 688 Capstone Seminar**

The seminar allows students the opportunity to work with faculty to develop their master's project or thesis. Seminar meetings will include collegial (student) as well as faculty critique and assistance in developing research and projects. Questions posed by both projects and theses will be discussed. The capstone advisor must approve all projects. The capstone advisor and, when appropriate, an outside reader in an area of concentration must approve thesis topics. The seminar will conclude with stu-

dents identifying the key questions for their continued study of leadership. Cr 3.

**MLS 689 Master's Project/Master's Thesis**

The *project option* requires students to design an intensive theory-based, applied project that explores the role of leadership in developing and/or implementing meaningful change in an organization or community. Each student will work with a faculty advisor. When appropriate (e.g., when students have a concentration from another graduate program), an outside reader will also be selected jointly by the student and advisor. Written analysis of the project will include a survey of relevant literature, a detailed description of the situation or change being studied, presentation of the method(s) of inquiry and data, and an analysis of the data and other outcomes. The written presentation will include an executive summary and complete bibliography. Projects will also be formally presented to other students, community members, and LAC faculty. Students will be evaluated on both their verbal and written presentation skills.

The *thesis option* requires students to select a topic for intensive library research, reading, and analysis. It may, for example, summarize and analyze work in new methods or contribute a new theoretical proposal that calls for further testing or research. This work will be designed to produce an article of interest for the field of leadership studies. With a thesis advisor, the student will identify an appropriate professional or academic outlet for publication, and the paper will be prepared and submitted to this outlet. Students will formally present their theses to students, community members, and LAC faculty. Students will be evaluated on both their verbal and written presentation skills. Cr 3.

## Master of Occupational Therapy

*Program Director:* Roxie Black

*Associate Professor:* Black

Lewiston-Auburn College offers a professional, entry-level master's degree in occupational therapy for people who hold a baccalaureate degree in a discipline other than occupational therapy. The master of occupational therapy program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

Occupational therapy (OT) is a health profession that recognizes humans as occupational beings. People define who they are by what they do—or by the occupations in which they engage. Occupational therapists use meaningful occupation as treatment to help people of all ages maximize wellness and perform the skills they need to live as independently as possible. OTs intervene with people who are experiencing varying degrees of activity impairment as a result of developmental, physical, psychological, or environmental dysfunction. OTs help people develop, compensate for, or regain the skills necessary for participation in meaningful life roles and skills of self care, work, and leisure.

Graduate entry-level occupational therapy education builds upon the previous education and experience of the student by providing a sequential course of professional study that stresses active, independent inquiry, critical thinking, strong communication skills (oral, nonverbal, and written), problem solving, clinical reasoning, and professional behaviors. Realizing that consumers may receive occu-

pational therapy services in a wide variety of settings, students are exposed to practice in hospitals, institutions, schools, community agencies and centers, and other facilities where potential clients may be effectively served.

Admission to the master of occupational therapy program is selective and limited to 24 spaces. The program seeks applicants who have a bachelor's degree with a record of academic achievement and who are committed to employing interdisciplinary approaches and materials in the study of occupational therapy. The program also seeks candidates who are committed to self-development as a necessary foundation for helping others. Academic coursework and clinical experiences require that students be available throughout the day and some evenings. Part-time options are now available where students may complete their academic work in either three or four years. In addition to four semesters of academic coursework, students are required to complete six months of full-time fieldwork.

Students should request an application packet which contains all of the required forms and detailed procedures for their completion. The application, transcripts, and other supplemental materials should be sent to: Administrative Assistant, Occupational Therapy, Lewiston-Auburn College, 51 Westminster Street, Lewiston, Maine 04240.

The following criteria are used in the selection process:

1. Baccalaureate degree from an accredited college or university.
2. A cumulative grade point average (GPA) of 3.0 on a 4.0 scale or a B average is highly recommended. If you have a graduate degree, your graduate cumulative GPA will be used. If your cumulative GPA is not 3.0 or better, the likelihood of acceptance is significantly diminished. Your application will not be considered if you have a cumulative GPA lower than 2.75.
3. Prerequisite courses: Either as part of your baccalaureate degree or subsequent to receiving it, you must have completed the following courses with a grade of B or better. All of the science prerequisites must have been taken within six years prior to the fall semester for which you are applying. If science courses were completed with a B or better more than six years ago, you may do one of the following: 1) use more current upper division courses in the discipline to satisfy the requirement; 2) retake the course; or 3) take a CLEP exam if one is available. If you have questions regarding the prerequisite requirements, contact the M.O.T. director.

#### Math Competency

- |   |           |
|---|-----------|
| ** Statistics (such as MAT 120D or SBS 328 or equivalent) | 3 credits |
| * College Algebra (such as MAT 108 or equivalent)         | 3 credits |

- |   |           |
|---|-----------|
| * College Level English<br>(at least 3 credits must focus on writing) | 6 credits |
|---|-----------|

- |   |           |
|---|-----------|
| * Intro to Sociology<br>(or an upper level SOC or SBS course) | 3 credits |
|---|-----------|

- |                         |           |
|-------------------------|-----------|
| *** Abnormal Psychology | 3 credits |
|-------------------------|-----------|

- |  |           |
|--|-----------|
| ** Human Growth and Development<br>(Lifespan course) | 3 credits |
|--|-----------|

- |                           |           |
|---------------------------|-----------|
| Intro to Physics with lab | 4 credits |
|---------------------------|-----------|

- |                                  |                            |
|----------------------------------|----------------------------|
| *** Human Anatomy & Physiology I | 4 credits<br>or equivalent |
|----------------------------------|----------------------------|

- |                                   |                            |
|-----------------------------------|----------------------------|
| *** Human Anatomy & Physiology II | 4 credits<br>or equivalent |
|-----------------------------------|----------------------------|

- |                |           |
|----------------|-----------|
| Microcomputers | 3 credits |
|----------------|-----------|

\* There are CLEP exams available for these courses.

\*\* There are DANTES exams available for these courses.

\*\*\* There are Excelsior College Exams available for these courses.

4. If you have not already completed the English and math course requirements, please register to take Lewiston-Auburn College's placement exam in reading, writing, and math. The exam will determine whether you need to take any developmental courses in preparation for the college level math and English courses.
5. All applicants must complete a minimum of 15 hours of job shadowing or work experience in an occupational therapy department.
6. All applicants who meet the above requirements will be scheduled for a writing sample and interview.
7. Completion of the application requirements does not guarantee admission into the program. Admission will be based on a comparative evaluation of the applicants' materials as they relate to academic achievement, writing skills, and interviewing. If two or more applicants are otherwise equally qualified, additional consideration will be given for work experience in a related field (e.g., education, recreation, or other health related profession).
8. Based on the applicant's performance on the first seven criteria, and other conditions noted in the M.O.T. admissions brochure, the admissions committee will make a decision.
9. Upon being accepted into the program, students must submit documentation that they are in good health as evidenced by a physical examination, including specific immunizations, prior to beginning the fall semester. Forms will be sent with acceptance letters.

The M.O.T. program has a rolling admissions process, and will accept applications from October 1 to August 1 prior to the fall semester to which one is applying. Unconditional acceptance to the M.O.T. program will be extended only to students who are competitive and who have submitted documentation that all of their requirements have been completed at the time of their application. Students who are in the process of completing prerequisite courses will receive only conditional acceptances until all their requirements have been completed. Conditional acceptances will be rescinded unless the remainder of the requirements are completed by August 1.

Although there is a rolling admission process, admission is competitive and the 24 spots will be filled on a first-come basis with qualified applicants. It is important that you submit your application as soon as possible.

## ***Program Policies***

In addition to the general policies described in the Academic Policies chapter, specific policies of this program are as follows.

***Time Limit*** Unless applying for a part-time option, the program's academic work is designed to be completed within four semesters of being admitted to the program. To ensure continuity of application of academic concepts, all fieldwork MUST be completed within 24 months following completion of academic preparation.

***Grade Policy*** All courses in the occupational therapy curriculum must be completed with a minimum of C in order to carry graduate credit. If a student receives a grade below C, the student must repeat the course in the next semester that it is offered. Given that occupational therapy courses are only offered once a year, it will be necessary for the student to receive permission from the faculty committee in order to take other courses in the curriculum prior to repeating the course. A student is only permitted to repeat **one** course. If a student gets a grade below C in a second course, he or she will be dismissed from the program.

Students must maintain a cumulative grade point average of 3.0 in each semester in order to progress in the program. A student whose grade point average falls below a 3.0 in the first, second, or third semester will be placed on probation and will have **one** semester to bring the grade point average up to at least a 3.0. Students who fail to do this will be dismissed. A student may not be placed on probation more than once.

Any student whose cumulative GPA is below 3.0 in their final semester will be dismissed and will not be permitted to graduate. Students must also demonstrate satisfactory professional behaviors. Unsatisfactory ratings of professional behaviors in two or more semesters may result in termination from the program.

The master of occupational therapy program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box

31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. NBCOT is located at 800 S. Frederick Ave., Suite 200, Gaithersburg, MD 20877-4150.

## Program Requirements

Students in the M.O.T. program will complete 77 graduate credits consisting of 4 semesters of full-time coursework, 6 additional months of full-time fieldwork and a capstone project.

Students are required to complete three Level I Fieldwork experiences in psychosocial, physical dysfunction, and developmental disabilities. The fieldwork is completed concurrent with the semester in which the relevant coursework is taken.

Personal health insurance is required for all students in this program. Students may select the University insurance coverage or a private company as long as the coverage meets that of the University policy.

Students are required to become members of the American Occupational Therapy Association (AOTA).

### Program of Study

#### FIRST YEAR

##### Fall Semester

			Credits
OTH	501	Occupational Therapy Foundations	2
OTH	502	Occupation and Clinical Reasoning	4
OTH	503	Communication for Health Professionals	3
OTH	513	Basic Kinesiology	3
OTH	514	Human Anatomy: Structure and Function	4
			<u>16</u>

##### Spring Semester

OTH	504	Applied Research I	3
OTH	505	Mental Health Theory and Practice	7
OTH	506	Management for Occupational Therapists	3
OTH	507	Social Issues and Ethics in Occupational Therapy	3
OTH	509	Level I Fieldwork: Mental Health	1
			<u>17</u>

#### SECOND YEAR

##### Fall Semester

OTH	510	Level I Fieldwork: Physical Dysfunction	1
OTH	512	Applied Research II	3
OTH	601	Neuroscience	3
OTH	603	Physical Dysfunction: Theory and Practice	7
OTH	612	Capstone Preseminar	1
OTH	614	Clinical Conditions for Physical Dysfunction	2
			<u>17</u>

##### Spring Semester

OTH	508	Occupational Performance and the Brain	3
OTH	511	Level I Fieldwork: Developmental Disabilities	1
OTH	604	Developmental Disabilities Theory and Practice	7
OTH	613	Capstone Project	1
OTH	615	Developmental Adaptation and Dysfunction	3
			<u>15</u>

##### Summer Semester

*OTH	620	Level II Fieldwork	6
<i>This fieldwork experience is dependent on the availability of sites.</i>			
<i>If not taken in the summer, it will be scheduled for fall and will be followed by the second Level II Fieldwork (OTH 621).</i>			

#### THIRD YEAR

##### Fall Semester

*OTH	620	Level II Fieldwork	6
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\*All students must complete two Level II Fieldwork experiences. These may be taken only after all required coursework is completed.

There are also two part-time options of study available that allow students to complete the academic portion of their program of study in either three or four years.

### **OTH 501 Occupational Therapy Foundations**

This course introduces students to the profession of occupational therapy by studying its history, philosophy, and standards. Students will examine the socioeconomic and political factors that influence the practice, professional behaviors, responsibilities of practitioners, and occupational choice. Additionally, students will learn about the role and functions of OT practitioners; local, national, and international associations; the OT process; activity and occupational analysis; OTR and OTA collaboration; and the culture of disability. Cr 2.

Activity analysis and problem solving are used to assess the use of intervention strategies from multiple perspectives with a focus on understanding the importance of culture, gender, and developmental level on occupational choices. Prerequisites: OTH 502, OTH 507. Cr 7.

### **OTH 502 Occupation and Clinical Reasoning**

Introduces students to the theory of occupation and the relationship between occupation and occupational therapy practice. Students will develop an appreciation of the complexity of occupations across the life span by observing and analyzing a variety of occupations on and off campus. Clinical reasoning theory will be taught and practiced as part of the observation analysis. Cr 4.

### **OTH 506 Management for Occupational Therapists**

This course will cover information and practice skills needed for basic management and leadership in occupational therapy. Exposure to leadership styles, effective supervision, reimbursement mechanisms, accrediting agencies, and department operations will be provided in an interactive and collaborative format. We will also look at regulation, politics, and policy of health care and discuss the importance of being involved. Managing in environments of change will be a theme. The ethical considerations, program evaluation, and communications necessities of leading a department are subjects which will overlap with other more specific topics. Students should complete the course with a thorough appreciation for the finesse needed in strong leadership, as well as specific working knowledge which will assist them in navigating the fluctuating health care arena. Students should feel they are better informed to make choices to be advocates for change and involved in policy making. Prerequisites: OTH 601, OTH 602, OTH 603. Cr 3.

### **OTH 503 Communication for Health Professionals**

Provides an understanding of human behavior; therapeutic use of self; and development of interpersonal communication both personally and professionally. The implications of cultural diversity on communication style will be addressed. Medical terminology will be included. Cr 3.

### **OTH 507 Social Issues and Ethics in Occupational Therapy**

This course is designed to assist students to understand the larger social, ethical, professional, and systematic issues that impact on health care and occupational therapy practice. It will focus on ethical issues, dilemmas, and decision making, as well as the OT code of ethics. Sociopolitical pressures and legal issues, and their impact on ethical practice, will also be explored. Cr 3.

### **OTH 504 Applied Research I**

This course introduces the student to the spectrum of investigative strategies that can be used to answer questions of concern to occupational therapists. Students will learn to examine critically current research and to master basic research skills. Students will practice basic research skills through targeted assignments, and the development of research questions, a literature review, and a research project. Cr 3.

### **OTH 508 Occupational Performance and the Brain**

This course will provide analysis of brain function and its relationship to human occupation across the life span. Emphasis will be on learning and other related perceptual and cognitive functions of the brain most pertinent to occupational performance and dysfunction. The psycho-social, physical, and developmental practice domains of OT will be in-

### **OTH 505 Mental Health Theory and Practice**

Emphasis is on occupational therapy theory, evaluation, planning, and treatment techniques commonly used with individuals who have psychosocial impairment across the life span. The etiology, symptoms, and course of each condition are reviewed, as is the analysis of occupational performance as it relates to psychosocial dysfunction.

roduced as they relate to brain functions. Assessment and intervention regarding perceptual and cognitive issues will be addressed and placed within an occupation context. Cr 3.

### **OTH 509 Level I Fieldwork: Mental Health**

Students are placed in clinical settings where they can begin to develop professional behaviors, communication skills, and skilled observation in a psychosocial setting. The accompanying seminar allows students to share and process their experiences as a group. Corequisites: OTH 505, OTH 507, OTH 508. Cr 1.

### **OTH 510 Level I Fieldwork: Physical Dysfunction**

This course provides fieldwork experience as a participant/observer in the practice area of adults with physical dysfunction. The format for the weekly seminars will be a mix of discussion of fieldwork experiences, further investigation into material presented in concurrent semester courses, an opportunity to meet with clinicians and clients/consumers, and a forum for discussing issues related to evidence-based practice. The combination of direct fieldwork experience plus an integrated seminar allows students to further integrate course material and provide a common link between the above mentioned classes. Prerequisites and corequisites: OTH 508, OTH 601, and OTH 603. Cr 1.

### **OTH 511 Level I Fieldwork: Developmental Disabilities**

This course provides fieldwork experience as a participant/observer in the practice area of developmental disabilities. The format for the weekly seminars will be a mix of discussion of fieldwork experiences, further investigation into material presented in concurrent semester courses, an opportunity to meet with clinicians and clients/consumers, and a forum for discussing issues related to evidence-based practice. The combination of direct fieldwork experience plus an integrated seminar allows the student to further integrate classroom and clinical knowledge. Corequisites: OTH 604, OTH 615. Cr 1.

### **OTH 512 Applied Research II**

This course provides the opportunity for students to expand their application of research concepts to the investigation of an occupational therapy question, need, or evaluation of occupational therapy practice. Students will conduct a research project, culminating in a public poster presentation. Course sessions and assignments will be devoted to guiding students through the research process. Cr 3.

### **OTH 513 Basic Kinesiology**

This course will cover the basic science needed to understand normal body movement. The student will gain an understanding of the functional anatomy of the musculoskeletal system and how it relates to the biomechanics, kinematics, and kinet-

ics of human motion. In addition, the student will learn skills in assessment of musculoskeletal functioning from a biomechanical frame of reference. The course will include hands-on laboratory experiences that will facilitate the learning of concepts and skills. Corequisite: OTH 514. Cr 3.

### **OTH 514 Human Anatomy: Structure and Function**

This course provides an in-depth study of the structure and function of the systems of the human body. Emphasis will be placed on the neuro, skeletal, and muscular systems. Labwork will consist of independent study with models, CD-ROM, and online programs. Cr 4.

### **OTH 601 Neuroscience**

This course will provide foundation knowledge in neuroanatomy and neurophysiology as it relates to human occupation. Emphasis will be on understanding the concepts of neuroscience that are the underpinnings of theory and treatment applications of occupational therapy. Prerequisites or corequisites: OTH 510, OTH 514, OTH 603, OTH 614. Cr 3.

### **OTH 603 Physical Dysfunction: Theory and Practice**

This course integrates occupational therapy theory and practice in the area of adults with physical dysfunction. The format of the class includes weekly lectures and two lab sessions per week. This format provides students with an opportunity to apply new knowledge to clinical cases, develop clinical reasoning skills, and learn hands-on skills needed for entry-level practice. Learning areas involve working with the OT process including performance of OT assessments and meaningful, occupation-based and client-centered intervention, as well as integrating OT in a variety of practice settings with a variety of team members. Continued emphasis on occupational performance and activity analysis will be offered. Written and verbal skills are highlighted, and role playing/modeling of interdisciplinary teamwork is stressed. It is expected that students are able to access information on the Internet and have basic computer skills. Prerequisites and corequisites: student is matriculated into the M.O.T. program, and has successfully completed OTH 510 and OTH 514, or is currently taking OTH 601 and OTH 614. Cr 7.

### **OTH 604 Developmental Disabilities Theory and Practice**

Occupational therapy and related developmental theory provide the framework for occupational therapy intervention with individuals with developmental disabilities. The format of the class includes weekly lectures and two lab sessions per week. This will provide students with an opportunity to apply new knowledge to clinical cases, develop clinical reasoning skills, and learn hands-on skills needed for entry-level practice. Emphasis is



placed on the developmental process to form a base of knowledge for enhancing occupational performance across the life span. Prerequisites or corequisites: OTH 511, OTH 513, OTH 514, OTH 601, OTH 615. Cr 7.

#### **OTH 612 Capstone Preseminar**

Students will meet with their advisor individually or in groups to refine and begin working on their topic for their reflective capstone project. The capstone experience provides students with an opportunity to engage in a process that facilitates personal and professional growth. This personal and professional growth is a crucial part of the journey in becoming a competent "advanced beginner" therapist. Specifically, students will have the opportunity to use self-reflection and writing to achieve a number of goals including: exploration of the personal meaning of the learning experience, the integration of personal and professional knowledge, the development of ownership and engagement in being a life-long learner, and creation of his or her emerging professional identity. Cr 1.

#### **OTH 613 Capstone Project**

By the end of both capstone seminars, the student will have completed a 20-25 page paper which includes an analysis of the student's experience with the capstone principles. The student will also prepare and offer a presentation that reflects the capstone experience and meaning it has created for the student's self-knowledge and practice of occupational therapy. Cr 2.

#### **OTH 614 Clinical Conditions for Physical Dysfunction**

Medical conditions and diagnoses for adults with

physical dysfunction will be addressed. Emphasis will be on understanding medical conditions as they relate to occupational therapy practice. Prerequisites or corequisites: OTH 510, OTH 601, OTH 603. Cr 2.

#### **OTH 615 Developmental Adaptation and Dysfunction**

Understanding developmental theory will be the focus of this course with particular emphasis on sensorimotor development. Medical conditions and developmental disabilities from birth, early childhood, and adolescence will be described and identified. The impact of these conditions on occupational performance will also be addressed. Prerequisites or corequisites: OTH 511, OTH 513, OTH 514, OTH 601, OTH 604. Cr 3.

#### **OTH 620 Level II Fieldwork**

One of two, three-month, full-time placements required at a variety of health care agencies and facilities affiliated with the University. Students practice the skills of an entry-level occupational therapist under the supervision of a registered occupational therapist. This affiliation will take place following the completion of all necessary M.O.T. course requirements. Cr 6.

#### **OTH 621 Level II Fieldwork**

The second of two, three-month, full-time placements required at a variety of health care agencies and facilities affiliated with the University. Students practice the skills of an entry-level occupational therapist under the supervision of a registered occupational therapist. Prerequisite: completion of all program course requirements. Cr 6.

# College of Nursing and Health Professions

*Dean:* Jane M. Kirschling

*Nursing Chairperson:* Marianne Rodgers

## Master of Science in Nursing

*Professor:* Kirschling; *Associate Professors:* Burson, Childs, Hart, Healy, Hentz, Johnson, Keith, Lawson, Moody, Peake-Godin, Rodgers, Sepples, Spross, Thompson, Toy; *Assistant Professor:* Hamel

### *Program Description*

The master of science in nursing presents a vibrant, challenging, future-oriented program of study that prepares graduates for practice in diverse health care settings. The program is designed to prepare nurses as nurse practitioners and clinical nurse specialists. Coursework builds on the baccalaureate degree in nursing and is based on theory and research in nursing and related disciplines. The program provides the foundation for continued professional development and for doctoral study. Students are prepared to provide leadership and initiate collaborative relationships with others for the purposes of improving nursing and health care and influencing health policy. Master's students in nursing gain skills and knowledge that build on their clinical experience and on their generalist undergraduate preparation.

Graduate students extend their clinical expertise in working with individuals and high risk populations. Master's students and nurse practitioner students gain skills in clinical decision making and differential diagnosis, in case management and consultation, in client teaching, in community assessments and interventions, and in program design, implementation, and evaluation. Upon graduation, adult and family nurse practitioner students may choose to sit for certification as a family or adult nurse practitioner or to become certified as a Clinical Nurse Specialist in community health nursing with completion of requisite post-master's hours.

In the *adult psychiatric/mental health/clinical nurse specialist* concentration, students gain advanced skills in interventions with individuals, families, and groups. Graduates are prepared to sit for certification as clinical nurse specialists in adult psychiatric mental health nursing. In Maine this allows nurses to be reimbursed for services. In addition, preparation as a psychiatric nurse practitioner is available.

In the *adult health management clinical nurse specialist* concentration, students gain advanced skills in medical-surgical and home care intervention with individuals, families, and groups. Graduates are prepared to sit for clinical nurse specialist certification. Additionally, the increased management emphasis prepares graduates to represent and advocate for nursing practice by offering advanced study of the organizational, fiscal, and political context within which nursing is practiced. Depending on electives selected, a student may receive a certificate in health policy and management from the Muskie School of Public Service. In collaboration with the School of Business, the College of Nursing offers a joint M.S. in nursing/master of business administration (M.S./M.B.A.). Students prepare leadership positions in health care with emphasis on developing the skills needed to inform and guide organizational change. Admission to this program is done jointly by the School of Business and College of Nursing.

### *Admission*

Admission to the master of science degree program in nursing is on a competitive basis. The graduate program in nursing seeks candidates whose baccalaureate preparation, scholastic achievement, professional experience, interest, motivation, and references are predictive of successful graduate study.

Each student's application for admission will be evaluated based on a composite of the following recommended standards. (Students applying for the M.S./M.B.A. must take either the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT).)

1. A baccalaureate degree with a major in nursing from a degree program accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education.
2. A minimum undergraduate cumulative grade point average of 3.0 on a 4.0 scale, or a B average.
3. A course in introductory statistics which includes descriptive and inferential statistics.
4. A course in total health assessment.
5. A score of 45 points or above on the Miller Analogy Test, or combined aptitude scores of 1000 (V.Q.) or above on the Graduate Record Examination taken within the past 5 years.

A personal interview with graduate faculty of the College of Nursing and Health Professions may be requested by the program following a preliminary review of all required admission materials. Individual consideration will be given to each applicant based upon the total profile presented.

### ***Application Material***

In addition to the materials described in the Admissions chapter, applicants for this program must submit:

1. Two letters of reference reflecting professional practice and academic achievement.
2. Evidence (photocopy) of current licensure as a registered professional nurse in Maine.

### ***Application Deadline***

The application deadline for the second degree option program is December 1; all other programs and tracks have rolling admissions.

### ***Health Requirements***

Students must comply with the University's immunization requirements. In addition, students must comply with College of Nursing and Health Professions health policy requirements and any additional requirements of those health care agencies to which they are assigned for clinical practice.

PPD

Lab test (titer) providing immunity to:

- Rubella
- Rubeola
- Mumps
- Chicken Pox
- Tetanus & Diphtheria
- Hepatitis Vaccine (3 doses) **and**
- Hepatitis titer

Student health records and evidence of RN licensure must be on file in the College of Nursing and Health Professions prior to entry into clinical courses. Health insurance, equal to or better than the USM Student Health Insurance Basic Plan, and CPR certification is **required** prior to beginning clinical coursework.

### ***Program Requirements***

The M.S. program in nursing is four academic semesters in length for students taking an average of twelve (12) credits per semester. Both full-time and part-time study are available. A total of 45-59 credit hours are required for completion of the master's degree program in nursing. **The number of required clinical hours (contact hours) is based on national certification examination requirements, not on a credit hour to contact hour basis. Adult and family practitioner tracks, adult psychiatric/mental health and adult health care management clinical specialty tracks have a total of 616 clinical hours, 168 hours in spring one, 224 hours in fall 1, and 224 hours in spring 2. For the psychiatric nurse practitioner, an additional 120 hours is required in NUR 677. The M.S./M.B.A. dual degree program does not require clinical credit hours.**

Advanced practice clinical areas available for study include:

- Nurse Practitioner
  - Adult
  - Family
  - Psychiatric Nurse Practitioner
- Clinical Nurse Specialist
  - Psychiatric/Mental Health
  - Adult Health Care Management

Sample Full-Time Program Sequence  
Adult and Family Nurse Practitioner

				Credits
FALL I				
BIO	595	Advanced Pathophysiology		3
NUR	601	Advanced Pharmacotherapeutics		3
NUR	602	Advanced Health Assessment		3
NUR	603	Nursing Theory and Knowledge Development		<u>3</u>
			Total credits	12
SPRING I				
NUR	604	Nursing Research		3
NUR	608	Applied Theory of Family and Small Groups		3
NUR	651*	Women's Health Care During the Child Bearing Cycle		1-2
NUR	652*	Primary Care Management of the Well Child		1
NUR	664	Primary Health Care of the Adult I		3
NUR	667	Primary Health Care of the Adult I Clinical/Seminar		<u>3</u>
			Total credits	12/15
*Family Only				
FALL II				
AMS	535	Epidemiological Research		3
or				
NUR	658	Clinical Project		3
NUR	653	Primary Care of the Ill Child		2
NUR	665	Primary Health Care of the Adult II		3
NUR	668	Primary Health Care of the Adult II Clinical/Seminar		<u>3</u>
			Total credits	12/14
SPRING II				
NUR	606	Health Policy, Ethics, and Change		3
NUR	666	Primary Health Care of the Adult III		3
NUR	669	Primary Health Care of the Adult III Clinical/Seminar		3
NUR	684	Community Health and Medical Care		<u>3</u>
			Total credits	12
			Total Graduate Program credits	54/56

*Note:* Six graduate elective credits are required. It is recommended that they be taken as summer courses.

Thesis credits may be substituted for 6 elective credits or 3 elective credits and NUR 658.

Sample Full-Time Program Sequence  
Adult Psychiatric/Mental Health

FALL I				
NUR	603	Nursing Theory and Knowledge Development		3
NUR	671	Foundations of Advanced Practice Mental Health Nursing		3
NUR	672	Biological and Behavioral Components of Mental Health and Illness		3
NUR	680	Principles of Advanced Psychopharmacology /Pharmacology		<u>3</u>
			Total credits	12
SPRING I				
NUR	604	Nursing Research		3
NUR	606	Health, Policy, Ethics, and Change		3
NUR	673	Advanced Mental Health I Clinical/Seminar		3
NUR	674	Advanced Mental Health I		<u>3</u>
			Total credits	12

FALL II			
NUR	658	Graduate Clinical Project	3
NUR	675	Advanced Mental Health II: Theory and Practice (Family)	3
NUR	678	Advanced Mental Health II: Theory and Practice (Family) Clinical/Seminar	3
NUR	6XX	Graduate Elective I*	<u>3</u>
			Total credits 12
SPRING II			
NUR	676	Advanced Mental Health III	3
NUR	679	Advanced Mental Health III Clinical/Seminar	3
NUR	6XX	Graduate Elective II*	<u>3</u>
			Total credits 9
			Total Graduate Program credits 45

\*Thesis may be substituted for six elective credits. Thesis requirement=6 credits

To be eligible to take the Psychiatric Nurse Practitioner exam, the student must also complete:

1. NUR	601	Advanced Pharmacotherapeutics	3
2. BIO	595	Advanced Pathophysiology	3
3. NUR	602	Advanced Health Assessment	3
4. NUR	677	Clinical Practicum for Psychiatric Nurse Practitioners	<u>3</u>
			Total credits 12*

\*The student will use elective credits as part of this requirement, adding 6 credits to their program of study for a total of 51 credits.

#### Sample Full-Time Program Sequence

##### Clinical Nurse Specialist: Adult Health Care Management

#### FALL I

HPM	670	American Health Care System	3
NUR	601	Advanced Pharmacotherapeutics	3
NUR	603	Nursing Theory and Knowledge Development	3
NUR	604	Nursing Research	<u>3</u>
			Total credits 12

#### SPRING I

BIO	595	Advanced Pathophysiology	3
NUR	602	Health Assessment	3
NUR	644	Advanced Adult Nursing Assessment and Intervention I	3
NUR	646	Advanced Adult Nursing Assessment and Intervention I Clinical/Seminar	<u>3</u>
			Total credits 12

#### FALL II

HPM	673	Fundamentals of Health Care Management	3
NUR	608	Applied Theory of Families and Small Groups	3
NUR	645	Advanced Adult Nursing Assessment and Intervention II	3
NUR	648	Advanced Adult Nursing Assessment and Intervention II Clinical/Seminar	<u>3</u>
			Total credits 12

#### SPRING II

AMS	535	Epidemiological Research	3
NUR	647	Advanced Nursing Management	3
NUR	649	Advanced Nursing Management Clinical/Seminar	3
NUR	658	Graduate Clinical Project	<u>3</u>
			Total credits 12

Plus 6 credits of electives or a thesis.

Total Graduate Program credits 54

Six elective credits are required. It is recommended that they be taken as summer courses.

### ***R.N. to Master of Science Degree Option for Registered Nurses***

The R.N. to master of science option at the University of Southern Maine College of Nursing and Health Professions has been created specifically for registered nurses whose career goals will be enhanced through graduate study. The program facilitates and supports educational mobility and strengthens the leadership abilities of nurses who already have a foundation of professional experience. When required undergraduate courses have been completed, students in this program proceed directly into the master's program, bypassing the baccalaureate degree.

This option is designed so that students may complete the required junior and senior undergraduate nursing courses in one full-time year, beginning in May and ending the following May. Part-time study is also possible. The R.N. completes courses in new areas of content. In addition, there is assessment of and credit for previously attained knowledge and skill.

The R.N. to master's option is built upon prerequisites to the nursing major that include courses in the physical and behavioral sciences, humanities, fine arts, and core courses required of all undergraduate students at USM.

#### ***Credits-by-Examination***

Credits-by-examination may be earned in both undergraduate nursing and non-nursing courses. Non-nursing undergraduate courses open to credit by examination include English composition, general psychology and sociology, growth and development, human anatomy and physiology, and pathophysiology. Prior learning assessment examinations can earn credits for non-nursing required courses. Call Joyce Lapping, director of Prior Learning Assessment, 780-4040, for an appointment or information.

A.	BIO 345	Pathophysiology	3 cr.
B.	CON 308*	Professional Communications and Technology Utilization in Nursing and Health Sciences	3 cr.
	NUR 209/210	Total Health Assessment	4 cr.
C.	NUR 314	RN Credit Options	30 cr.
	NUR 684/HPM 674	Community Health and Medical Care	3 cr.
	CON 401	Health Related Research	3 cr.
	CON 472	Professional Issues for Nursing and Health Professions	3 cr.
D.	NUR 419	RN Community Partnerships	2 cr.
	RN lab may not be taken unless RN credit options have been completed and posted.		

\*Not required if RN has completed a baccalaureate degree in another field.

#### ***Sequencing of Courses***

Some courses and credits-by-examination have prerequisites which must be completed prior to enrollment or taking the challenge exam. Some prerequisites may transfer into USM from another accredited institution; others may be taken at USM.

Upon completion of undergraduate courses, the R.N. to master of science student enrolls in graduate courses. All graduate courses are required and earn a total of 45 or 54/59 credits.

#### ***Admission Requirements***

Admission to the R.N. to master of science option for registered nurses is on a competitive basis. Each student's application will be evaluated based on a composite of the following recommended standards:

1. An associate degree or diploma in nursing.
2. Evidence (photocopy) of current licensure as a registered professional nurse in Maine.

3. Two letters of reference reflecting professional practice and academic achievement.
4. A score of 45 points or above on the Miller Analogy Test, or combined aptitude scores of 1000 (V.Q.) or above on the Graduate Record Examination taken within the past 5 years.
5. Transcripts from a diploma school or an associate degree program with a 3.0 G.P.A. (B average).

### ***Dual Degree—M.S. in Nursing and Master of Business Administration***

The dual master's degree in nursing and business administration at the University of Southern Maine is designed for students in the health professions who wish to combine advanced nursing with the analytical tools of business.

Several factors are evaluated in determining a candidate's admissibility to the two programs that make up the dual degree. Included in the assessment of a candidate's potential to perform satisfactorily in the programs are the undergraduate grade point average, accredited nursing baccalaureate degree, academic performance in any previous graduate coursework, GRE scores, three letters of recommendation, and a candidate's record of successful professional experience.

#### ***Program Requirements:***

MBA Foundation Courses (24 credit hours)

All courses are 3 credit hours.

MBA Foundation courses may be waived based on prior undergraduate coursework with equivalent content and grade of C (2.0) or better.

BUS 340	Managing Organizational Behavior
BUS 345	Information Technology and MIS
MBA 501	Economic Analysis
MBA 502	Fundamentals of Accounting
MBA 504	Probability and Statistics for Business Decision Making
MBA 505	Financial Management (Prerequisites: MBA 501, 502, 504)
MBA 507	Marketing
MBA 508	Management Science (Prerequisites: MBA 504)

MBA Core (27 credit hours)

MBA 611	Introduction to Organizational Change (Prerequisite: BUS 340)
MBA 615	Ethical and Legal Issues in Business
MBA 62X	Finance Elective (Prerequisite MBA 505)
ACC 630	Management Accounting Systems (Prerequisite MBA 501, 502)
MBA 64X	Management Elective (Prerequisite BUS 340)
MBA 660	Managerial Marketing (Prerequisite MBA 507)
<b>or</b>	
MBA 665	Consumer Behavior (Prerequisite MBA 507)
MBA 674	Topics in Information Systems Management (Prerequisite BUS 345)
MBA 675	Production/Operations Management (Prerequisite MBA 508)
MBA 698	MBA Practicum (Taken in the final semester of coursework.)

Theoretical Nursing Core (21 credit hours)

NUR 603	Nursing Theory & Knowledge Development
NUR 604	Nursing Research (Prerequisites MBA 604)
NUR 606	Health Policy, Ethics, and Change
NUR 608	Applied Theory of Family Small Groups (Must precede or be concurrent with NUR 658)
NUR 658	Clinical Project (NUR 604)
AMS 535	Introduction to Epidemiological Research
NUR 684	Community Health and Medical Care

**Post-master's Certificate  
of Advanced Study as  
Family or Adult Nurse  
Practitioner or  
Psychiatric/Mental  
Health Clinical  
Specialist and/or  
Psychiatric Nurse  
Practitioner**

The post-master's certificate is designed to meet the educational needs of the master's prepared registered nurse interested in obtaining preparation for advanced practice. Students enrolled in this program join the master's students enrolled in the respective concentrations.

**Program Requirements in Adult Health or Family Health**

	Credits
Advanced Pharmacology	3
Advanced Pathophysiology	3
*Clinical Concentration Courses	
Primary Health Care of the Adult I,II, and III and clinical/seminar courses	18
<b>or</b>	
Primary Care Management of the Well Child (Family only)	1
Primary Care of the Ill Child (Family Only)	2
Primary Health Care of the Prenatal Client	<u>2</u>
Total credits:	27/32

\*Clinical courses are sequential and cannot be taken concurrently

**Program Requirements in Advanced Practice Psychiatric/Mental  
Health for Students Holding a Master's Degree in Nursing**

For preparation as clinical specialist	Credits
NUR 671 Foundations of Advanced Practice Mental Health Nursing	3
NUR 672 Biological and Behavioral Components of Mental Health and Illness	3
NUR 673 Advanced Mental Health I Clinical/Seminar	3
NUR 674 Advanced Mental Health I	3
NUR 675 Advanced Mental Health II: Theory and Practice (Family)	3
NUR 676 Advanced Mental Health III	3
NUR 678 Advanced Mental Health II Clinical/Seminar	3
NUR 679 Advanced Mental Health III Clinical/Seminar	3
NUR 680 Principles of Advanced Psychopharmacology /Pharmacology	<u>3</u>
Total credits	27

To **add** preparation as a psychiatric nurse practitioner, requirements are the above plus

BIO 595	Advanced Pathophysiology	3
NUR 601	Advanced Pharmacotherapeutics	3
NUR 602	Advanced Health Assessment	3
NUR 677	Clinical Practicum for Psychiatric Nurse Practitioners	<u>3</u>
		12
Total credits		39

For students who have a master's degree in nursing and who are certified clinical specialists in psychiatric/mental health nursing the following coursework is required:

Credits			
BIO	595	Advanced Pathophysiology	3
NUR	601	Advanced Pharmacotherapeutics	3
NUR	602	Advanced Health Assessment	3
NUR	677	Clinical Practicum for Psychiatric Nurse Practitioners	3
NUR	680	Principles of Advanced Psychopharmacology /Pharmacology	<u>3</u>
Total credits:			15



### *Admission Requirements*

Students applying for admission must meet the following requirements:

1. M.S. degree in nursing (official transcripts) from an NLN accredited program.
2. Two letters of reference reflecting current professional practice.
3. Personal letter describing past clinical experience, current goals, and program expectations.
4. Evidence (photocopy) of current licensure as a registered professional nurse in Maine.

### *Option for Non-Nurses with Baccalaureate Degrees*

This option allows students who hold a baccalaureate degree in another field to earn a master's degree in nursing in three years of full-time study. Students taking this option build their undergraduate and graduate nursing courses upon previous academic and life experiences.

During their first year students complete upper-division undergraduate courses with regularly enrolled baccalaureate nursing students. In the fall of the second year, students begin graduate non-clinical nursing courses with regularly enrolled master's students. Upon completion of the fall of the second year or after completing 9 credits of graduate study in the summer following completion of undergraduate courses, students must sit for the State Board Examination (NCLEX-RN) and become licensed as a registered nurse. Failure to pass the NCLEX-RN licensure examination prior to the first graduate clinical practicum will stop progression in the program. Upon completion of all graduate courses, an M.S. is conferred.

### *Admission to the Option*

Admission is competitive and limited. This program requires full-time enrollment in the planned sequence of study. Some scholarship monies are available. Each student's application for admission will be evaluated based on a composite of the following recommended standards.

### *Requirements*

1. A baccalaureate degree from an accredited college or university.
2. A minimum undergraduate cumulative grade point average of 3.0 on a 4.0 scale, or a B average.
3. A score of 45 or above on the Miller Analogy Test or combined aptitude scores of 1000 (V.Q.) or above on the Graduate Record Examination taken within the last five years.
4. Two letters of reference.
5. A personal interview may be required.

### *Prerequisite Course Requirements*

1. Completion of a course in pathophysiology with a grade of C or above.
2. Completion of a course in introductory statistics (applied statistics is recommended, including descriptive and inferential statistics, with a grade of C or above (must be taken prior to NUR 604 Nursing Research).

Completion of a course in anatomy and physiology is highly recommended.

The Graduate Admissions Committee will review each individual's undergraduate coursework and make individual prerequisite requirements if any one or more areas are significantly under represented. (For instance, an individual whose major includes no social sciences may be required to take sociology/psychology courses.)

### *Prerequisites*

Pathophysiology (BIO 345 offered spring semester and Summer Session)  
Statistics (prior to NUR 604)

SUMMER I			Credits
NUR	209	Total Health Assessment	2
NUR	210	Total Health Assessment Clinical/Seminar	2
NUR	288	Transition to Professional Nursing	4
BIO	345	Pathophysiology (prerequisite)	3

CON	302	Pharmacology (or fall)	3
		<b>or</b>	
CON	401*	Health Related Research (or fall)	<u>3</u>
		Total credits	8-14
<b>FALL I</b>			
NUR	311	Reproductive Health	2
NUR	312	Reproductive Health Clinical/Seminar	2
NUR	323	Adult/Older Adult Health Nursing	3
NUR	325	Adult/Older Adult Health Nursing Clinical/Seminar	4
CON	302	Pharmacology (or summer)	3
		<b>or</b>	
CON	401	Health Related Research (or summer)	3
		<b>or</b>	
NUR	438	Community Nursing Partnership	2
NUR	684	Community Health and Medical Care	<u>3</u>
		Total credits	16-19
<b>SPRING I</b>			
NUR	315	Child Health Nursing	2
NUR	316	Child Health Nursing Clinical/Seminar	2
NUR	330	Mental Health Nursing	2
NUR	331	Mental Health Nursing Clinical/Seminar	2
NUR	413	Fundamentals of Nursing Clinical/Seminar	1
NUR	423	Nursing of the Critically Ill Adult/Older Adult	3
NUR	425	Nursing of the Critically Ill Adult/Older Adult Clinical/Seminar	<u>4</u>
		Total credits	16

\*Required if no prior research course (statistics is a prerequisite).

#### **FALL II**

Begin graduate study in one of the following advanced practice nursing concentrations:

Adult Nurse Practitioner

Family Nurse Practitioner

Adult Psychiatric/Mental Health Clinical Specialist (May add Psychiatric Nurse Practitioner Option)

Adult Health Care Management Clinical Specialist

See previous pages for sample program sequences.

Total Program Credits:

Graduate Program = 45-54/59 Credits

Undergraduate Program = 48.5 Credits

Total Credits = 93.5-107.5

### ***Master's Degree for Certified or State- Approved Advanced Practice Nurses***

The master's degree program for certified or state-approved Advanced Practice Nurses is designed to meet the educational needs of certified nurse practitioners who do not hold either a baccalaureate and/or master's degree in nursing. Program length varies according to the academic credentials of the individual entering the program. Those practitioners without a baccalaureate degree must complete additional undergraduate coursework required in the R.N. to M.S. option. Certified and state approved Advanced Practice R.N. to M.S. students are not required to take undergraduate health assessment, microbiology, pathophysiology, or NUR 417 RN Lab.

#### **Sample Curriculum-Full Time**

##### **FALL I**

NUR	601	Advanced Pharmacotherapeutics	3
NUR	603	Nursing Theory and Knowledge Development	3
AMS	535	Intro to Epidemiological Research	3
		Graduate Elective I	<u>3</u>
		Total credits	12

##### **SPRING I**

NUR	604	Nursing Research	3
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NUR 608	Applied Theory of Family and Small Groups	3
NUR 684/		
HPM 674	Community Health and Medical Care	3
Graduate Elective II		<u>3</u>
	Total credits	12
FALL II		
NUR 606	Health Policy, Ethics, and Change	3
NUR 658	Graduate Clinical Project	3
Graduate Elective III		<u>3</u>
	Total credits	9
	Total Program credits	33

Note: R.N. to M.S. students must complete additional undergraduate coursework.

For women's health nurse practitioners, an articulation agreement has been established with Planned Parenthood Federation of America, Inc., of Philadelphia, Penn. Graduates of other programs will be evaluated on an individual basis.

### ***Program Policies***

In addition to the general policies described in the Academic Policies chapter, specific policies for the graduate program in nursing are as follows.

**Admission Credit** This credit, which has been earned at USM, must be approved by the graduate faculty prior to admission and is subject to the condition that a grade of B- or better was received for the coursework. A maximum of six credit hours may be approved for admission credit. Exceptions to the maximum must be approved by the program faculty.

**Transfer Credit** This credit must be approved at the time of admission and request for approval included as part of the admissions application. Up to a total of nine credit hours may be approved as transfer credit provided these credits were: a) earned no more than five years prior to matriculation, and b) a grade of at least a B was earned in the course. Additional credit may be approved in unusual circumstances.

**Program Grade Policies** In the undergraduate portion of their program, students in the R.N.-M.S. program and students in the M.S. option for non-nurses must achieve a minimum of a B- in all NUR and CON designated undergraduate courses. If such students earn below a B-, they may retake the course one time; however, they will be placed on probation and may not progress to graduate courses. Failure to correct probationary status after one semester will result in dismissal from the University. A grade of less than C- in a required undergraduate course will result in dismissal from the University.

Second degree option students must receive a minimum of "pass" in undergraduate clinical courses to progress. A low pass in one clinical course can be repeated once.

Second degree option students who fail NCLEX-RN cannot progress in their course of studies without review by the Graduate Curriculum, Admissions, and Advancement committees and permission of the dean.

In the graduate portion of their program, all students must achieve a minimum of a B- grade for all required graduate courses. If students earn below a B-, they may retake the course one time. Students who earn below a B- in more than one course may not progress in their studies without permission of the dean. If the course in which a grade below a B- has been earned has a concurrent clinical course, progression in the theory/practice course sequence stops until a grade of B- or better has been achieved in the course which is repeated. A grade below a C- in the clinical component of a course will result in dismissal from the University. In any semester in which the cumulative G.P.A. falls below 3.0 (B average) the student will be placed on probation. Failure to correct probationary status after one semester will result in dismissal from the University. An incomplete grade in a clinical and/or concurrent theory course must be satisfied prior to progression to the next sequential course unless an arrangement involving the student and the faculty of both courses has been agreed to in writing. A 3.0 G.P.A. is necessary for graduation. Students may only count 3 credits of C in an elective toward graduation. A cumulative G.P.A. below 2.0 will result in dismissal from the University.

**Continuous Enrollment** Continuous enrollment requires that every graduate students must earn at least 6 credits toward his or her degree every calendar year from the time of the first registration until completion of all requirements for the graduate degree.

Students working on their thesis must enroll each semester until the thesis has been completed, but may take less than six credits per calendar year.

**Time Limit** All requirements for the degree must be completed within six years from the date of first matriculation.

**Professional Licensure** Students are required to maintain current registered professional nursing licensure.

**New England Regional Student Program** The University of Southern Maine master's degree program in nursing is a participant in the New England Regional Student Program. For further information contact the Office of Graduate Studies, University of Southern Maine, 96 Falmouth St., Portland, Maine 04103, (207) 780-4386.

The College of Nursing and Health Professions is accredited by the National League for Nursing. For additional information contact: the National League for Nursing Accrediting Commission, 350 Hudson Street, New York, NY 10014, (212) 989-9393.

The programs of the College of Nursing and Health Professions are subject to change at any time without advance notice.

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### *Elective Courses*

#### **CON 502 Pharmacology for MS Option Students**

This course provides an overview of the principles of pharmacokinetics and pharmacodynamics. The major drug categories are reviewed with emphasis placed on the therapeutic use, action, and adverse reactions of selected prototype drugs. Emphasis is placed on the benefits and risks of drug therapy, thereby preparing the nursing student for safe, therapeutic pharmacologic interventions. First semester of curriculum.

Cr 3.

#### **NUR 520 Ethical Issues in Health Care**

Analysis of selected contemporary ethical issues confronting health care professionals. Examination of major ethical theories and principles and related decision-making models. Particular attention is paid to the ethical concerns of the nurse.

Cr 3.

#### **NUR 523 Management of the Critically Ill Adult/Older Adult for MS Option Students**

Students examine evidence-based therapeutic nursing intervention that supports adult and older adult clients experiencing complex health problems. Viewing clients as holistic beings, students study and analyze the skills necessary for delivery of care to high acuity adult and older adult clients. Concurrent with NUR 526.

Cr 3.

#### **NUR 526 Management of the Critically Ill Adult/Older Adult Lab for MS Option Students**

Students will intervene therapeutically with adults and older adults experiencing complex health problems. Students practice problem-solving skills and critical thinking as they perform nursing roles in acute care settings. Open to second degree option students only. Concurrent with NUR 523.

Cr 4.

#### **NUR 535 Death and Dying: Contemporary Issues**

This course focuses on dying, death, and bereavement in contemporary Western society within the context of theory, research, and practice. Issues around sudden death and dying from a chronic and/or terminal illness will be explored. Selected topics include cardiopulmonary resuscitation, palliative and hospice care, pain and symptom management, physician-assisted suicide, family caregiving at the end of life, advance care planning, pregnancy loss, and the death of a child. Normal grief will be differentiated from pathological or traumatic grief. Finally, the continuum of services (e.g., support groups, psycho-educational groups, Internet chat groups) available for bereaved persons will be explored.

Cr 3.

#### **NUR 538 Community Nursing Partnership for MS Option Students**

This course incorporates the concepts of partnership building, risk identification, risk reduction, and health promotion within a community-based context. Students work with selected communities that are developing long-term solutions to previously identified health problems. Open to second degree option students only. Prerequisites: NUR 209, NUR 210, NUR 588.

Cr 3.

#### **NUR 540 International Health**

This is a multi-disciplinary elective course, which presents multiple perspectives on improving the health of populations in the interconnected global environment.

Cr 3.

#### **NUR 577 Historical Foundations of Nursing**

By exploring the trends and the contexts of the times in which key events occurred, this course provides an overview of the historical foundations of nursing.

ing. Nursing history will be viewed from both the vantage point of the contributions of nursing leaders and from the perspective of the average working nurse. Theoretical issues and research methods essential for historical inquiry, including the use of primary source documents, are emphasized. Cr 3.

### **NUR 588 Transition to Professional Nursing: Role Development and Skill Acquisition for MS Option Students**

This introductory accelerated course for students in the second degree option program surveys historical and contemporary perspectives on the nature and scope of nursing. It builds on the student's broad base of knowledge and experience as it examines the philosophical and research basis of nursing practice. Skills essential to nursing practice are explored from both a theoretical and practical approach. Cr 3.

### **NUR 590 Therapeutic Touch: Theory and Practice**

This course is designed to introduce nurses and other health professionals to the theory and practice of the Krieger-Kunz method of therapeutic touch, a research and theory-based nursing intervention. Students will be introduced to Martha Rogers' nursing theory, in which human beings are conceptualized as energy fields. Through readings, demonstrations, and guided practice, students will become aware of human field energy as it extends beyond the visible boundaries of the physical body, and learn to use therapeutic touch to assess human energy fields and to promote relaxation. Integrating therapeutic touch into clinical practice to reduce pain and accelerate healing will be discussed. Cr 3.

### **NUR 591 Advancing in Therapeutic Touch**

This course is designed for people who have completed a basic course in the Krieger-Kunz method of Therapeutic Touch (TT). Students will consider the nature of energy fields in the contexts of science, world religions, and philosophies. Inner work, using exercises developed by Krieger, will enhance awareness of the healer-healee process which underlies the practice of TT, and increase clarity in

receiving and responding to energy field cues. Supervised TT practice in class will be supplemented by required additional practice as students learn to promote comfort consistently in people with non-life threatening injuries and illnesses, including chronic pain and grief. Students will analyze TT guidelines for practice and teaching; policies, procedures, and scope of practice; and ethics. Examining a series of studies students will explore the challenges of TT research and outcome studies. Integrated health care models will be examined, and students will develop proposals they can use to introduce TT into a health promotion or health care setting. Prerequisite: NUR 590 or equivalent. Cr 3.

### **NUR 597 Understanding Addictions: Alcohol, Tobacco, and Other Drugs**

This course is an interdisciplinary examination and study of issues surrounding alcohol and other drug addictions. Emphasis is placed on epidemiology; pharmacology; theoretical models; strategies for prevention, treatment, and relapse prevention; needs of special populations; and ethical, legal, and sociopolitical aspects surrounding addiction. A class project provides guided experience with survey research methods, application of data management, and analysis skills using SPSS PC/Windows. No prior experience necessary. Practice using the Internet to explore topics of interest is incorporated each week. Cr 3.

### **NUR 630 Evolving Concepts in HIV Prevention, Management, Research, and Policy**

This course focuses on the HIV epidemic from historical, cultural, and research perspectives. Metaphorical and ethical concerns that have affected the course of this epidemic are discussed. Physical, social, and psychological issues in long-term case management of diverse clients with HIV are reviewed. Students evaluate the efficacy, cost, and ethics of complex treatment modalities. Current CDC guidelines and policies for testing, counseling, and treatment will be considered. Students choose a focus area of interest and consider current research within that area. Cr 3.

## *Nursing Courses*

### **NUR 601 Advanced Pharmacotherapeutics**

This course builds upon undergraduate understanding of pharmacological principles and agents by preparing students to evaluate and prescribe medications for common acute and chronic health problems. Students will examine the regulatory aspects of drug administration and prescription from the perspective of advanced nursing practice. The development of clinical decision-making skills essential to safe and effective pharmacological intervention will be the focus of the course. Current concepts in pharmacological therapies as part of the treatment of commonly encountered health problems will be stressed. Cr 3.

### **NUR 602 Advanced Health Assessment**

This course builds upon and extends undergraduate knowledge of anatomy, physiology, pathophysiology, and health assessment. It provides students an opportunity to develop physical assessment skills needed for advanced practice as an adult, family, or psychiatric nurse practitioner. Abnormal assessment findings are related to underlying pathophysiology. A clinical laboratory component is required. Cr 3.

### **NUR 603 Nursing Theory and Knowledge Development**

This course explores contemporary issues in theory development and the social production of knowledge in nursing. Students examine the social and histori-

cal context of knowledge development in nursing with an emphasis on the relationship between theory, research, and practice in nursing. Cr 3.

### **NUR 604 Nursing Research**

The research process in nursing is explored with emphasis on the nature of inquiry in a practice discipline. An overview of conventional and alternative paradigm approaches to research is provided. Students critically examine contemporary questions of ethics and social responsibility in research. Cr 3.

### **NUR 606 Health Policy, Ethics, and Change**

Sociopolitical, economic, and ethical frameworks are used to analyze public policies with an emphasis on a policy's impact on vulnerable populations. The implications of policy on health care restructuring and nursing roles are addressed. Attention is given to the role of the master's prepared nurse who influences, creates, and puts policy into operation. Cr 3.

### **NUR 608 Applied Theory of Family and Small Groups**

This course focuses on the theoretical and practical aspects of working in and with small groups and families. It affords students the opportunity to gain insight into themselves as individuals and as participants in their family of origin and in small groups. Cr 3.

### **NUR 644 Advanced Adult Nursing Assessment and Intervention I**

This course provides the theoretical and research foundations for the clinical nurse specialist adult health care management concentration. Laboratory practice provides a foundation for medical surgical nursing of adults across clinical settings. Case management, nursing interventions, and outcome evaluations of selected populations are emphasized. The CNS role is introduced with specific emphasis given to the direct care and educator role components. A clinical practicum is required concurrent with NUR 648. Cr 3.

### **NUR 645 Advanced Adult Nursing Assessment and Intervention II**

This course provides the opportunity for students to build on the theoretical and research concepts introduced in NUR 644. Case management, nursing interventions, and outcome evaluations of selected populations are emphasized. The collaborator, consultant, and research role of the CNS are emphasized. A clinical practicum is required concurrent with NUR 648. Cr 3.

### **NUR 646 Advanced Adult Assessment and Intervention I Clinical/Seminar**

This course provides practice in the theoretical and research foundations for the clinical nurse specialist adult health care management concurrent with NUR 644. Cr 3.

### **NUR 647 Advanced Nursing Management**

This third clinical course in the clinical nurse specialist: adult health care management sequence empha-

sizes the management role of the CNS. In the final clinical course the student is expected to synthesize and apply to nursing management the knowledge gained in prior nursing and health policy courses. Content focuses on patient care delivery systems; quality improvement; risk, staffing, and resource management; and rules and regulations governing health care. A clinical practicum is required. Cr 3.

### **NUR 648 Advanced Adult Nursing Assessment and Intervention II Clinical/Seminar**

This course provides students the opportunity to practice case management, nursing interventions, and outcome evaluations with selected populations. Students build on the skills and knowledge learned in NUR 644 and NUR 646 concurrent with NUR 645. Cr 3.

### **NUR 649 Advanced Nursing Management Clinical/Seminar**

Clinical/Seminar concomitant course concurrent with NUR 647. Cr 3.

### **NUR 651 Women's Health Care During the Childbearing Cycle**

Prerequisite NUR 601, NUR 602. Cr 1-2.

### **NUR 652 Primary Care Management of the Well Child**

This course is to be taken concurrently with NUR 654 Advanced Family Health I. The emphases are on assessment and interventions for well children and anticipatory guidance and education for the parents of well children. Decision making related to prioritizing child and family health care and health education needs is emphasized. Concurrent with NUR 654. Cr 1.

### **NUR 653 Primary Care of the Ill Child**

This course is to be taken concurrently with NUR 655 Advanced Family Health II. The emphasis is on assessment and therapeutic management of children with acute episodic illnesses. Prerequisites: NUR 652, NUR 654. Cr 1.

### **NUR 656 Advanced Family Health Primary Care**

This is the final in a sequence of three courses designed to prepare advanced practice nurses to provide primary care to individuals and families in the context of community. The emphasis is placed on caring for children and women of childbearing age within the family context. Therapeutic interventions are focused on both the individual client and family. Concomitant clinical component required. Prerequisites: NUR 653, NUR 665. Prerequisite or concurrent: NUR 606, NUR 684/HPM 674. Cr 3.

### **NUR 657 Advanced Family Primary Care Clinical/Seminar**

Clinical/semnar concomitant course concurrent with NUR 656. Cr 3.

### **NUR 658 Graduate Clinical Project**

In this course, students identify a problem of clinical

cal importance and conduct a clinical improvement or research project. A written paper and an oral presentation will be required. Prerequisite: at least 9 credits including NUR 604. Cr 3.

#### **NUR 664 Primary Health Care of the Adult I**

This is the first in a sequence of three clinical courses designed to prepare advanced practitioners of adults. The emphases are on assessment and intervention strategies with adults who are in need of acute episodic care and health maintenance. Students develop physical and psychosocial assessment and intervention skills specific to the adult population in primary care settings. Decision-making abilities and role development are emphasized. Lecture, seminar, and case study analysis constitute teaching methods for the course. Clinical practicum is required. Prerequisites: NUR 601, NUR 602. Prerequisite or concurrent: NUR 608. Cr 3.

#### **NUR 665 Primary Health Care of the Adult II**

This is the second in a sequence of three courses designed to prepare advanced practice nurses to provide primary care to individuals and families in the context of community. The emphases are on assessment, diagnosis, intervention, and management strategies in the adult, elder, and adolescent populations related to long-term health problems and the accompanying social and cultural issues. Particular focus will be on interdisciplinary and collaborative aspects of the advanced practice role, direct care for selected groups, and concepts of case management. Concomitant clinical component required. Prerequisite: NUR 654, NUR 664. Family health students only: NUR 652. Prerequisite or concurrent: NUR 608, NUR 603, and AMS 535. Family health students only: concurrent with NUR 653. Cr 3.

#### **NUR 666 Primary Health Care of the Adult III**

This is the final in a sequence of three courses designed to prepare advanced practice nurses to provide primary care to adults and elders within the context of family and community. Emphases are on case management and direct care throughout the adult life span for people experiencing complex acute and chronic health problems. Students will implement and evaluate a clinically based, patient education project. Weekly seminars will examine clinical topics of relevance to the practicum. Concomitant clinical component required. Prerequisites: NUR 665. Prerequisite or concurrent: NUR 606, NUR 684/HPM 674. Cr 3.

#### **NUR 667 Primary Health Care of the Adult I Clinical/Seminar**

Clinical/seminar course concurrent with NUR 664. Cr 3.

#### **NUR 668 Primary Health Care of the Adult II Clinical/Seminar**

Clinical/seminar concomitant course concurrent with NUR 665. Cr 3.

#### **NUR 669 Primary Health Care of the Adult III Clinical/Seminar**

Clinical/seminar concomitant course concurrent with NUR 666. Cr 3.

#### **NUR 671 Foundations of Advanced Practice Mental Health Nursing**

This course examines the range of issues pertinent to the advanced practice psychiatric mental health nurse. Specific emphasis is on advanced mental health assessment and the initial clinical interview from a theoretical and research perspective. Other content includes the role, history, and development of the advanced practice clinician in this specialty and in specific areas of practice including case management and consultation/liaison. The health care environment will be discussed and implications for psychiatric mental health nursing practice and research will be examined. Cr 3.

#### **NUR 672 Biological and Behavioral Components of Mental Health and Illness**

This course inclusively examines mental health and illness from several theoretical perspectives. Students will be introduced to theory and applications of biological psychiatry, psychiatric epidemiology, and psychosocial theories. Emphasis will be on developing knowledge and skill in diagnosis using the DSM IV. The course will also examine common medical problems that mimic the major psychiatric disorders and identify strategies for making differential diagnoses. Cr 3.

#### **NUR 673 Advanced Mental Health I Clinical/Seminar**

Clinical/seminar concomitant course concurrent with NUR 674. Cr 3.

#### **NUR 674 Advanced Mental Health I**

This course examines the theoretical, research, and practical application of clinical interventions appropriate for the advanced nurse in mental health nursing working with individuals. Specific emphasis is on clinical interviewing, assessment, and treatment using both brief psychotherapy and psychodynamic approaches. Concomitant clinical component required. Prerequisites: NUR 680, NUR 671. Prerequisite or concurrent: NUR 603, NUR 672. Cr 3.

#### **NUR 675 Advanced Mental Health II: Theory and Practice (Family)**

This course provides the theoretical and research foundations for the advanced practice of mental health nursing with families. Major family therapy frameworks used in clinical practice are explored. The structure and dynamics of traditional and variant family forms will be analyzed utilizing selected conceptual frameworks. Concomitant clinical component required. Prerequisite: NUR 674. Prerequisite or concurrent: NUR 606. Cr 3.

#### **NUR 676 Advanced Mental Health III**

This course provides the theoretical and research

foundations for the advanced practice of mental health nursing in groups. Major group therapy frameworks are explored and analyzed within the context of contemporary political and economic forces affecting health care and in terms of their potential effectiveness with vulnerable populations. Concomitant clinical component required. Prerequisites: NUR 675. Cr 3.

#### **NUR 677 Clinical Practicum for Psychiatric Nurse Practitioners**

In this course the student focuses on the application of advanced clinical skills to the practice of psychiatric assessment, diagnosis, and psychopharmacology. Working directly with a clinical preceptor who has prescriptive authority, students participate in direct client care activities which focus specifically on comprehensive psychiatric/mental health assessments, the formulation of psychiatric diagnoses, and treatment of patients with acute and chronic psychiatric problems. Safe and effective prescription and management of psychopharmacotherapeutic agents in the clinical setting is emphasized. A clinical practicum is required. Prerequisites: NUR 601, NUR 602. Prerequisite or concurrent: NUR 680. Cr 3.

#### **NUR 678 Advanced Mental Health II Clinical/Seminar**

Clinical/seminar concomitant course concurrent with NUR 675. Cr 3.

#### **NUR 679 Advanced Mental Health III Clinical/Seminar**

Clinical/seminar concomitant course concurrent with NUR 676. Cr 3.

#### **NUR 680 Principles of Advanced Psychopharmacology/Pharmacology**

This course will review the application of pharmacotherapeutic principles to psychiatric disorders. Each major class of medication will be covered: antidepressants, mood stabilizers, antipsychotic medications, and anxiolytics. The indications, contraindications, side effects and severe adverse

reactions, and drug interactions will be reviewed in detail. The application of psychopharmacology to clinical case studies and practice will also be emphasized. Cr 3.

#### **NUR 682 Sports Medicine Orthopedic Evaluation and Treatment for the Primary Health Care Professional**

This course reviews the current clinical literature on the prevention, recognition, assessment, and treatment of sports-related orthopedic conditions that occur in the physically active. A lab component is included that provides practice in common orthopedic screening techniques as part of pre-participation screening as well as practice in evaluation of sports-related injuries and initial interventions. Cr 3.

#### **NUR 684/HPM 674 Community Health and Medical Care**

This course investigates the relationship between the health care system and health. Areas of study include definitions and indicators of health and its relationship to medical care; epidemiology, the determinants of health, prevention; public health and vulnerable populations. The course investigates ways that society's health and social institutions can be integrated for maximal impact on the health status of individuals and populations. Cr 3.

#### **NUR 692 Thesis**

Completion of thesis under the guidance of a faculty thesis committee. Cr 5.

#### **NUR 694 Thesis Continuation**

Students who have completed all thesis credits but have not completed the thesis and continue to need faculty advisement must register for this course each semester until completion of the thesis. Cr 1.

#### **NUR 695 Directed Study**

A student will select a faculty member to guide readings to a chosen topic. A research paper may be required. Credit allocation up to 3 credits is negotiated with faculty. Cr var.



# Edmund S. Muskie School of Public Service

*Dean:* Karl R. Braithwaite

*Associate Dean:* Andrew Coburn

*Director of Student Affairs:* Carlene R. Goldman

*Professors:* Barringer, Braithwaite, Clary, Coburn, Colgan, Kartez, Lapping, MacTaggart, Payne, Thompson; *Associate Professors:* Bernotavicz, Bolda, Goettel, Hartley, Hitchcock, Kilbreth, Lambert, LaPlante, Lynn, Wessler; *Assistant Professors:* Howard, Lahti, Morris, Nalli, Ofiara

The Edmund S. Muskie School of Public Service is a non-partisan education, research, and public service organization dedicated to producing leaders, knowledge, and new ways to use knowledge; and to bettering the lives of our people and our nation. The School combines the significant research capabilities of three nationally recognized applied research centers with the graduate programs in public policy and management, health policy and management, and community planning and development, and a Ph.D. program in public policy.

The School has grown in both size and reputation since it was founded in 1990—faculty and staff now number over 300, and research awards in 2002 amounted to over \$20 million. The Muskie School is nationally distinguished for its scholarship and the quality of its graduates, and sought after as a source of knowledge on issues of local, regional, state, and national importance.

What makes the School successful is its practical, innovative approach to issues; its active efforts to span traditional boundaries among university, government, and nonprofit organizations; and its success in bridging University departments and disciplines in the search for creative solutions.

The School actively seeks to assure a diverse and representative faculty and student body consistent with its public service, educational, and professional responsibilities. The School has a special commitment to Maine's historical minorities—Franco-Americans and Native Americans.

## ***Muskie School Research Institutes***

The research institutes of the Muskie School are dedicated to improving public policy and management through research and program evaluation, policy analysis, technical assistance, and training. In addition, the research institutes provide faculty and students with rich, “real-life” research and public service experience which expands and informs classroom learning within the School.

The School has three major research institutes: the Institute for Child and Family Policy; the Institute for Health Policy; and the Institute for Public Sector Innovation. The institutes conduct funded projects for federal departments, state agencies in Maine and other states, local agencies, and private foundations. The School's research institutes are committed to bringing the research and public service resources and capacity of the University to bear on problems of critical importance to Maine and the region. Collaborative partnerships with community and state agencies and organizations have served as vehicles for innovative policy and program development.

The School's public service and research institutes are also national in scope. Since 1984, the Muskie School's Institute for Child and Family Policy has been designated and funded by the U.S. Department of Health and Human Services as a National Child Welfare Resource Center for Management and Administration. The Institute for Health Policy houses a national rural health research center and maintains a formal affiliation with the National Academy for State Health Policy, based in Portland, Maine. It also houses the Community Partnership for Older Adults funded by the Robert Wood Johnson Foundation.

The institutes employ a staff of over 280 research associates and assistants from a wide variety of academic, public management, and direct service backgrounds, including sociology, health and social policy, business, finance, psychology, social work, public health law, public administration, and mental health. Some hold faculty appointments with the Muskie School and/or other schools within the University of Southern Maine. Many graduate students are employed as research assistants.

## ***Academic Programs***

The Muskie School offers master's degrees in public policy and management, health policy and management, and community planning and development (with joint degrees with the School of Law). These programs educate students for leadership roles in government and the private and nonprofit sectors through interdisciplinary, problem-focused education. A combination of classroom and applied field experiences imparts a broad understanding of the challenges of democratic governance and develops competencies in policy planning and analysis and organizational and management skills.

The Muskie School also offers a Ph.D. in public policy. The Ph.D. program is designed for students who are interested in studying and influencing critical public policy issues facing Maine and the nation. Graduates of the Ph.D. program prepare for senior policy and management positions in all levels of government, nonprofit agencies, school districts, research organizations, and consulting firms as well as positions in colleges and universities.

### ***Joint Degrees Program***

The joint degrees programs in law and public policy, in law and health policy and management, and in law and community planning and development offer the juris doctor degree (J.D.) through the University of Maine School of Law, and the master's degree through the Muskie School of Public Service. The programs allow students to earn both the J.D. and master's simultaneously by designating a certain number of crossover courses that satisfy the graduation requirements of each degree. Students may thus complete both degrees in four years instead of the five years that would ordinarily be required.

## ***Admission***

Admission to the master's degree programs is granted to those students with a baccalaureate degree from an accredited college or university who demonstrate evidence of commitment to leadership in public service, health policy and management, or in community planning and development, and the ability to perform graduate studies successfully. Ability to master a diversity of skills and subjects, to handle complex analytical tasks, and to think creatively is essential.

Applications are submitted to the USM Office of Graduate Admissions. Applications for admission to the master's degree programs are considered in the spring of each year for the fall semester, and in the fall for matriculation in January.

Credit toward completion of degree requirements owing to previously completed graduate study or prior learning experience may be granted in certain cases.

Admission decisions to the Ph.D. program are based on the applicant's overall academic record, GRE scores, professional experience, and educational goals. The Ph.D. Admissions Committee will carefully consider each applicant's ability to perform doctoral studies successfully. Ph.D. applications are considered in the spring for fall matriculation. Applications are accepted every other year for admission.

### ***Application Deadline***

The application deadline for the master's degree programs is March 1 for the fall semester (September), and December 1 for the spring semester (January). Applications received after the deadline will be considered on a space available basis.

The application deadline for the Ph.D. program is February 1. Applications received after the deadline will be considered on a space-available basis.

### ***Application Material***

Applications for the master's degree programs or Ph.D. program must include:

1. An official USM graduate application, including a written statement of educational goals.
2. Official scores of the Graduate Record Examination.
3. Official transcripts of all undergraduate and other graduate education.
4. Three letters of recommendation.
5. Application fee (\$50.00).

## ***Master's Degree Program Policies***

In addition to the general policies described in the Academic Policies chapter, specific policies of these programs are as follows.

### ***Time Limit***

All students must complete requirements for the degree within six years.

### *Full-Time Students*

Full-time students will be able to complete the program in two years or less. They should take as many core courses as possible in the first year, remaining sensitive to the possible need to fit in an occasional track/concentration course and/or elective course scheduled only in alternate years. Track selection must be complete prior to the end of the first year. In the second year, full-time students should first make certain all core and track requirements are fulfilled; they are then free to exercise concentration and elective options for the remaining credits, finishing with the capstone course.

### *Part-Time Students*

Students planning to graduate in May of the third year should plan to take 14 to 18 credits the first and second years (two courses in the fall, two in the spring, and one or two in the summer session), for a total of 33 credits the first two years, and all remaining credits the third year. It is suggested that the three-year, part-time student take all core courses in the first year and a combination of core, track, and elective courses in the second and third years. Again, sensitivity to alternate year course sequencing is advised.

### *Special Students*

Public service professionals, advanced undergraduates, and community residents may, with instructor permission, enroll in Muskie courses as a special student. Because special student status is dependent on space availability, those interested are urged to contact instructors as early as possible. Special students may take up to 9 credit hours in either the PPM, HPM, or CPD degree prior to matriculation. Taking classes as a special student does not guarantee admission to the PPM, HPM, or CPD program.

### *Transfer Credit*

Students who have completed coursework in another graduate program may petition the PPM, HPM, or CPD Academic Affairs Committee for transfer credit. Upon approval of the Academic Affairs Committee, students may receive up to 9 transfer credits for graduate courses taken at other institutions to be counted toward the total credits required for the master's degree. Requests for transfer credit normally are made at the time of admission or during the first semester of matriculation.

Transfer credit may be approved for required courses, track choices, electives, or some combination thereof. In all cases, an official graduate transcript from the institution where the courses were taken must be on file with the director of Student Affairs.

In the event the student desires transfer credit to *replace* a required course or track choice, evidence of equivalence to the PPM, HPM, or CPD course must be demonstrated. At a minimum, a course syllabus must be submitted to the appropriate Academic Affairs Committee.

In the event the student desires that transfer credit be *used in place* of PPM, HPM, or CPD electives, a description of the course or course syllabi must be submitted to the Academic Affairs Committee.

Transfer credit will not be approved for:

1. Courses which would not have received graduate credit if taken at the University of Southern Maine.
2. Correspondence courses.
3. Courses in which a grade lower than B was received.

### *Extramural Credit*

Students who are matriculated in the PPM, HPM, or CPD master's program and would like to take a course at another University of Maine campus or other University, or who would like to include a course from another department at USM that is not currently cross listed, must obtain permission from the appropriate Academic Affairs Committee. The procedure is the same as for transfer credit requests.

### *Waiver Request*

A student may request a waiver from a program requirement by showing adequate mastery of the subject matter. Evidence may include the undergraduate transcript or a transcript of other graduate work, successful completion of an examination or other academic exercise prepared by the course instructor, submission of samples of work, or through other means acceptable to the Academic Affairs Committee. The Academic Affairs Committee may solicit input from the course instructor as to the advisability of the substitution and may request supplemental information. Approval of a course waiver does not reduce the credit requirement for graduation; students may take additional electives to meet the required credits.

To expedite the process, a student contemplating a request for permission to substitute a course should meet with the chair of their program's Academic Affairs Committee for more information about the required information to be submitted to the committee, given the basis for the request.

### *Certificates of Graduate Study*

Certificates of graduate study may be taken as additional credits of coursework to augment the master's degree, or as a 12-credit certificate program that does not require matriculation in a degree program. Certificate programs include courses selected from the master's programs' curricula. Certificate students may transfer their coursework into a degree program if they decide to pursue and are accepted into a master's degree program.

The following certificates of graduate study are offered by the Muskie School:

- Advanced Research and Evaluation Methods
- Applied Research and Evaluation Methods
- Child and Family Policy and Management
- Community Planning and Development
- Health Policy and Management
- Nonprofit Management
- Performance Management and Measurement

### *Certificate of Graduate Study in Advanced Research and Evaluation Methods*

The certificate of graduate study in advanced research and evaluation methods is designed for students and practitioners who already are comfortable with basic statistical techniques and data analysis and presentation who wish to gain greater competence in designing research and evaluation studies, expand their range of analytical techniques, and apply methods effectively to issues in policy analysis, planning and management. Students select four courses (12 credits) including one required course and three from a list of approved courses.

Required Course

PPM 602 Research Design

Students who have completed PPM 602 may substitute PPM 706 Conduct of Inquiry.

Select an additional nine credits:

PPM 600	Computer Applications in Public Policy and Management
PPM 603	Applied Research Methods
PPM 603B	Forecasting
PPM 603C	Cost-Benefit Analysis
PPM 603F	Introduction to Correlation and Regression Analysis
PPM 603G	Hands-On Multiple Regression
PPM 603H	Graphing Data
PPM 604	Evaluation Methods
PPM 605	Advanced Research Methods
AMS 677	Regression Models in the Health Sciences
PPM 710	Conduct of Inquiry
PPM 711	Seminar in Quantitative Methods
PPM 712	Advanced Quantitative Methods
PPM 713	Qualitative Design and Methods for Policy Research

### *Certificate of Graduate Study in Applied Research and Evaluation Methods*

The certificate of graduate study in applied research and evaluation methods is designed for students and practitioners who want to learn to use data more effectively on the job and in the community. The certificate emphasizes data acquisition, data analysis and presentation, choosing and applying statistical techniques to real world problems, and practical application of analytical tools. There is no mathematics or statistics prerequisite. Students select four courses (12 credits) including one required course and three from a list of approved courses.

#### Required Course

PPM 601 Applied Statistics for Public Policy and Management  
Select an additional nine credits

PPM	600	Computer Applications for Public Policy and Management/Data Analysis (1 credit modules)
PPM	602	Research Design
PPM	603	Applied Research Methods
PPM	603a	Applied Survey Methods
PPM	603b	Forecasting
PPM	603c	Applied Cost-Benefit Analysis
PPM	603d	Economic Impact Analysis
PPM	603f	Introduction to Correlation and Regression Analysis
PPM	603g	Hands-On Multiple Regression
PPM	603h	Graphing Data
PPM	604	Evaluation Methods
PPM	631	Practical Performance Measurement
CPD	625	Community Planning Analysis
CPD	622	Introduction to Arc View
AMS	535	Introduction to Epidemiological Research
AMS	545	Applied Biostatistical Analysis

### *Certificate of Graduate Study in Child and Family Policy and Management*

Today's multifaceted social problems and an evolving definition of "family" need sound public policies, effective programs, and management strategies/skills to address the needs of children and families. The certificate of advanced study in child and family policy and management is a collaborative effort of the Muskie School's nationally accredited public policy and management master's degree program (PPM) and the School's Institute for Child and Family Policy (ICFP). The interdisciplinary curriculum gives students an opportunity to gain the knowledge and competencies needed to affect change, guide policy development and implementation, and manage programs serving children and families. The certificate is designed for child and family professionals, children's advocates, teachers, justice system personnel, policy makers, and others wishing for a better understanding of children and family policy and management.

Students select four courses (12 credits) from among the following courses in the graduate programs at the Muskie School. Students are required to take PPM 626 Public Policy and Children, one course from each of the other groups listed below, and a fourth course from either group.

#### Required Course:

PPM 626 Public Policy and Children

#### Select 3 credits of management coursework:

PPM 631 Practical Performance Measurement in Public and Nonprofit Agencies

PPM 633 Strategic Planning in the Public and Non-Profit Sectors

PPM 635 Managing in the Nonprofit Sector

#### Select 3 credits of policy coursework:

PPM 639 Topics in Public Policy and Management

HPM 672 Politics of Health Policy

### *Certificate of Graduate Study in Community Planning and Development*

The certificate in community planning and development has two major objectives: to provide students with a grounding in land use and environmental plan-

ning, economic development, law and policy analysis, infrastructure programming, and growth management; and to develop an understanding of economic, social, legal, ethical, and political contexts within which decisions about land use, economic growth, and environmental protection are made. These objectives are met through course readings, class lectures and discussions, case analyses, and problem-solving exercises in various community-based settings.

Persons contemplating a career in local or state government or nonprofit organizations, and who are particularly interested in the fields of land use, economic development, and environmental policy are invited to discuss their goals with the coordinator of the certificate in community planning and development. Those who already practice in the field and wish to enhance their skills and understanding of the issues are also welcome.

The certificate requires the completion of 12 credit hours of coursework, at least one course must be selected from each of Groups A and B. Students may propose other courses from the CPD program in their certificate program. These must be approved by the chair.

#### Group A

CPD	660	Introduction to Community Planning
CPD	661	Land Use Control and Zoning
CPD	664	Principles of Design
PPM	666	Environmental Policy

#### Group B

CPD	652	Introduction to Community Development
CPD	665	Transportation Planning
CPD	667	Housing and Real Estate
PPM	650	State and Regional Economic Development
PPM	651	Government-Business Relations

### *Certificate of Graduate Study in Health Policy and Management*

The certificate program in health policy and management provides the opportunity to learn about the broad social context of health service or health service policy and to develop both policy analysis and management skills appropriate to the field. The certificate program provides health professionals from diverse backgrounds with a solid foundation of knowledge and skills in health policy, planning, and financing, as well as the fundamentals of health care management and community health. Enrollment in the certificate program is limited to ensure active participation and interaction among faculty and program participants.

Students take four courses (12 credits) from the graduate program in health policy and management. Courses are offered at the Muskie School in Portland, with several offered at University of Maine System campuses through UNET (the University's Interactive Television Network). Students admitted to the master of science in health policy and management program will receive credit for courses taken in the certificate program in which they received a grade of B or better.

The certificate typically consists of the following courses:

HPM	670	The American Health Care System
HPM	673	Fundamentals of Health Care Management
HPM	674	Community Health and Medical Care
HPM	676	Health Care Planning and Marketing
HPM	677	Managed Care

Students may request substitution of *one* of the following courses for any one of the preceding five courses:

HPM	636	Health Information Management
HPM	675	Health Care Finance
HPM	678	Health Law

### *Certificate of Graduate Study in Nonprofit Management*

The certificate program in nonprofit management provides traditional students, working professionals, and volunteers in the nonprofit sector with the knowledge, managerial skills, and techniques to respond to the challenges of this important and rapidly changing sector of society.

Students gain valuable expertise in critical areas such as managing human and financial resources, using technology to further organizational goals, and successfully mastering the system of performance contracting being introduced in Maine.

Other topics examined include grant writing, fundraising, volunteer recruitment and management, board development, and interagency collaboration.

Many certificate courses are offered through the Education Network of Maine at locations throughout the state. Students may request to transfer certificate courses to the School's master's degree program in public policy and management upon matriculation.

Students select four courses (12 credits) from among the following courses from the graduate program in public policy and management.

Select four of the following courses:

PPM	615	Foundations for Public Service and Management
PPM	632	Human Resource Management in Public and Nonprofit Organizations
PPM	633	Strategic Planning in the Public and Nonprofit Sectors
PPM	635	Managing in the Nonprofit Sector
PPM	636	Management Information Systems in the Public and Nonprofit Sectors
PPM	638	Foundations and the Philanthropy Process
PPM	639	Topics in Public Policy and Management
PPM	641	Budgeting and Accounting for Public and Nonprofit Managers (faculty permission only)
PPM	645	Grant Writing and Financial Management in the Nonprofit Organization

### *Certificate of Graduate Study in Performance Management and Measurement*

The certificate program in performance management and measurement is designed to equip managers with the knowledge and skills needed to monitor and report on organizational performance, to present results-oriented information in alternative formats to diverse, nontechnical audiences, and to contribute to improving performance in public organizations. The certificate in performance management and measurement is a collaborative effort of the Muskie School's accredited public policy and management master's degree program (PPM) and a research center known nationally for leading edge evaluation and technical assistance, the Institute for Public Sector Innovation. Students select four courses (12 credits) including one required course and three from a list of approved courses.

Required Core Course

PPM 631	Performance Measurement in Public Organizations
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Select an additional 9 credits

PPM 600	Computer Applications in Public Policy and Management
PPM 601	Applied Statistics for Public Policy and Management
PPM 603	Applied Research Methods
PPM 615	Foundations for Public Service and Management
PPM 619	Communication Skills for Public Managers
PPM 632	Human Resource Management in Public and Nonprofit Organizations
PPM 633	Strategic Planning in Public and Not-for-Profit Organizations
PPM 635	Managing in the Nonprofit Sector
PPM 636	MIS in Health/Public/Not-for-Profit Organizations
PPM 641	Budgeting and Accounting for Public and Not-for-Profit Managers

## **Master of Public Policy and Management**

Since 1984, the public policy and management (PPM) program has offered a master's degree in public policy and management for both full- and part-time students. The program received national accreditation in 1994 from the National Association of Schools of Public Affairs and Administration (NASPAA), Washington, D.C. and was reaccredited by NASPAA in 2002.

A master's degree in public policy and management prepares individuals for careers in government, nonprofit organizations, and the private sector. Over time some graduates will become local and state policy leaders in such fields as plan-

ning, social and health services, court administration, education, business regulation, and legislation. They will work as agency directors, town and city managers, and policy analysts. Others will work in management and consulting firms, regional planning offices, institutions of basic and higher education, and some will be elected officials.

Job opportunities for graduates are not limited to nonprofit organizations and government. Some students will find work in major corporations, banks, and the private sector in the areas of strategic planning, personnel management, government relations, finance, research, and corporate philanthropy.

Applicants with prior public service experience will significantly broaden their skills and abilities, enabling them to assume increased responsibilities. Students without public experience will find the combination of formal training and practical experience ideal preparation for public service.

The program provides each student with a strong multidisciplinary foundation of skills and knowledge and the opportunity to apply them to contemporary issues of public concern.

## ***Program Requirements***

A total of 42 credits is required to earn the master's degree in public policy and management. A core curriculum of 21 credits assures an understanding of basic principles of political science, management, economics, law, public finance, and the use of microcomputers and statistics.

Following the core courses, students elect one of two tracks of study: *policy analysis* or *public management*. Each track requires a combination of required and elective courses totaling 12 credits.

Students who specialize in policy analysis examine the role of analysis in public policy making, and are taught the methods typically employed by analysts. The curriculum provides students with numerous opportunities to apply developing skills to real decision-making situations.

The track in public management allows the student to focus on either organizational or financial aspects of public management. Organizational management provides the student a greater understanding of how organizations and people work in the public sector, and the skills to improve the management of public and nonprofit organizations. Financial management builds skills in accounting, economics, and the financial management of public agencies and governments. Special attention is offered to the financial management problems confronting local governments.

After the core and track courses, students have three credits of electives to be used in any manner. Typically, a student will either take an additional course in a track, or courses toward a certificate of graduate study.

### ***The Core Curriculum***

At the center of the curriculum is a core of study in policy analysis and public management, providing a foundation of knowledge and skills for effective performance in public policy and management.

The core of study includes a course which integrates politics, management, and policy making, as well as courses which approach the study of public policy from the perspectives of economics, law, and ethics, and courses in the theory and techniques of computing, statistics, research design, and public finance and budgeting.

PPM 601	Applied Statistics	3 credits
PPM 602	Research Design for Public Policy and Management	3 credits
PPM 610	Foundations of Public Policy and Management	3 credits
PPM 611	Economics and Public Policy	3 credits
PPM 613	Law and Public Policy	3 credits
PPM 615	Foundations for Public Service and Management	3 credits
PPM 640	Public Finance and Budgeting	3 credits

### ***Tracks of Study***

After completion of the core courses, students select a twelve-credit track of study in either policy analysis or public management. The tracks are designed to provide more depth of knowledge in one of the two primary curriculum areas. Each track requires one or two courses, with the additional six or nine credits selected from a range of designated courses which may change over time as student interests and program initiatives vary.



### **Policy Analysis Track**

#### **Required Course**

PPM 620 Introduction to Policy Analysis

#### **Select three credits**

PPM 603 Applied Research Methods

PPM 604 Evaluation Methods

PPM 622 Applied Policy Analysis

#### **Select an additional six credits from above courses or from the following**

PPM 551 Public Policy Dispute Resolution

PPM 619 Communication Skills for Public Managers

PPM 623 Risk and Public Policy

PPM 624 Gender, Race, Politics, and Public Policy

PPM 625 Hate Crimes in America: Public Policy Implications

PPM 626 Public Policy and Children

PPM 629 Policy Analysis Practicum

PPM 633 Strategic Planning in the Public and Nonprofit Sectors

PPM 642 Seminar in Financial Analysis

PPM 643 Fiscal Analysis for Community Development

PPM 650 State and Regional Economic Development

PPM 651 Government-Business Relations

PPM 652 Community Economic Development

PPM 666 Environmental Policy

CPD 622 Introduction to ArcView

### **Public Management Track**

#### *Organizational Management*

#### **Required Course**

PPM 630 Organizational Dynamics

#### **Select an additional six credits**

PPM 604 Evaluation Methods

PPM 632 Human Resource Management in Public and Nonprofit Organizations

PPM 633 Strategic Planning in the Public and Nonprofit Sectors

PPM 636 Management Information Systems in the Public and Nonprofit Sectors

PPM 641 Public Financial Management

PPM 643 Fiscal Analysis for Community Development

#### **Select an additional three credits**

PPM 619 Communication Skills for Public Managers

PPM 622 Applied Policy Analysis

PPM 634 Managing the American City

PPM 635 Managing in the Nonprofit Sector

PPM 637 Intergovernmental Relations

PPM 638 Foundations and the Philanthropy Process

PPM 639 Topics in Public Policy and Management

PPM 645 Grant Writing and Financial Management in the Nonprofit Organization

PPM 651 Government-Business Relations

#### *Financial Management*

#### **Required Course**

PPM 641 Budgeting and Accounting for Public and Nonprofit Managers

#### **Select an additional nine credits**

PPM 600 Computer Applications for Public Policy and Management (1 cr.)

PPM 603 Applied Research Methods

PPM 630 Organizational Dynamics

PPM 634 Managing the American City

PPM 638 Foundations and the Philanthropy Process

PPM 642 Seminar in Financial Analysis

PPM 643 Fiscal Analysis for Community Development

PPM 645 Grant Writing and Financial Management in the Nonprofit Organization

PPM	649	Applied Research in Finance
PPM	650	State and Regional Economic Development
PPM	652	Community Economic Development
CPD	656	Principles of Development Finance
HPM	675	Health Care Finance
LAW	616	State and Local Government

Beyond the core and track requirements, students take three credits of electives of their choice which may include further courses from the tracks, the beginnings of a certificate, or other combination of courses.

### *Field Experience*

A three-credit field experience is required for preservice students with little or no prior experience in public or nonprofit organizations. Faculty and staff work with managers and policy makers throughout the region to develop meaningful opportunities. Incoming students will be screened by the Admissions Committee as to whether a field experience is required. If the Admissions Committee recommends that a field experience is not required, the student and the Academic Standing Committee will be notified and the student will be given the opportunity to formally petition for a waiver of the field experience requirement from Academic Standing. In no case shall field experience be waived except by approval of a petition submitted by a student to the Academic Standing Committee. *A waiver of the field experience requirement does not reduce the number of credits otherwise required to receive the degree.*

### *Capstone Project*

A three-credit capstone project is required for all students. The capstone project experience is intended to integrate learnings from all program courses, and should be taken in the final year of study, just prior to graduation.

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#### **PPM 550 Media and Public Policy**

Introduces the relationship between the press and policy, focusing on state and national issues ranging from the Augusta Mental Health Institute crisis to the Gulf War and current events as they develop. The course is designed to help policymakers deal effectively with the media. Open to PPM students and senior undergraduate students. Cr 3.

#### **PPM 551 Public Policy Dispute Resolution**

An introduction to alternative dispute resolution (ADR) techniques with specific application to environmental, land use planning, and resource management issues, emphasizing facilitation, negotiation, and mediation. Process techniques for both bargaining and public involvement settings, such as stakeholder analysis, active listening, and joint model-building will be explored. The course combines many in-class simulations to skill building with rigorous theoretical background. For practicing professionals and graduate students in public administration, planning, program and resource management, as well as advanced undergraduates (with permission from instructor). Cr 3.

#### **PPM 560 Topics in Public Policy**

Selected topics in public policy intended to provide an overview of important contemporary issues. Cr 3.

#### **PPM 561 Natural Resources Economics**

Introduces students to environmental problems and their economic impacts. It assesses the economic importance of both environmental degradation and

environmental quality, the economic causes of many environmental problems, and the design of economic incentives and policies to slow, halt, or reverse degradation and pollution. The course also focuses upon tools of analysis and exploration of alternative economic frameworks for understanding environmental issues and problems. Cr 3.

#### **PPM 563 Public Policy Tribal Governance and the Native American Experience in Maine**

An interdisciplinary approach to examining some of the major issues Native American tribes and nations in Maine face as the 21st century approaches. Topics include sovereignty, economic development, cultural and language preservation, land and water rights, and health and social welfare. Concepts of "nation building" and leadership from tribal points of view are central themes of the course. Additionally, students focus on the Maine experience of Native American tribes with particular attention to the issues of land resettlement and tribal autonomy. Cr 3.

#### **PPM 565 Environmental Politics and Policy**

Provides an introduction to policy making and implementation processes through a survey of current waste disposal issues, air and water pollution control policies, and management issues in environmental protection. Cr 3.

#### **PPM 575 International Environmental Politics and Policy**

Addresses factors that can be obstacles or incentives in the process of negotiating effective agree-

ments. Such factors include the role of the United Nations, nationalism, sovereignty, the North-South conflict, and the role of non-governmental organizations. Cr 3.

### **PPM 600 Computer Applications for Public Policy and Management**

Designed for students with little or no background in spreadsheet applications, the course focuses on the acquisition and refinement of basic desktop analysis skills using a spreadsheet program and the statistical software Systat™. Cr 1.

### **PPM 601 Applied Statistics for Public Policy and Management**

Introduces students to a variety of analytical approaches to studying management and policy questions. The course concentrates on the acquisition of skills that will enable the student to choose and apply statistical methodology appropriately, and to evaluate critically work done by others. Topics include tabular and visual displays of data; data analysis including central tendency, dispersion, measures of association and linear regression; and the use of a statistics software package. Cr 3.

### **PPM 602 Research Design**

Focuses on social research as it applies to policy and organizational analysis. Emphasis is on the employment of the scientific method. Basic dimensions of social science inquiry are covered: philosophy of science, research ethics, processes of theory construction, hypothesis testing, validity and reliability issues of measurement, and methods of data collection. Includes survey of applied social research techniques. Course materials are specifically designed to illustrate the particular research problem faced by policy analysts and public/nonprofit managers. Prerequisite: PPM 601. Cr 3.

### **PPM 603A Applied Research Methods: Introduction to Survey Research**

Introduces students to the practice of survey research. Students will work individually and in teams to design survey samples, develop survey instruments, and analyze survey data. The emphasis will be on learning the theoretical and practical applications of survey research in planning and policy settings. Prerequisite: familiarity with spreadsheet use. The course will use Microsoft Excel for the analytical exercises. Students may use another spreadsheet or statistics package, but instruction will focus on Excel. Cr 1.

### **PPM 603B Applied Research Methods: Introduction of Forecasting Using Regression Analysis**

Introduces students to forecasting using regression analysis. Students will work individually and in teams to conduct a series of forecasting projects using autoregressive, multiple regression, and mixed models. The emphasis will be on learning the theoretical and practical applications of regres-

sion analysis and introducing the problems of forecasting. Prerequisite: familiarity with spreadsheet use. The course will use Microsoft Excel for the analytical exercises. Students may use another spreadsheet or statistics package, but instruction will focus on Excel. Cr 1.

### **PPM 603C Applied Research Methods: Applied Cost-Benefit Analysis**

Provides an opportunity to learn how to conduct cost-benefit analysis. Students will work individually and in teams to analyze the quantitative and qualitative issues involved in measuring and forecasting costs and benefits and in preparing analysis for decision makers. The emphasis will be on learning the practical issues involved in conducting cost-benefit analysis. It is assumed that students will be familiar with the underlying economic theory, either from an economics course or from the text. Prerequisite: familiarity with spreadsheet use. The course will use Microsoft Excel for the analytical exercises. Students may use another spreadsheet or statistics package, but instruction will focus on Excel. Cr 1.

### **PPM 603D Applied Research Methods: Introduction to Economic Impact Analysis**

Introduces students to the practice of economic impact analysis, with a primary focus on the estimation of secondary and induced impacts from the construction and operation of new facilities such as office buildings, highways, power plants, etc. The focus of the course is on the basic theoretical approaches to regional economic impacts and the application of widely used economic impact analysis models. This course will require students to access and run economic analysis software. Cr 1.

### **PPM 603E Applied Research Methods: Introduction to Transportation Economics**

A largely non-mathematical introduction to economic principles as they are applied in transportation. It is designed for transportation professionals who wish to explore the fundamentals of economics in their field and for graduate students wishing an economics-based introduction to transportation issues. Prior economics courses are helpful, but not essential. Basic concepts covered include the theory of transportation demand, transportation costs and investment planning, and current topics in transportation economics such as regulation-deregulation and social cost pricing. The course may be taken on a non-credit basis or may be taken for graduate credit by completing a graded assignment at the end. Election of the graded/non-graded option must be made by the end of the course, and may not be reversed once the course is complete. Cr 1.

### **PPM 603F Applied Research Methods: Introduction to Correlation and Regression Methods**

Provides an introduction to explanatory data modeling using correlation analysis and linear regres-

sion. The course may be taken to obtain an initial introduction to these topics or as a refresher for students with some previous exposure to correlation and regression analysis. The course emphasizes application to real world policy, planning, and management issues. Cr 1.

### **PPM 603G Applied Research Methods: Hands-on Multiple Regression**

A computer lab-based course that extends and refines the student's understanding of basic regression analysis. Using data supplied by the instructor, students build models to practice regression methods, to see how violations of regression assumptions affect model parameters, and to learn to diagnose problems, evaluate impact, and take remedial action where indicated. Cr 1.

### **PPM 604 Evaluation Methods**

Introduces students to the methods and techniques used to assess effectiveness and monitor the performance of programs, whether provided directly by government agency or under contract. Specific attention is given to problem formulation, determination of evaluation or assessment plan, conducting the research, and presenting results for the intended audiences. Information gathering through surveys and interviews as well as statistical analysis of data are emphasized. Evaluating research done by others and the RFP process of obtaining evaluators is covered. Prerequisites: PPM 601 and 602. Cr 3.

### **PPM 605 Advanced Research Methods**

Provides an in-depth examination of multivariate statistical techniques used in public policy research. Topics include regression, principal components analysis, factor analysis, canonical correlation, discriminate analysis, and time series analysis. Prerequisites: PPM 601, 602, and 603 or permission of the instructor. Cr 3.

### **PPM 610 Foundations of Public Policy and Management**

Examines the relationship between the political process, policy-making, and public management. Topics include policy formulation, adoption, implementation, and evaluation. Specific attention is given to the ways that key political variables (public opinion, elections, parties, interest groups, and leadership styles) influence public policy; the role of policy analysis in government; contemporary issues of public policy; and how public bureaucracies implement policy through planning, organizing, and other administrative processes. Cr 3.

### **PPM 611 Economics and Public Policy**

Introduces students to fundamental economic concepts and illustrates their application in a wide range of public policy problems. The central theme is the usefulness and limitations of economic analysis in the public policy formation and evaluation process. Particular attention is paid to the theory of consumer behavior, markets and market processes, the nature

and causes of market failure and strategies, and models for government intervention. Application exercises and case materials are drawn from a variety of substantive policy areas such as the agricultural price support system and government transfer programs. Previous background in economics, especially microeconomic theory, is most helpful. Cr 3.

### **PPM 613 Law and Public Policy**

Introduces the student to legal analysis and emphasizes the role of the law in the choices faced by public policy makers. Students will examine materials ranging from constitutional provisions to statutes, regulations, and case decisions. The course will consider social values and custom; how these factors limit and shape the law and then directly or indirectly shape the options of policy makers. The course provides an introduction to the fundamentals of legal research and insight into judicial and administrative processes. There is some exposure to substantive law particularly in the areas of jurisprudence, constitutional law, procedure, and administrative law. Cr 3.

### **PPM 615 Foundations for Public Service and Management**

An examination of issues and approaches in the management of the human organization. Topics include classic and modern theories of management; understanding individual, interpersonal, and group behavior; leadership and power; organizational structure and culture; and managing change. Throughout the course special attention is given to issues affecting management in the public sector and to the ethical aspects of management. Cr 3.

### **PPM 619 Communication Skills for Public Managers**

The course focuses on professional communication skills (oral, written, and graphic) required in public organizations. Students will become familiar with types and styles of public speaking and writing, and the techniques and tools for developing professional presentations, as well as a greater understanding of communication theories. The course incorporates a variety of learning experiences, including in-class exercises to develop technical writing skills, individual and group presentations, case studies, and presentations by guest speakers. Cr 3.

### **PPM 620 Introduction to Policy Analysis**

An introduction to the role of policy analysis in the development of public policy designed for students entering the policy analysis and planning track. Students are introduced to historical and scientific methods of policy analysis through the use of case studies. Prerequisites: PPM 601 and 602. Cr 3.

### **PPM 622 Applied Policy Analysis**

Designed as an integrative course that will reinforce other analysis courses. Introduces students formally to the application of policy analysis to public sector problems and issues. The course will

be case-based, with substantive material introduced to provide more detail and food for discussion for the cases. Prerequisite: PPM 610. Cr 3.

### **PPM 623 Risk and Public Policy**

Introduces students to varied models for the conceptualization and management of risk. Emphasis is given to analytic frameworks and findings on how individuals and communities respond to risk information bearing on health. Ethical issues and responsibilities in risk management will also be considered. Draws on multiple perspectives, including medical, social, environmental, and political sciences. Cr 3.

### **PPM 624 Gender, Race, Politics, and Public Policy**

A gender-informed approach to racial analysis, practice, and activism. Purpose of seminar is to develop a framework for relating gender to other systems of inequality and to apply this framework to a critical rethinking of policy and planning in spheres such as employment, the environment, housing, and community development. Cr 3.

### **PPM 625 Hate Crimes in America: Public Policy Implications**

Explores the problem of hate crimes from the perspective of policy makers in government, law enforcement, education, and health care. Examines a number of discrete and frequently controversial issues arising from hate crimes, including: the need for and effectiveness of hate crime laws, who commits hate crimes and why, and the impact of hate crimes on victims and their communities. Cr 3.

### **PPM 626 Public Policy and Children**

Explores policies affecting the well-being of children including early education and care, home visiting, child welfare, juvenile justice, child health care, and welfare reform. Discussion within each category of child social policy will examine the history of the policy, recent legislation, interesting aspects of the policy, and possible future developments. Assignments involve the development of practical skills including producing fact sheets, testimony, and policy analysis. Cr 3.

### **PPM 629 Policy Analysis Practicum**

Provides an intensive, one-semester, client-directed experience in which students work as a team under the direction of faculty on problems and issues of current concern. Cr 3.

### **PPM 630 Organizational Dynamics**

Examines the basic processes that determine how organizations set goals, structure themselves, measure performance, adapt to their environment, manage change and internal conflict, and make decisions. Emphasis is given to techniques of analysis that can be used to understand and manage these various organizational functions. Prerequisite: PPM 610. Cr 3.

### **PPM 631 Measuring Performance in the Public and Nonprofit Sectors**

This course is an introduction to performance measurement and other related activities such as strategic planning and benchmarking. Students who complete the course will be prepared to develop basic performance indicators for public and nonprofit agencies in a variety of policy and management arenas. Specific attention is given to reviewing a variety of performance indicator systems currently in use or under development in Maine and elsewhere. Readings, interactive lectures, guided Internet research, class work, and graded assignments will be designed to help students understand how to do performance measurement and will provide students with practice conceptualizing and developing measures. An emphasis will be placed on "hands-on" learning so that students gain confidence in using measurement techniques and learn how to apply practical measurement strategies in real world settings. Cr 3.

### **PPM 632 Human Resource Management in Public and Nonprofit Organizations**

Introduces basic conceptual frameworks, techniques of analysis, and contemporary issues in human resource management in the public and nonprofit sectors. Topics include: motivation, satisfaction, and the worker; fairness and representation in the workplace; systems approaches to work analysis; labor and productivity measurement; analyzing work and identifying competence; recruitment, screening, and selection; performance appraisal; strategies of human productivity improvement; programmatic alternatives for human resource management; and integrating human resource management into the organization. Cr 3.

### **PPM 633 Strategic Planning in the Public and Nonprofit Sectors**

Examines how public organizations can utilize strategic planning in responding to environmental change and the future. Approaches to and techniques of strategic planning are covered, including goal-setting, environmental scanning, resource audits, and the formulation of strategy and its implementation. Examples are drawn from Maine state and local government and the nonprofit sector. Cr 3.

### **PPM 634 Managing the American City**

Explores essential themes which will provide the students with a theoretical understanding of the fundamental issues involved in managing our complex and diverse urban environments. Special emphasis will be placed on examining emerging management issues that have sparked a new demand for excellence and innovation in city governments. While the city of Portland will serve as a useful reference point, the course will also explore the difficult management issues involved in our larger central cities. Cr 3.

### **PPM 635 Managing in the Nonprofit Sector**

An examination of the managerial dimensions of

nonprofit organizations. Major foci include the nonprofit environment, organizational roles and processes, interagency relationships, and problems of change and adaptability. Specific attention is given to current issues in nonprofit management such as strategic planning, board/staff relationships, computerization of the workplace, fund raising, and volunteer development. Cr 3.

### **PPM 636 Management Information Systems in the Public, Health, and Nonprofit Sectors**

Designed to give those who work in the public and nonprofit sectors the knowledge and skills they need to understand the underlying principles and theories of management information systems and the roles which they play in public and nonprofit organizations. Students will participate in the design, implementation, and evaluation of information systems in their organizations, and become conversant with key issues and problems in contemporary public policy and law relative to information policy and telecommunications. Cr 3.

### **PPM 637 Intergovernmental Relations**

This course analyzes the revolutionary changes taking place in traditional relationships among the federal, state, and local levels of government. Topics include: how traditional intergovernmental approaches are changing and what those changes mean for the future of government; what innovative policies and methods federal, state, and local governments are using to make policy and deliver services in an era of declining resources; and how governments are using mandates to enforce policy decisions at other levels of government. Special attention will be given to Maine state and local governments as well as national trends and perspectives. Cr 3.

### **PPM 638 Foundations and the Philanthropy Process**

This course examines the intricate and sometimes secretive composition and dynamics of the foundation universe found in the U.S. today generally, and in Maine specifically. Central questions to this course of study are: what are foundations' guiding principles and why do they act as they do? This seminar-based course will be offered to students with two goals in mind: total immersion in the elements of the foundation world and practical and theoretical exposure to foundation grant/project approval procedures. Cr 3.

### **PPM 639 Topics in Public Policy and Management**

Selected topics in public management determined from time to time. Cr 3.

### **PPM 640 Public Finance and Budgeting**

Provides students with both a theoretical and practical introduction to the debates, tradeoffs and implications of budgeting for public services and securing financing for their provision. Examines essential public finance theory as it relates to revenue

raising and resource allocation decision making by the public sector. Specific topics include market failure and government economic intervention, public revenue sources, characteristics of high quality revenue systems, budget review and analysis, and budget development and presentation using Quattro. Prerequisite: PPM 601. Cr 3.

### **PPM 641 Budgeting and Accounting for Public and Nonprofit Managers**

Examines the finance function in public organizations as it operates during the fiscal year and in the longer range setting. Topics include government fund accounting, internal resource analysis and management, including cash management, risk management, purchasing and capacity management, capital planning and programming, and debt financing and management. Prerequisite: PPM 640 or EDU 683. Cr 3.

### **PPM 642 Seminar in Financial Analysis**

Examines a selected number of public financial management topics in depth. Students enrolled in the course participate in a research project with significant public policy or management implications. The central course coverage focuses on the financial analysis of governments, including the evaluation and management of financial condition. Other topics will vary slightly each semester. The course is offered to correspond to the research focus selected. Prerequisite: PPM 641. Cr 3.

### **PPM 643 Fiscal Analysis for Community Development**

Introduces students to the methods and techniques of evaluating, monitoring, and managing the short and longer term fiscal effects of community change. Designed for planners, local government managers, and elected officials, this course emphasizes the application of fiscal tools to decision-making and planning problems. Specific topics include fiscal impacts of growth, assessing financial condition, infrastructure finance, and debt analysis. Cr 3.

### **PPM 645 Grant Writing and Financial Management in the Nonprofit Organization**

Concentrates on the process of securing the resources to support effective nonprofit projects. The goal of the course is to prepare students to identify sources of funding, to write proposals that will attract grant awards, and to develop an understanding of what it takes to build an organization that foundations, public entities, and individual donors are confident in supporting. The course will begin with an examination of current trends in this post-industrial economy in which money is available to the voluntary and private sector. It will also focus on the importance of understanding the "ways of money" and knowing how to develop and administer a budget that will inspire trust in the organization's reputation for effectively managing its programs and its fiscal resources. Cr 3.

**PPM 649 Applied Research in Finance**

Provides an intensive client-directed experience in which students work individually or in groups investigating an important finance policy issue or exploring a municipal financial management concern. Prerequisite: PPM 640. Cr 3.

**PPM 650 State and Regional Economic Development**

This course surveys basic regional economic concepts, economic impact analysis, and economic modeling. Students work extensively with economic data for Maine and other states. Cr 3.

**PPM 651 Government-Business Relations**

This course will examine government regulation of business (including basic elements of competition policy, the regulation of transportation and utilities, and environmental regulation) and basic elements of economic development policies (financing, business development assistance, research and development, location subsidies, etc.). The course also will emphasize understanding of public issues from the perspective of both public and private sectors. Cr 3.

**PPM 652 Community Economic Development**

This course will examine the origins and principles of community economic development, including strategies, the involvement of affected citizens, and development of a framework to evaluate community economic development programs. The course also will provide particular reference to federal community development policies. Cr 3.

**PPM 666 Environmental Policy**

A seminar on environmental issues in Maine, New England, and the nation. Topics may include air quality, water quality, toxic and hazardous waste management, solid waste management, wildlife habitat, landscape degradation. Federal, state, and local roles in reconciling natural resource threats, economic growth, property rights, and the public interest will be explored. Cr 3.

**PPM 691 Public Speaking**

Integrates the mechanics of effective speech writing and delivery. The goal of the class is to give students experience in preparing and delivering speeches; to provide historical and current background on the nature of oral and written communication; to provide exposure to important speeches and orators; and to provide instruction for preparing and delivering speeches. Cr 1.

**PPM 692 Working Effectively in Small Groups**

This course explores basic concepts and strategies for enhancing personal effectiveness in working groups, whatever their purpose. In addition to discussing effective communication strategies and group dynamics, the course will introduce students to the Myers-Briggs Type Indicator. The MBTI, a widely used and respected psychological instrument based on the theories of Carl Jung, characterizes 16 personality types which differ in styles of gathering information, making decisions, and responding to the world. The course seeks to heighten awareness of critical group processes, and to develop practical personal skills. Cr 1.

**PPM 695 Independent Study**

Cr 3.

**PPM 696 Field Experience**

Students without a substantial and relevant work experience in public service are required to complete an internship during the course of their studies. Determination of whether an internship will be required will be made upon admission to the program. The internship will be designated to expose the student to the formulation and implementation of public policy in a work setting. It will usually be with a public or nonprofit agency, although internships with private agencies involved in a public policy issue may be accepted. Cr 3.

**PPM 699A Capstone Seminar**

The capstone seminar is designed to provide PPM students assistance with thinking about possible capstone topics, general research strategies, time frames, and organization and assistance in identifying a faculty member to serve as a capstone advisor. The seminar normally meets several times throughout the fall semester. The syllabus of the course details enrollment requirements, faculty capstone advisors, the capstone proposal, and final project presentations. Cr 1.

**PPM 699B Capstone Project**

The capstone project is undertaken by students working independently or in a team, under faculty supervision. The capstone project requires the student to integrate knowledge and skills acquired in the PPM program, and to demonstrate competence in their application to a specific topic in public policy or management. The project may take many forms, including a piece of policy research, the development of a strategic plan for a public nonprofit agency, an organizational or human resource analysis, or a financial study, among others. The precise form will be determined by the student in consultation with his or her capstone advisor. Cr 2.

# Master of Science in Health Policy and Management

The master of science in health policy and management program offers a competency-based curriculum designed to prepare students for a rapidly changing health policy and management environment that is characterized by increasing emphasis on outpatient care and population health, a constantly changing reimbursement and regulatory environment, and the centralization of management and decision making.

Competencies in oral and written communication are developed throughout the curriculum, with additional competencies identified in financial management, population health, and quantitative and research skills. Coursework is characterized by both individual and group assignments designed to build skills and to integrate learning across the curriculum.

The master's degree in health policy and management is offered to both full- and part-time students. Applicants with experience in health services delivery, management and/or policy will find that the program broadens their skills and equips them to meet the challenges posed by the ever-changing health care environment. Students without such experience will find the field experience and opportunities for hands-on research an excellent preparation for a career in health policy and management.

The program has been accredited by the Accrediting Commission on Education for Health Services Administration.

## Program Requirements

Forty-seven credits of coursework are required to complete the master's in health policy and management. In addition to course content, writing and communication skills are emphasized throughout the curriculum. Organizing and presenting material orally to students and faculty is a performance requirement in several courses, as are writing assignments of increasing complexity.

### The Core Curriculum

At the center of the curriculum is a required core of study providing a foundation of knowledge and skills for effective performance in health policy and management. The core curriculum, which is required of all HPM students, consists of 27 credits, including courses in statistics, economics, health economics, community health, health politics, health care finance, health care management, health law, and the American healthcare system.

An additional 15 credits of electives are required. A field experience and a capstone project complete the 47-credit curriculum.

#### Core Curriculum

AMS	545	Applied Biostatistical Analysis	3 credits
HPM	670	The American Healthcare System	3 credits
HPM	671	Economic Issues in Health Care	3 credits
HPM	672	The Politics of Health Policy	3 credits
HPM	673	Fundamentals of Health Care Management	3 credits
HPM	674	Community Health and Medical Care	3 credits
HPM	675	Health Care Finance	3 credits
HPM	678	Health Law	3 credits
HPM	676	Health Care Planning and Marketing	3 credits

Total: 27 credits

Electives: Students must take 15 credits of electives, at least 9 of which are chosen from the following:

AMS	535	Epidemiologic Research (P)
HPM	636	Health Information Management (M)
HPM	679	Research Seminar in Health Care Policy (P)
HPM	681	Quality and Outcomes of Health Care (MP)
PPM	602	Research Design (P)
PPM	603	Advanced Research Methods (P)
PPM	604	Evaluation Methods (P)
PPM	624	Gender, Race, Politics, and Public Policy (M)
PPM	626	Public Policy and Children (P)
PPM	630	Organizational Dynamics (M)



PPM	632	Human Resource Management (M)
PPM	636	Health Information Management (M)
PPM	685	Medical Legal Process (MP)

M=recommended for students with an interest in management

P=recommended for students with an interest in policy

Other courses:

Field Experience 2 credits

Capstone 3 credits

Total 47 credits

### *Field Experience*

Each student is required to demonstrate proficiency in the skills learned in the program in one of two ways. Students with substantial work experience in a health care setting have the option of a two-credit independent study that focuses on a topic related to their current or recent work experience. For students with limited experience, or for those interested in broadening their experience, a two-credit field experience is required in a participating health care organization under the direction of an approved preceptor. Either of these field experiences is available to students who have earned at least 24 credits in the HPM program.

### *Capstone Project*

The capstone project is undertaken by students working independently under faculty supervision. The capstone project requires the student to integrate knowledge and skills acquired in the HPM program, and to demonstrate competence in their application to a specific topic in health policy or management. The project may take many forms, including a policy or management research project, the development of a strategic plan for a health care organization, an organizational or human resource analysis, or a financial study, among others. The precise form will be determined by the student in consultation with his or her capstone advisor.

### *Research Opportunities*

The Muskie School's Institute for Health Policy has become, over the past decade, a nationally recognized and funded center for health policy and services research. All core faculty in the health policy and management program have joint appointments in the Institute for Health Policy. In addition to state-level health policy and services research in Maine (with substantial collaboration with governmental and other organizations throughout the state), the Muskie School has a substantial and growing national research agenda. The Institute also maintains an affiliation with the National Academy for State Health Policy, based in Portland.

The HPM Program will utilize extensive research, demonstration, and technical assistance activities and projects underway within the Institute for Health Policy to provide practical, hands-on research and/or management experience for five to ten HPM students each year. These experiences may include paid graduate or research assistantships working with center faculty and staff, and internship and field experiences. HPM students will also have the opportunity to access the Center's extensive databases for capstone and other projects.

### **AMS 535 Epidemiologic Research**

Intended to give students a basic foundation in principles for the conduct and interpretation of population-based studies of the distribution, etiology, and control of disease. Topics will include randomized experiments, nonrandomized cohort studies, case-control studies, cross-sectional and ecological studies, causal inference, sources of bias, and measures of effect. Recent publications from the epidemiologic and general medical literature will be used to illustrate the application of the concepts to specific epidemiologic issues.

Cr 3.

### **AMS 545 Applied Biostatistical Analysis**

Intended to give students a working understanding of the major types of biostatistical analysis used in contemporary epidemiology and in other areas of public health research. Topics will include hypothesis testing, estimation, descriptive statistics, standardization of rates, cross tabulations and stratified analysis, life tables, multiple regression, and logistic regression. Designed primarily for students with little formal training in biostatistics, but may also prove valuable to other students who desire a course providing an integrated approach to diverse bio-

statistical techniques within an applied framework. Students will learn to manipulate datasets, analyze them, and interpret the results using the SAS software package. Cr 3.

### **HPM 636 Health Information Management**

This course addresses the uses of health information by managers. With an emphasis on the strategic forces that drive our need for timely, accurate information, the course inventories the numerous systems (patient record, finance, scheduling, laboratory, pharmacy, etc.) within the health care system that generate such information, with current examples from southern Maine organizations. The course also addresses data security and the procurement of information systems. Cr 3.

### **HPM 670 The American Health Care System**

Introduces students to the organization and financing of the American health care system and the dynamic changes that are occurring as a result of market-based and policy forces. The course develops an understanding of the key elements of the system and the relationship among consumers and purchasers, providers (including the new organizational arrangements of providers and insurers), and the regulatory and policy environment in which the system functions. Students will explore the underlying political, policy, and market forces that are affecting the health care system and will examine the implications of these trends for federal and state-level policy and health system reform efforts. Cr 3.

### **HPM 671 Economic Issues in Health Care**

Introduces students to the critical, contemporary issues in health economics and current problems and choices in the financing of health care, including physician and hospital services, mental health, and long-term care. The evolution of the current financing systems, including market and regulatory strategies, is discussed. The course also covers health care reimbursement as a specialized topic in health care finance. Cr 3.

### **HPM 672 The Politics of Health Policy**

Acquaints the student with the following factors influencing health policy: ethical values as expressed through theories of distributive justice; politics, including political parties, congressional committees, and interest groups; and public opinion, as expressed through news media and opinion polls. Also analyzes examples of both state and national health care legislation and the influences exerted upon them by these factors. Cr 3.

### **HPM 673 Fundamentals of Health Care Management**

Examines the application of organizational and management theory to health organizations. Focusing on the management process and the problems of achieving results, the course covers a variety of topics including organizational design, human resource management, financing and capital manage-

ment, leadership and administrative ethics, and strategic planning. Cr 3.

### **HPM 674 Community Health and Medical Care**

This course investigates the relationship between the health care system and health. Areas of study include definitions and indicators of health and its relationship to medical care; epidemiology; the determinants of health; prevention; public health and vulnerable populations. Current models of community-based health planning and health systems development are used by students to assess the needs of vulnerable populations in Maine. Cr 3.

### **HPM 675 Health Care Finance**

Examines the processes and methods of accounting and finance for health care institutions. Topics include a brief review of accounting practices including record keeping, inventory control, bad debt and charity care, and depreciation. Cost finding, cost and revenue centers, financial statement analysis, net present value analysis, capital management, debt financing, and hands on experience with Medicare cost reports and other fiscal reporting protocols are also covered. Cr 3.

### **HPM 676 Health Care Planning and Marketing**

This course examines concepts in strategic planning and marketing of health services. Topics include environmental analysis, service area and market definition, medical staff analysis, competitor identification and analysis, market research, medical staff analysis, and product and service specific markets and marketing strategies. Cr 3.

### **HPM 678 Health Law**

Intended to provide an overview of the business and regulatory aspects of our health care system. Although the case study method of instruction will be used, this will be done in the context of the class "building" an integrated delivery system. The objective of the course is to understand the organizational structure of the health care delivery system and the interrelationship of the providers comprising the system. Topics covered include: the financing of health care, both historically, and as anticipated under various principles of health care reform; the regulatory oversight of health care, including such principles as maintaining tax-exempt status, licensure, accreditation, and financial fraud; and the regulatory oversight, licensure, and disciplining of individual providers. Cr 3.

### **HPM 679 Research Seminar in Health Care Policy**

Provides students "hands-on" experience in conducting a health policy analysis project. The course is designed to develop students' abilities to think critically about health policy problems and issues and to perform policy research and analysis. The course provides students the opportunity to apply, integrate,

and refine analytic skills acquired in core courses and in the health policy sequence. Students work as a group to conduct an analysis of a policy problem/issue. Class sessions are devoted to special topics and assignments, both methodological and substantive, related to the research project. Cr 3.

### **HPM 681 Quality and Outcomes of Health Care**

This survey course provides an overview of health care quality and outcomes. It covers a conceptual framework for describing and studying quality and outcomes, commonly used measurement and monitoring systems, key agencies and organizations, and policy and technical issues related to quality im-

provement and outcome measurement. The course focuses on several recent developments in the field: the focus on outcomes rather than process, including the patient's perspective, measuring quality and outcomes among populations of managed care enrollees, and using risk adjustment to "level the playing field" when comparing quality outcomes across providers. Cr 3.

**HPM 695 Independent Study** Cr 3.

**HPM 696 Field Experience** Cr 2.

**HPM 699 Capstone Project** Cr 3.

## **Master of Community Planning and Development**

The community planning and development degree provides an opportunity for those with an interest in shaping the environment and economy of cities and towns to acquire the skills and knowledge needed to be effective members of the planning and economic development professions.

The professional field of community planning and development concerns itself with the continuing attempt by society to strike a balance among community growth, environmental quality, and human welfare. It involves the development of economic growth strategies, the formulation of capital budgets and infrastructure programs, the analysis of existing and proposed land use policies, the preparation of comprehensive community plans, and the evaluation of private development proposals to manage change in the built and natural environments.

The Muskie School's CPD program is designed to meet the unique challenges of our region. It is neither strictly urban, nor strictly rural in focus, but reflects the wide variety of communities found in Maine and New England. Students will acquire a firm grounding in the past, through courses in planning history, as well as the latest technologies, such as Geographic Information Systems (GIS). All students will learn about the interaction between the economy and the environment which makes planning such a challenging profession.

A major component of the program is that it provides opportunities to do professional work in the planning and development field. All students without significant experience in the field are required to complete a field experience equivalent to three credits. Many other opportunities are made available by the school and by local and state agencies to help acquire job experience while completing the degree program.

### ***Program Requirements***

The master's degree in community planning and development requires 54 credits. A required core of 39 credits (including capstone and field experience) provides basic skills for planning (such as geographic information systems and conflict resolution), with basic courses in economics, politics, law, and methods of analysis. As part of this core, students take a sequence of four courses to lead them from theory to practice. Starting with a review of planning theory and history in the first semester, the student next explores the meaning of "sustainable communities," and then undertakes an actual planning project working with one of the towns in the Portland area. Finally, the student is provided an opportunity to display his or her professional skills in a capstone project of his or her choosing.

#### *Core Curriculum*

CPD 601	Planning Theory and History	3
CPD 602	Sustainable Communities	3
CPD 603	Planning Workshop	3
CPD 615	Citizen Involvement and Dispute Resolution in Planning	3
CPD 620	Spatial Analysis	3

CPD 696	Field Experience	3
CPD 699	Studio/Capstone	3
PPM 601	Applied Statistics	3
PPM 610	Foundations of Public Policy and Management	3
PPM 611	Economics and Public Policy	3
PPM 613	Law and Public Policy	3
PPM 640	Public Finance and Budgeting	3

#### *Research Methods*

Select three credits from the following courses:		3
CPD 607	Analytic Methods for Planning and Development	
CPD 621	GIS Laboratory	
CPD 625	Community Planning Analysis	
PPM 603	Applied Research Methods	

Total Core Credits 39

Students select an additional 15 credits of focused course work from among three specializations: *land use and environment*, *community and economic development*, and *health planning*. A joint-degree option with the University of Maine School of Law is available.

#### *Land Use and Environment Track*

Select 6 credits		
CPD 660	Introduction to Community Planning	3
CPD 661	Land Use Control and Zoning	3
CPD 664	Principles of Design	3
Select 3 credits		
PPM 650	State and Regional Economic Development	3
PPM 652	Community Economic Development	3
Select 6 credits		
ANE 638	Landscape, Culture, and Region	3
ANE 641	Environment and Culture	3
CPD 621	GIS Laboratory	3
CPD 622	Intro to Arc View	1-3
CPD 625	Community Planning Analysis	1
CPD 656	Principles of Development Finance	2
CPD 665	Transportation Planning	3
CPD 667	Housing and Real Estate	3
CPD 669	Historic Preservation Through Growth Management	3
LAW 635	Land Use and Growth Policy	3
PPM 603	Applied Research Methods	3
PPM 619	Communication Skills for Public Managers	3
PPM 623	Risk and Public Policy	3
PPM 633	Strategic Planning in the Public and Nonprofit Sectors	3
PPM 637	Intergovernmental Relations	3
PPM 643	Fiscal Analysis for Community Development	3

#### *Community and Economic Development Track*

Required Course		
CPD 652	Introduction to Community Development	3
Select 3 credits		
CPD 665	Transportation Planning	3
CPD 667	Housing and Real Estate	3
PPM 650	State and Regional Economic Development	3
PPM 652	Community Economic Development	3
PPM 666	Environmental Policy	3
Select 3 credits		
CPD 660	Introduction to Community Planning	3
CPD 661	Land Use Control and Zoning	3
Select 6 credits		
CPD 669	Historic Preservation Through Growth Management	3

MBA 649	Special Topics in Management: Entrepreneurship and Business Formation	3
PPM 551	Public Policy Dispute Resolution	3
PPM 619	Communication Skills for Public Managers	3
PPM 633	Strategic Planning in the Public and Nonprofit Sectors	3
PPM 643	Fiscal Analysis for Community Development	3
PPM 651	Government-Business Relations	3

### *Health Planning Track*

#### Required course

HPM 670	The American Health Care System	3
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#### Select 3 credits

CPD 660	Introduction to Community Planning	3
PPM 650	State and Regional Economic Development	3

#### Select 9 credits

CPD 622	Intro to Arc View	1-3
HPM 672	The Politics of Health Policy	3
HPM 674	Community Health and Medical Care	3
HPM 675	Health Care Finance	3
HPM 676	Health Care Planning and Marketing	3
PPM 619	Communication Skills for Public Managers	3
PPM 633	Strategic Planning in the Public and Nonprofit Sectors	3

### *Law and Community Planning Joint Degree*

#### Select 3 credits

CPD 660	Introduction to Community Planning	3
CPD 661	Land Use Control and Zoning	3

#### Select 12 credits\*

LAW 633	Natural Resources Law	3
LAW 637	Environmental Law	3
LAW 658	Ocean Law	3
LAW 684	Alternative Dispute Resolution	2
LAW 689	Environmental Law Clinic	3

\*Or other University of Maine School of Law courses approved by the CPD chair.

### **CPD 601 Planning Theory and History**

This course introduces students to basic elements of planning theory and history. Other topics covered include: planning in a diverse society and an introduction to ethical issues facing planners. Cr 3.

### **CPD 602 Sustainable Communities**

This course will provide an overview of fundamental forces affecting the design and patterns of human settlement in cities, towns, and villages, as well as an introduction to basic principles of ecology and natural resource management. Emphasis throughout the course will be on the special issues facing planners in Maine and neighboring states and provinces. Cr 3.

### **CPD 603 Planning Workshop**

This course will center around one or more group projects in planning and/or economic development. It will focus on getting students to be able to design, research, produce, and communicate professional-level projects during one semester, and is intended to serve as the foundation for the capstone. In all but exceptional cases, it will be a prerequisite to the capstone. Cr 3.

### **CPD 607A Analytic Methods for Planning and Development: Fiscal Impact Analysis**

A five-week course covering the theory and techniques used to conduct fiscal impact analyses for state and local governments. Issues to be covered include the impact of land-use activity on community demographics, government revenues and expenditures, demand for services, and state funding formulae. Cr 1.

### **CPD 615 Citizen Involvement and Dispute Resolution in Planning**

Introduces students to the processes of conflict resolution, stakeholder involvement, communication with non-technical audiences, and styles of leadership that are essential to effective adoption and implementation of plans. Cr 3.

### **CPD 620 Spatial Analysis**

This course provides an introduction to the analysis of spatial characteristics of regions and communities, with particular emphasis on the use of geographic information systems (GIS). Cr 3.

### **CPD 621 GIS Laboratory**

This course is an examination of advanced techniques

in using geographic information systems on a single major project that may be client-directed. Cr 3.

### **CPD 622 Introduction to Arc View**

An introduction to the Arc View program, a Windows-based Geographic Information Systems program. Covers beginning and intermediate uses of the program. This course is available as a track elective in all CPD tracks. Cr 1-3.

### **CPD 625 Community Planning Analysis**

This is an introduction to estimating and projecting the demand for land, housing, and public space in comprehensive land use plans and development project impact evaluations. Exercises, profile of a municipal land-use database, and a final impact analysis exam exercise are key requirements, as is attendance at all meetings. Cr 1-3.

### **CPD 652 Introduction to Community Development**

An investigation of the nature and role of community development activities as a strategy to increase the assets a community has at its disposal to solve problems. Examines both local government and not-for-profit sector organizations for community development with a focus on public/private partnerships and community development corporations as major vehicles for contemporary community development efforts, as well as the continuing role of the federal Community Development Block Grant program. Cr 3.

### **CPD 656 Principles of Development Finance**

This course explores various approaches to providing financial assistance to firms for economic development purposes. The roles of nonprofit community development corporations as well as public sector programs such as tax increment finance, industrial development bonds, and loan guarantees are examined. The emphasis is on developing an understanding of both the underlying principles and actual operations of finance programs. Cr 2.

### **CPD 660 Introduction to Community Planning**

This course will examine the methods and techniques of preparing small-area and community land use plans, with particular emphasis on rural and small town planning incorporating housing, transportation, development, and resource protection. Techniques for preparing community resource and problem inventories, population and employment forecasts, assessing land consumption trends, and public involvement also will be covered. Cr 3.

### **CPD 661 Land Use Control and Zoning**

This course will cover the procedures and practices employed in the implementation of land use plans, programs, and policies, including zoning, subdivision regulations, site plan review procedures, and official mapping. The course covers the use of nonregulatory methods of implementation such as tax incentives,

capital planning and budgeting, special assessment districts, and tax increment financing. Cr 3.

### **CPD 664 Principles of Design**

This course examines the elements of design affecting decisions about buildings, landscapes, neighborhoods, and communities. Cr 3.

### **CPD 665 Transportation Planning**

The basic elements of transportation planning and engineering and the relationship between transportation planning and land use will be examined throughout this course. Cr 3.

### **CPD 667 Housing and Real Estate**

This course provides an introduction to major economic and social factors affecting the development of real estate for housing and commercial purposes and the interplay between these factors and land use planning. Cr 3.

### **CPD 668 Local Environmental Planning**

A topical overview of selected environmental protection issues and planning responses at the community level (i.e., local government and private, nonprofit sector efforts). Selected scientific and technical aspects of environmental protection are introduced for laymen, with a focus on landscape ecology and water quality issues and applications to biodiversity, watershed, and growth management. Cr 3.

### **CPD 669 Historic Preservation Through Growth Management**

This course examines the policy foundations for preservation of historic, scenic, and natural resources, including elements of preservation planning for rural and urban areas. It also provides students the opportunity to identify and evaluate historic, cultural, and natural resources in the comprehensive planning process. Cr 3.

### **CPD 695 Independent Study**

Cr 3.

### **CPD 696 Field Experience**

Internship in a planning or development agency. Students without significant professional experience in the planning or development field will complete a field experience. Students should consult their advisor or the program chair early in their career to assess the need for a field experience and identify suitable options for filling this requirement. Students with sufficient professional experience (generally six months or more in a responsible position in a planning or development agency) may have this requirement waived but must take an additional elective. Cr 3.

### **CPD 699 Studio/Capstone**

Students will complete individual capstone research or planning projects that will provide the opportunity to integrate material from throughout the curriculum. The capstone element is similar to the existing requirement in PPM. Cr 3.

## *Cross-Listed Courses*

### **AMS 535 Introduction to Epidemiologic Research**

Intended to give students a basic foundation in principles for the conduct and interpretation of population-based studies of the distribution, etiology, and control of disease. Topics will include randomized experiments, non-randomized cohort studies, case-control studies, cross-sectional and ecological studies, causal inference, sources of bias, and measures of effect. Recent publications from the epidemiologic and medical literature will be used to illustrate the concepts. Cr 3.

### **ANE 612 Documenting New England: Oral History and Ethnography**

Introduces the practice, politics, and history of documentary field studies, focusing on oral history and ethnography as both a method and as a particular genre of culture, writing, and representation. In class, students explore various strategies and practices of ethnography, including travel writing, local color, anthropology, exploration literature, documentary history, and post-colonial interventions, and grapple with contemporary issues that confront modern practices of "field work" such as cultural authority, displacement, marginalization, modes of cultural interpretation, stranger talk, insiders/out-siders, "wrong" stories and "true," among others. In the field, students work with informants to record and interpret the cultures and histories of a particular place and people. Cr 3.

### **ANE 638 Landscape, Culture, and Region**

This course will examine the New England and American human landscapes as texts which can be read to reveal cultural attitudes, values, priorities, and experiences. Emphasis will be on the analysis of ordinary landscapes of the sort which surround us every day. The course will focus on typical landscape "settings" or "compositions," not necessarily on individual components within those landscapes: that is, domestic or residential landscapes, commercial landscapes, industrial landscapes, civic landscapes, historic landscapes, and so on. Cr 3.

### **ANE 641 Environment and Culture**

This course is an interdisciplinary examination of the ways in which occupants of the North American continent, from the pre-contact period to the present, have conceived of and interacted with the natural environment. The history of human use of and attitudes toward the environment will be examined within a cultural context. Course materials will be drawn both from New England and from other regions of the country. Cr 3.

### **LAW 616 State and Local Government**

Emphasizes understanding the relationship among federal, state, and local governments. The character of institutions and fiscal policies will be examined as well as the actual mechanics of how they work. Cr 3.

### **LAW 618 Health Care Law**

Provides an overview of the business and regulatory aspects of our health care system. Although the case study method of instruction will be used, this will be done in the context of "building" an integrated delivery system. The objective of the course is to understand the organizational structure of the health care delivery system and the interrelationship of the providers comprising the system. Cr 3.

### **LAW 633 Natural Resources Law**

Examines the federal and state frameworks affecting the use of public lands and waters, forestry resources, fish and wildlife resources, and energy and mineral resources. Problems of multiple use and sustainability will be considered, as will issues of federalism, public and private rights, and the philosophical and economic implications of various institutional approaches to resource allocation. Cr 3.

### **LAW 635 Land Use and Growth Policy**

This course examines a range of land use problems that demand some type of regulatory (police power) response: rapid growth, growth in fragile land areas, locating difficult to find but essential land use activities, providing affordable housing. Tensions between federal, state, and local governments in the land use decision-making process will be examined, as well as a range of sophisticated land use control strategies, i.e., transferable development rights, contract zoning, planned unit development, carrying capacity zoning. Cr 3.

### **LAW 637 Environmental Law**

Provides a survey of major federal and state environmental control laws and cases interpreting these laws. Concepts of standing, burden of proof, strict liability, nuisance, and tax policy are examined as they relate to environment problems. Cr 3.

### **LAW 658 Ocean Law**

Provides an introduction to the basic principles of ocean law, including international law of the sea and maritime boundary delimitations. Emphasis is on the role of U.S. law and policy in shaping international norms. Federalism in U.S. ocean legislation is also examined. Legal texts explored include the 1982 Law of the Sea Treaty, the Fishery Conservation and Management Act, the Outer Continental Shelf Lands Act, the Coastal Zone Management Act, and the Marine Protection Research and Sanctuaries Act. Class exercises include a maritime boundary simulated negotiation. Cr 3.

### **LAW 675 Medical-Legal Process**

Designed to explore a range of difficult medical, moral, and legal questions that surround such issues as death, right to life, right to treatment, dealing with the incompetent, suicide, and patient rights. Public policy questions dealing with health care delivery systems, organ transplants, and medical malpractice are also examined. Cr 2.

### **LAW 684 Alternative Dispute Resolution**

Undertakes a critical examination of the alternatives to court movement in the United States. Students will survey the range of formal and informal dispute resolution mechanisms now available, as well as their twentieth-century antecedents; sample anthropological literature describing dispute resolution models in small-scale societies and social states; study the philosophical underpinnings of the alternatives to court movement; examine the growing literature in which the advantages and disadvantages of dispute resolution alternatives are debated and discussed; and observe and perhaps participate in a variety of local court alternatives. Cr 2.

### **LAW 687 Coastal Zone Law**

Examines common law principles and legislation affecting public and private rights in the shoreline. Topics explored include the public trust doctrine, littoral rights, the navigational servitude, public use of the beach, land use controls to protect public values in the shoreline, and the taking issue. Course materials were prepared by the instructor. Cr 3.

### **LAW 689 Environmental Law Clinic**

Students have an opportunity to work under faculty supervision on current environmental and natural resources law problems on behalf of public interest organizations in the state or region. Enrollment is limited. Prerequisite: LAW 617 or 637. Cr 3.

### **MBA 643 Innovation and Change**

The design and application of change strategies to improve organizational effectiveness. The planned, systematic, and long-range efforts to change "how an organization operates," with a focus on various aspects of an organization's culture and its human and social processes. Diagnosis of such processes

as cultural norms and values; power, competition, and collaboration; expectations and both formal and informal reward systems; social interaction and feedback patterns; conflict resolution; the structure and process of work; people development; and goal setting, planning, and evaluation systems. Simulations, case studies, experiential exercises, and applied strategies for changing and improving organizations, using an array of behavioral science approaches. Prerequisite: MBA 606. Cr 3.

### **MBA 649 Special Topics in Management: Entrepreneurship and Business Formation**

The entrepreneur's role in a technological society, with emphasis on the techniques and problems implicit in the launching of new enterprises or in their evaluation by investors. This course is designed for aspiring entrepreneurs and for the professionals or institutions with whom they deal when starting a business. Students are expected to have basic communication skills, a background (educational or experiential) in accounting and marketing, and a grasp of economics and the principles of management. Attention will be paid to emerging opportunities in Maine. Materials are discussed by the instructor or invited guests in a seminar format that requires student participation and assignments calling for research, report writing, and presentation. Prerequisite: MBA 606. Cr 3.

### **NUR 606 Health Policy, Ethics, and Change**

Sociopolitical, economic, and ethical frameworks are used to analyze public policies with an emphasis on a policy's impact on vulnerable populations. The implications of policy on health care restructuring and nursing roles are addressed. Attention is given to the role of the master's prepared nurse who influences, creates, and puts policy into operation. Cr 3.

## **Ph.D. Program in Public Policy**

### *Program Objectives*

The Ph.D. in public policy is designed for those students who are interested in questions surrounding the origins, development, implementation, and analysis of public policy decisions in government and related institutions. The program prepares students to function within a variety of fields while focusing their dissertation research on a specific topic. Students undertake the Ph.D. in order to develop answers to questions about the ways in which policy is formulated and implemented, and to make their own original contribution to the knowledge of these public questions. In pursuing the Ph.D. program, students acquire skills as independent researchers, the ability to interpret and assess the research of others, and the ability to communicate their knowledge to a wide variety of audiences. Those who successfully complete the degree are equipped to bring their knowledge to senior policy and management positions in government, nonprofit agencies, school districts, research organizations, consulting firms, and in college and university faculty and administrative appointments.

### **Admission**

The Ph.D. program in public policy admits students to study *every other year*, beginning in 2003. Students begin study in the fall and are expected to complete the policy core in three semesters.



Admission to the program is highly selective. A small number of applicants will be chosen for admission based on evidence of their capability to undertake studies at the doctoral level, their demonstrated readiness for doctoral studies, the match between the applicant's proposed field of advanced study and faculty research interests, and programmatic capacity. The following sections describe the admission criteria and the application review process. Persons interested in applying to the program are strongly encouraged to talk with the Ph.D. program chair and Muskie School faculty prior to submitting their applications.

### *Criteria for Admission*

The program has the following admission criteria:

1. The applicant's capability to undertake doctoral studies
2. The applicant's demonstrated readiness for doctoral studies
3. Programmatic capacity and the match between applicant and faculty research interests

To be admitted, applicants must demonstrate outstanding potential to be successful in the course work required for doctoral studies and to conduct doctoral-level research appropriate to their policy field of study. Applicants are expected to be outstanding in academic qualifications, standardized examinations, and professional experience. Applicants must also submit a statement of research interests outlining their professional goals and areas of doctoral study. Each applicant's record is reviewed as a whole; performance which is not outstanding on a single criterion may be compensated for by superior performance on the remaining criteria.

**1. The applicant's capability to undertake doctoral studies:** Capability to undertake doctoral studies is assessed by review of the applicant's previous academic record, scores on the Graduate Record Examination (GRE), recommendations, and professional experience.

*Previous academic record:* Applicants must have either a master's degree or a minimum of 30 graduate credits. Master's degrees and/or graduate study in public policy, or related fields such as public administration, planning, political science, or economics are preferred, but degrees in other fields may be presented for evaluation of the extent to which the master's degree program or graduate study prepares the students for doctoral studies in public policy. The applicant's overall academic record should demonstrate a superior level of accomplishment. Successful applicants will have maintained a grade point average (G.P.A.) of 3.3 or higher on a 4.0 scale, or the equivalent in post-baccalaureate studies. An applicant's previous academic record is assessed based on grade point averages, fields of study, analysis of transcripts, and recommendations.

*Scores on the Graduate Record Examination (GRE):* Applicants must submit official scores for the GRE. Scores must be for tests taken within five years of application deadlines. (The Educational Testing Service, which administers the GRE, does not retain scores after five (5) years from date of testing.) Applicants who present scores of less than 550 on the quantitative portion, less than 550 on the verbal portion, and/or less than 4 on the analytic writing portion of the post-October 2002 GRE, or who present scores of less than 550 on each portion of the pre-October 2002 GRE, should present records of exceptional academic accomplishment.

*Recommendations:* Three letters of recommendation are required. Applicants must submit at least one recommendation from a person familiar with their academic, scholarly, and/or research interests and performance.

**2. The applicant's readiness for doctoral studies:** *Professional experience in the proposed field of study:* Applicants must have a minimum of two years of professional-level work experience prior to commencing doctoral study, preferably in the proposed field of study. Normally, professional experience does not include university-sponsored work experience while an undergraduate or graduate student.

Applicants are asked to submit a "statement of research interests" with their University application materials. This statement should address the applicant's motivation and preparedness for doctoral study in public policy and how doctoral studies at the Muskie School of Public Service fit with the student's previous

academic record, previous professional experience, and professional goals in light of the mission of the Ph.D. program. The statement will play an important role in assisting the Admissions Committee to determine the applicant's readiness for doctoral studies and the potential match between the applicant's areas of interests and the expertise of the faculty.

In their statement, applicants are asked to respond to the following points:

1. Describe your professional goals and how doctoral study in public policy at the Muskie School will help you achieve them.
2. Describe your professional and/or research experience and how they help prepare you for doctoral study in public policy.
3. In light of your professional goals and the mission of the Ph.D. program, please describe your current research interests and/or the research you would like to pursue as part of doctoral studies in public policy at the Muskie School. This portion of the statement may take a number of forms, including identifying specific questions of public policy that you wish to assess or previous works in a field that have inspired your interests in doctoral studies in public policy. Be as clear and specific as possible about your research interests.

The suggested length for the statement is a maximum of 5-7 pages double spaced, minimum 10 point font.

**3. Programmatic capacity and the match between applicant and faculty research interests:** There must be a clear match between an applicant's research interests and the capacity of the program to make available faculty who share such interests and who can mentor the doctoral student through his or her research. Applicants with the potential to undertake doctoral study may not be accepted into the program if the match between the applicant's interests and those of program faculty cannot be assured.

The Muskie School faculty has a broad range of expertise for guiding doctoral studies, which is defined generally by the fields in which the School offers master's degrees. In addition, the School can draw on faculty resources from other schools and colleges of the University of Southern Maine. Applicants who seek to undertake doctoral studies involving fields outside of the Muskie School are strongly encouraged to contact the chair of the doctoral program and faculty in other units of the University prior to submitting applications.

Program capacity also includes the number of students in the program in relation to the number of faculty who can serve as Doctoral Research Committee chairs.

### *Application Process*

To be considered complete, an application must include:

1. A completed application form.
2. Three letters of recommendation. Applicants must submit at least one recommendation from a person familiar with their academic, scholarly, and/or research interests and performance.
3. Official transcript(s) of all previous undergraduate and graduate work.
4. Official scores from the Graduate Record Examination (GRE); scores must be for tests taken within five years of the application deadline.
5. If the applicant's native language is not English and the applicant has not completed a degree program in an accredited North American institution, a score on the Test of English as a Foreign Language (TOEFL) must be submitted. The TOEFL score must be 550 or higher on the paper-based test or 213 or higher on the computer-based test.
6. If departmental financial aid is requested, a statement requesting financial aid and describing the need for aid.
7. A nonrefundable application fee, the amount of which is determined by the University.

Application forms for admission to the program are obtained from and submitted to the USM Office of Graduate Admissions.

*Admissions cycle:* Applications are accepted for study beginning in the fall semester only and are reviewed every two years, beginning in 2003.

The deadline for completed application to the program and to be considered for university-funded fellowships and scholarships is February 1. Students may sub-

mit materials up to March 15; however, applications received after February 1 will not be given priority for university-funded fellowships and scholarships. The committee will not review applications that remain incomplete after April 15.

## *Program of Study*

Students pursue their Ph.D. studies in four stages:

1. *Core courses in the field of public policy* (18 credit hours). Knowledge and competencies are assessed in the preliminary examination.
2. *Core courses in research methods* (15 credit hours). Knowledge and competencies are assessed in the research methods examination.
3. *Specialized study* (12 credit hours). Courses preparing the student to conduct doctoral research directed toward context, practice, and performance in support of public policy. Knowledge and competencies assessed by successful defense of the dissertation proposal. At this point students are admitted to doctoral candidacy.
4. *Doctoral Research* (12 credit hours minimum). Knowledge and competencies assessed by successful defense of the completed research dissertation.

### *1. The Policy Core: 18 credits*

At the conclusion of this stage of doctoral study, students should demonstrate in the preliminary examination their:

- Understanding of the basic intellectual frameworks and perspectives that are used to analyze and influence policy development and implementation (economics, political science, organizational behavior, sociology, etc.)
- Ability to cross disciplinary boundaries.
- Ability to accurately and appropriately critically evaluate and to apply the theories, perspectives and overall contributions of key thinkers and analysts in the field of public policy.
- Understanding of the tensions between values and knowledge/information utilization in policy development and implementation.
- Ability to analyze complex public policy issues.
- Ability to frame a policy issue and relevant research questions.

Courses in the Policy Core expose students to an overview of the major questions that scholars have asked about public policy and public organizations as well as the substance and process of theory building in the field. Emphasis is on such questions as what is public policy, who makes it, and how is it made, the role of organizations in the shaping of how policy is made and its consequences, and formal exploration of key economic concepts that tend to drive the study of public policy. Heavy emphasis in these courses should be on frequent student “production” in discussions or written assignments.

The six courses in the Policy Core will be offered two each in the fall, spring, and fall semesters of the two-year cycle. All students admitted to the program will be required to take at minimum these Policy Core courses. They will then be expected to take the preliminary examination after the third (fall) semester in their second year. Full-time students may take courses in the Research Core during these first three semesters.

The Policy Core courses are:

PPM	701	Intellectual Foundations of Public Policy
PPM	702	Seminar in Public Policy
PPM	703	Economic Foundations for Public Policy Research (Prerequisite: PPM 611 or equivalent)
PPM	704	Seminar in Public Organizations and Management
PPM	705	Seminar in Policy Analysis
PPM	706	Seminar in Policy Research

At the conclusion of the Policy Core, students sit for the preliminary examination (see page 196).

### *2. The Research Core: 15 credits*

Courses in the Research Core are designed to provide doctoral students with the study design and the quantitative and qualitative methods used in the policy sciences. Students also will have the opportunity to begin to develop specific skills

in those methods they expect to use in their own doctoral research. The goals of the research courses are to provide:

- Fundamental understanding of basic research methods and designs and the appropriate application of these to policy research—quantitative, qualitative, and mixed.
- Ability to apply research methods appropriately and interpret their results.
- Awareness of both the strengths and weaknesses of various methodologies and strategies for making appropriate design choices for different policy settings and research purposes.
- Ability to communicate clearly about complex questions of research methodology and complex issues of public policy.

There are five Research Core courses.

PPM	710	Conduct of Inquiry
PPM	711	Seminar in Quantitative Methods (Prerequisite: PPM 601, HPM 545 or equivalent)
PPM	712	Advanced Quantitative Methods (Multivariate Methods) (Prerequisite: PPM 711)
PPM	713	Qualitative Design and Methods for Policy Research

and

*Research Methods Defined by the Student's Committee* This course (or courses if one-credit modules) will provide the student with advanced training in research techniques specific to the student's planned area of dissertation research.

With the approval of their Advising Committee, a student may request a course substitution for PPM 712 Advanced Quantitative Methods. A course substitution may be made only for graduate courses in research methodology that are appropriate to the student's proposed research area. The student must specify the content of the course to be substituted, the faculty who will teach the course, and provide a statement of the competencies in the research methodology that they expect to obtain. The faculty member who teaches the course that will be substituted must also agree to participate in the research examination for the student through preparation of questions and grading of the examination. Requests for a substitution must be made in accordance with the schedule for course waivers.

*The Research Methods Examination* provides the opportunity for the candidate to demonstrate attainment of the knowledge and competencies covered in the Research Core. This examination must be taken within one semester of completion of the 15 credits in this core.

### 3. Specialized Study: 12 credits

At the conclusion of this stage of doctoral study, students should demonstrate in their dissertation proposal their:

- Ability to formulate researchable questions and develop research strategies to address the planned study topic.
- Fundamental understanding of the policy context in which their study is relevant.
- Familiarity with the literature in their chosen substantive area, including an ability within this literature to critically assess ideas in the literature.
- Appropriate grounding in the specific body of knowledge relevant to their planned study including extending their familiarity with theory building and content from the core to a specific area of study.
- Ability to apply research skills appropriate to the chosen area of research including familiarity with the major research methodologies of relevance to their field.

In this stage, each student's study focus becomes individualized. The student defines the precise means of achieving these objectives in consultation with their committee. The student and committee chair are jointly responsible for preparing a plan of study for this period and for working with the committee to approve the plan. Within the 12 specialization credits, one three-credit course will be taken in common with all Ph.D. students.

*PPM 720 Dissertation Pro-Seminar* This seminar provides an intensive review of the process of preparing to undertake a major research project such as the dissertation. It will cover such topics as literature reviews, evaluation of research methodologies, and preparation of research proposals.

Other elements of the student's individualized plan consisting of nine credits of electives may include:

- Regular courses taken at the Muskie School or, with permission of the student's chair, at other institutions.
- Individualized readings courses, preferably with members of the student's committees.
- Advanced research courses directly appropriate to the student's planned doctoral research. An illustrative array of 1-3-credit courses could include: health services research, epidemiology, logistic regression, cost benefit analysis, program evaluation, forecasting, economic impact analysis.
- Mini-Research projects. These should generally be no more than three credits in length and should focus in particular on data development and analysis preparatory to the dissertation.

*Course Scheduling* Courses in the Policy Core will be scheduled over three semesters at a rate of two courses per semester during the first two academic years in which a new class of students is admitted. *All students are expected to complete the policy core over these three semesters.* Courses in the Research Core will be offered at least once every two years. The dissertation pro-seminar will be offered at least once every academic year.

*Course Waivers* A student may request a waiver from a required course in the Ph.D. program based on prior study at the graduate level. The following process will be followed in the case of waiver requests:

1. The student submits a request, with appropriate supporting documentation (e.g. course syllabi, descriptions), to the chair of his/her Advising Committee. The chair forwards the request with or without endorsement to the chair of the Academic Affairs Committee, with a copy to the chair of the Ph.D. program.
2. The Academic Affairs Committee decides whether to grant the waiver based on the documentation submitted by the student, the advice of the chair of the student's committee, and, upon request of the committee, the advice of faculty who normally teach the course for which a waiver is requested.
3. The decision of the Academic Affairs Committee will be communicated in writing to the student, the chair of the student's advising committee, the chair of the Ph.D. program, and the Office of Student Affairs.

An approved course waiver waives the credit requirement; however, the student remains responsible for demonstrating knowledge of the material covered in the waived courses at the time of their preliminary or research examination.

A student may not waive PPM 720 Dissertation Pro-Seminar, and may not waive the required number of dissertation credits. Course waivers for more than 12 credits of policy or research core courses will not normally be granted.

#### *4. The Doctoral Dissertation*

The dissertation is a comprehensive, independent research project that demonstrates the candidate's ability to undertake empirical analysis appropriate to the question they are addressing. It should contribute to knowledge in the field of public policy and provide new information to the theory and empirical knowledge of the subject they are studying and the potential contribution of the research. Finally, the dissertation research should be worthy of presentation at national conferences and publication in policy-relevant journals. The dissertation is orally defended to the committee and the scholarly community at large.

*Dissertation Proposal* The topic, focus, and quality of the student's doctoral research should be directed toward a significant public policy issue and provide the opportunity to demonstrate that the student can develop a theoretically interesting and researchable question. The dissertation proposal should define the scope of the student's doctoral research, address specific hypotheses, propositions, or research questions to be examined, discuss data collection and analysis procedures, and provide a timeline for the research project. The general form of the

dissertation proposal should be essentially the same as a research proposal sent to a funding organization for peer review.

*Human Subject Research Review* If a student's dissertation proposal involves human subject research as defined by the University of Southern Maine Institutional Review Board (IRB), the student must obtain IRB approval for the proposed research prior to a dissertation proposal receiving final approval by the Doctoral Research Committee. Students are advised to contact the IRB or to visit their Web site ([www.usm.maine.edu/orc/irb](http://www.usm.maine.edu/orc/irb)) if they will be conducting human subject research.

*Admission to Candidacy for the Doctoral Degree* A student is considered admitted to candidacy for the Ph.D. upon completion of an oral defense of their dissertation proposal before their Doctoral Research Committee and submission of a written version of the proposal signed by the committee chair and committee members, to the program chair, the Muskie School Office of Student Affairs, and USM's Office of Graduate Admissions.

*Completed Dissertation* Final oral examination of the dissertation is intended to judge the quality of the dissertation, the amount of original work being presented, and the ability of the candidate to defend the approach, methods, and conclusions of the dissertation. The committee must approve the dissertation by majority vote. The committee may make approval conditional upon certain changes in the dissertation being made by the candidate. For editorial changes, the committee may refer final approval to the chair of the committee. If substantive changes are required for approval, committee members are expected to withhold their signatures of approval until the required changes have been made.

If a majority of the committee does not approve the dissertation, the candidate shall receive a written explanation of the committee's review. One re-examination, possibly after additional revisions of the dissertation, may be requested.

The candidate's dissertation is considered complete when it has been successfully defended orally before the student's Doctoral Research Committee and a copy of the dissertation, bearing the signatures of the committee members on the cover page, is filed with the Office of Graduate Admissions.

Upon approval of the dissertation by their Doctoral Research Committee, a copy of the dissertation meeting applicable standards of formatting set forth by University Microfilms Incorporated (UMI) must be submitted to the Office of Graduate Admissions. There is a \$100 dissertation review fee plus a dissertation microfilming fee (set by UMI) which must be paid prior to receipt of the degree.

Students who anticipate participating in the University's graduation ceremony must submit a completed and correctly formatted dissertation to the Office of Graduate Admissions no later than one month prior to the date of graduation to allow adequate time for review and revisions.

*Credit Requirements and Time Limits* A candidate must enroll in a minimum of 12 credits for work on the dissertation proposal and dissertation research. The dissertation must be completed within five years after candidacy status is attained. A student working on their dissertation who is not enrolled for PPM 799 in a semester must register for GRS 601 or be on an approved leave of absence from the University.

### *Examinations*

The examinations provide an opportunity for the student to demonstrate the competencies and materials of the policy and research cores as defined above.

*The Preliminary Examination* The preliminary examination provides the opportunity for the candidate to demonstrate attainment of the knowledge and competencies addressed in the Policy Core. A student should be able to respond to questions that cross subjects, theories, and fields of research with coherent arguments, well grounded in the literature that they have studied. This must be taken within one semester of completion of the six courses in the Policy Core.

In 2003-2004, the preliminary examination will be offered in January and in June. Students are expected to plan to take their examinations during these periods.

Beginning in academic year 2004-2005, the preliminary examination will be offered in the winter only. All students who have completed the Policy Core are

expected to take the examination at the first opportunity following completion of the policy courses.

An Examining Committee is appointed by the program chair for each examination (see below). The Examining Committee will provide students who will take the examination with a statement of the format and procedure for the examination no later than October 15 for examinations following the fall semester, and no later than March 15 for examinations following the spring semester.

*The Research Examination* The Research Examination will be offered annually in the spring beginning in academic year 2003-2004, and may be offered at other times as determined by the program chair.

Examinations are written and graded by the Examining Committee. The Examining Committee for the research examination will generally be comprised of faculty who have taught the Policy and Research Core courses.

Students will be notified by the Examining Committee of the format and process of the examination on the same schedule as the preliminary examination for regularly scheduled examinations. For non-regularly scheduled exams, the Examining Committee will provide students with a statement of format and process not less than 30 days before the exam.

*Failure of Examinations* A student who fails either the preliminary or research examination will be withdrawn from the program. A student who fails one section of either examination may be allowed to retake that part of the examination within a time specified by the Examining Committee appointed for that examination, generally no more than one month following the grading of the first examination.

*Examination Prerequisites* A student must have no grades of I, I\*, or INC in any of the policy core courses at the time they take their preliminary examination, or any of the research core courses at the time they take their research examination. A student with such grades in the relevant courses will be permitted to take the examination only with the approval of the program chair on the basis that resolution of the incompletes is imminent at the time of the examination. A student who cannot resolve the incompletes may be suspended from taking courses until such time as the incompletes are resolved and the examination passed.

### *The Statement of Research Interests and Doctoral Studies Plan*

*Doctoral Studies Plan* All doctoral students must submit a completed doctoral program of studies form to their advisor in the first semester of doctoral study. The form is available in the Student Handbook and from the Muskie School Office of Student Affairs. Students are encouraged to use the form throughout their program as a planning mechanism. It can be updated as needed.

*Statement of Research Interests* Students who have not begun preparation of a dissertation proposal shall submit an annual statement of research interests to their Advising Committee. The statement will identify areas of public policy that the student proposes to investigate in courses, research projects, and readings ultimately leading to the dissertation. The statement serves as a means of self-assessment and reflection by the student and the basis for guidance by the advising committee.

Review of the statement of research interests normally will take place in the spring semester, or at such time as the chair of the Advising Committee and student agree.

### *Appeals*

Students wishing to appeal a grade in a course may do so using the appeals procedure specified in the University of Southern Maine Graduate Catalog.

Students wishing to appeal a decision to withdraw them from the program as the result of a failed preliminary or research examination may lodge an appeal with the chair of the program. An appeal may only be made on grounds of procedural defect. The program chair shall refer the appeal to the Academic Affairs Committee for a recommendation. The recommendation to uphold or deny the appeal shall be transmitted to the program chair who will make the final decision based on the committee recommendation.

Students whose appeals of a withdrawal decision are being heard during an academic semester may remain enrolled while their appeals are being heard. If the appeal is denied, their withdrawal will be effective at the end of the semester in which the appeal is decided.

Academic Affairs Committee members who served on the Examining Committee for the student making the appeal will not review the student's appeal. If the program chair served on the Examining Committee, the dean shall serve in place of the program chair for purposes of this process.

### *Academic Integrity*

All students must adhere strictly to the University of Southern Maine policies regarding academic integrity. For more information on these policies, the possible penalties for violation, and appeals, see the USM Graduate Catalog.

### *Withdrawal from the Program*

A student may be withdrawn from the program by the Ph.D. program director if he/she has not made satisfactory progress towards fulfilling degree requirements (see the USM Graduate Catalog), failed to maintain a grade point average of 3.5 for three or more semesters, has failed the preliminary examination twice, failed the research examination, or has not completed the dissertation within 5 years after attaining candidacy status.

### *Leaves of Absence*

A student who anticipates that they will not register for any courses or for dissertation credits or for GRS 601 during one or more consecutive semesters must request a leave of absence from the program. The leave of absence must be endorsed by the chair of the student's Advising or Doctoral Research Committees. The endorsed leave request must be filed with the Office of Student Affairs no later than September 30 for a leave beginning in the fall semester or January 31 for leaves beginning in the spring semester.

Leaves of absence will not normally be approved for periods exceeding two years.

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### **PPM 701 Intellectual Foundations of Public Policy**

Public policy concerns itself fundamentally with the creation, articulation, implementation, and evaluation of "ideas" and "theories" applied to problems and issues within the public sphere or in the civic realm. Perhaps the most revolutionary among these ideas is the very notion of "democracy" itself and the culture of democracy that it fosters and that is created by it. Broadly defined, democracy implies self-government built upon majority rule with protection of the minority, the elaboration and protection of liberties and freedoms, respect for legal entitlements, the guarantee of free discussion and discourse, and the uncensored distribution of news and fair comment. Democracy has an "intrinsic value" in that civic participation and freedom of human life expands and enriches the lives of its citizens. Democracy has an important "instrumental value" in enhancing the hearing that people get in expressing and supporting claims to political attention, and by holding governments responsible and accountable. Democracy also has a crucial "constructive value" in that its practice helps citizens to learn from one another and to form values and priorities along with an understanding of needs, rights, and duties. Though ancient in origin, the 20th century and our current era have witnessed both the universalization and globalization of the democratic idea. No longer do we say that certain communities are either "fit for democracy" or not. The emphasis now has become one in which it is acknowledged that all communities become "fit

through democracy." Understanding the history and meaning of democracy is integral to a mature, robust, and supple understanding of public policy and management in the American context. The programs of the Muskie School are about the practice of public policymaking and the management of public institutions and processes within a democratic society and a culture of democracy. This course seeks to address the problems inherent in the practice of democracy as it relates to public policy and management. Cr 3.

### **PPM 702 Seminar in Public Policy**

This course provides students in the doctoral program with an overview of the major topics in the literature on public policy. The emphasis is on different theoretical approaches to public policy as these manifest themselves in both actual policy research and in the study of policy. The emphasis is on providing students with a background in the public policy literature that will be useful in framing research questions for the dissertation and which will provide the foundation for the public policy sections of the doctoral exams. Cr 3.

### **PPM 703 Economic Foundations for Public Policy Research**

This course provides the economic foundations for analyzing public policy issues. The focus is on microeconomic theory and applications, including economic behavior at the consumer and producer level, the nature of markets, market structure, and economic efficiency concepts. Emphasis is placed



on the underlying assumptions, postulate of rationality, and optimizing behavior for individual agents, efficiency of optimizing behavior, efficiency of markets, and compensation criteria. Applications focus on income maintenance programs, in-kind welfare transfers, education production function, markets, and the incidence and burden of taxation. Students determine which economic model is appropriate for specific policy issues and learn how to conceptualize policy issues using these models and interpret outcomes of such models. Prerequisite: PPM 611 or equivalent. Cr 3.

#### **PPM 704 Seminar in Public Organizations**

This course provides an overview of organization theory, research on behavior within organizational settings, various perspectives on the nature of public agencies (political, cultural, and economic). Various schools of organizational theory are addressed, from early classical theory through recent formulations based on chaos theory. The literature on organizational behavior is examined, especially as it pertains to policy leadership and implementation. The course is designed to accomplish three goals: (1) understanding of organizational theory and behavior and how it applies to governmental organizations; (2) awareness of the various theoretical constructs which can be applied in conceptualizing and analyzing agencies within the public sector; and (3) development of basic research skills in the analysis of organizations, including problem formulation, application of conceptual frameworks, writing of literature reviews and oral presentation of information. Cr 3.

#### **PPM 705 Seminar in Policy Analysis**

This course provides an overview of the process, role, and methods of policy analysis. The role of policy analysis in the policy development process is explored, along with various ways in which the processes of policy development and policy analysis coincide and diverge. Students are introduced to major methods of policy analysis, including historical analysis, quantitative and qualitative research, simulation and forecasting, and operations research and their application to policy analysis. Cr 3.

#### **PPM 706 Seminar in Policy Research**

Examines issues, frameworks, and approaches in policy research. Specific consideration is given the social and behavioral sciences and their application in basic and applied research within the broad area of public policy. The course begins with a general consideration of the scientific method, the philosophical questions it raises (e.g. the fact-value dichotomy) and how it is employed in inquiry, from paradigm to theory through empirical verification. Ethical issues of social research (e.g. confidentiality and research review boards) are explored as well as the role that politics plays in the research act. Issues of operationalization are considered, especially alternative concepts of validity and scale and index construction and data quality. The process of

designing studies (true, quasi, and nonexperimental) is a primary topic along with applications in cross-sectional and longitudinal research. The quantitative versus qualitative research debate is reviewed as well as the topics of grounded theory and triangulation (and associated multi-method strategies). Basic methodological approaches are described including sampling (probability and non-probability), experiments, survey research, qualitative field inquiry (simple observation, participant observation, semi-structured interviewing, focus groups), unobtrusive data (content analysis, statistical records) and program evaluation. Assignments focus on the conduct of literature reviews, interpretation of empirical research, and the design of actual policy studies. Cr 3.

#### **PPM 710 Conduct of Inquiry**

This course examines the history, philosophies, and methods of science as it is used in the behavioral and social sciences and, more specifically, within policy and organizational research. Theories of science will be described, analyzed, and assessed. Case studies wherein various forms of "social knowledge" have been utilized to shape public policy will be evaluated. A review of more recent thinking on these issues (e.g., causal inference, naturalistic inquiry, chaos theory, hermeneutics, etc.) within the context of the social sciences is also a topic of the course. Finally, some current ideas and debates in policy analysis, program evaluation, and other areas of applied research in public policy and management are presented. Cr 3.

#### **PPM 711 Seminar in Quantitative Methods**

This course provides the statistical foundations upon which to conduct public policy research. It prepares students to be able to communicate and become proficient in statistical research methods. Material covered will deal with descriptive statistics, probability and probability concepts, randomness and fundamental sampling concepts, statistical inference and hypothesis tests, correlation concepts, and simple linear regression analysis. Prerequisites: PPM 601, HPM 545 or their equivalents; and a computer laboratory. Cr 3.

#### **PPM 712 Advanced Quantitative Methods (Multivariate Methods)**

This second requirement in statistical research methods will expose the student to standard and advanced treatment of multivariate statistical techniques found in modern day statistical research and econometrics used in public policy analysis. The emphasis of the course will include both application and theory to enable the student to develop proficiency in applications in a variety of research settings, and develop a strong foundation in applied quantitative research at the professional level. This course also will include a laboratory component. *Under certain circumstances, a student may request that another course be taken in place of this course. Refer to the Program of Study section in this chapter.* Prerequisite: PPM 711. Cr 3.

**PPM 713 Qualitative Design and Methods for Policy Research**

The primary goal of this course is to develop an understanding of the breadth of perspectives in qualitative research with particular emphasis on the unique issues involved in the design and conduct of research studies in public policy. Attention will be given to single and multi-site case study designs as well as the design and implementation of field work. Primary emphasis will be given to providing opportunities for students to develop their skills in the collection and analysis of qualitative data. Cr 3.

**PPM 720 Dissertation Pro-Seminar**

This seminar provides an intensive review of the process of preparing to undertake a major research project such as the dissertation. It will cover such topics as literature reviews, evaluation of research

methodologies, and preparation of research proposals. Cr 3.

**PPM 730 Directed Doctoral Studies**

Independent readings or other studies undertaken under faculty supervision. Cr 3.

**PPM 740 Supervised Research**

Applied policy research project conducted by doctoral student under faculty supervision. Cr 3.

**PPM 799 Dissertation**

Prerequisite: candidacy status. Cr 3.

**Graduate Studies 601**

A student who has completed the 12 required credits for dissertation research must register for GRS 601 to maintain enrollment in the Ph.D. program up to the time of dissertation completion. Cr 0.

# Office of Sponsored Programs

## *Pre-Award Services*

The Office of Sponsored Programs (OSP) is responsible for encouraging externally funded initiatives in support of program-related activities of academic, research and development, and administrative units; and serves as the major resource to faculty and staff who wish to pursue such projects. The Office maintains information on and promotes awareness of funding opportunities, assists in refining project ideas and matching them with a potential sponsor's priorities and requirements, assists in the preparation of grant applications, and serves as the final approving authority for such applications.

OSP subscribes to a number of governmental and foundation references and maintains a variety of supplementary materials useful to grantseekers. In addition to having access to many on-line funding sources, OSP maintains a subscription to an on-line funding opportunities database via the Community of Science. This is accessible by all faculty and staff and can be invaluable to individuals seeking to do their own searches.

OSP publishes a monthly newsletter during the academic year that provides information on funding opportunities for scholarly, creative, or research oriented projects; highlights currently funded projects, and provides recognition for new faculty and staff awards.

## *Post-Award Services*

The OSP provides financial management assistance and administrative support to principal investigators (PI), project directors (PD) and research staff after an award is received. These services are a collaborative effort on the part of OSP staff and project staff. Services include: review and approval of all award documents, preparation and submission of financial reports, requests for reimbursement, budget revisions, amendments, etc. Services continue through the termination date, ending with the submission of the final program and final financial reports.

Increasingly, governmental agencies are turning to OSPs to provide management and approval for post-award modifications. In many cases, such requests can be approved and processed by OSP with proper notification to the sponsor.

Additional information is available online at [www.usm.maine.edu/osp](http://www.usm.maine.edu/osp).

# World Affairs Council of Maine

*Program Director: Patty Williams; Administrative Director: Barbara Ganly*

Located on the USM Portland campus, the World Affairs Council of Maine is an independent nonprofit, non-partisan organization which offers free membership to all students. The Council provides opportunities to learn about international affairs from distinguished speakers and to interact with business leaders, the professional community, and others interested in what's going on in the world. Student internships and volunteer involvement are also offered. For further information and to register for membership, call 780-4551.

## Division of Continuing and Professional Education

This University area is responsible for providing lifelong learning opportunities to the people of southern Maine. As Maine's largest, most comprehensive educational outreach program, the Division is dedicated to providing the people of southern Maine with a rich array of opportunities for completing their degrees, acquiring new skills, or furthering their intellectual interests in convenient times, places, and formats.

The Division encompasses the Center for Extended Academic Programs, which includes Weekend College, English as a Second Language Services, Off-Campus Programs, Distance Education, Early Study, Osher Lifelong Learning Institute (Senior College), and Stone House Conference Center at Wolfe's Neck, Freeport; Summer/Winter Session and International Programming; Office of International Exchange; Center for Continuing Education; the Department of Conferences; the Institute for Family-Owned Business; and the Lifeline Center for Wellness and Health Promotion.

# Administration of the University of Southern Maine

*Administrative Organization as of July 1, 2003*

*President:* Richard L. Pattenaude, 705 Law Building, Portland, tel: 780-4480

*Provost and Vice President for Academic Affairs:* Joseph S. Wood, 711 Law Building, Portland, tel: 780-4485

*Chief Financial Officer:* Samuel G. Andrews, 724 Law Building, Portland, tel: 780-4484

*Vice President for Enrollment Management:* Rosa S. Redonnett, 732 Law Building, Portland, tel: 780-4035

*Vice President for Student and University Life:* Craig Hutchinson, 732 Law Building, Portland, tel: 780-4035

*Vice President for University Advancement and Planning:* Beth Shorr, 721 Law Building, Portland, tel: 780-4708

*Executive Assistant to the President:* Judith S. Ryan, 709 Law Building, Portland, tel: 780-4482

## ***Administrative Offices Serving Students***

### *Academic Assessment*

Susan King, director

### *Admission*

David M. Pirani, director

### *Advising and Academic Resources*

Susan R. Campbell, executive director

### *Applied Science, Engineering, and Technology, School of*

John R. Wright, dean

### *ARAMARK Dining Services*

Brian Wiacek, director

### *Arts & Sciences, College of*

Luisa Deprez, interim dean

### *Athletics and Recreation*

Al Bean, director

### *Bookstores*

Nicole Piaget, director

### *Business, School of*

Jack W. Trifts, dean

### *Career Services and Professional Life Development*

Lawrence Bliss, director

### *Community and Professional Education, Division of*

Ellen M. Corkery, acting executive director

### *Community Standards, Office of*

Stephen Nelson, assistant to the vice president  
for community standards

### *Commuter Student Services*

Michael Mullet, director

### *Continuing Education, Center for*

Terry B. Foster, director

### *Diversity and Equity, Office of*

Kathleen A. Roberts, executive director

### *Education and Human Development, College of*

Betty Lou Whitford, dean

### *Extended Academic Programs, Center for*

Terry B. Foster, director

### *Facilities Management*

David J. Early, executive director

### *Financial Aid, Student*

Keith DuBois, director

### *Financial Resources*

Cynthia S. Quinn, executive director

### *GLBTQA Resources*

Mary Kay Kasper, assistant to the vice president  
for Intercultural Development

### *Graduate Studies*

Margo Wood, associate provost and dean of  
graduate studies

### *Instructional Technology and*

### *Educational Media Services*

Ronald W. Levere, director

### *International Exchange, Office of*

Domenica T. Cipollone, director

### *Law, University of Maine School of*

Colleen A. Khoury, dean

### *Law Library, University of Maine School of Law*

William W. Wells, director

### *Lewiston-Auburn College*

Zark VanZandt, dean

### *Multicultural Programming*

Rebecca Sockbeson, director

### *Muskie School of Public Service*

Karl R. Braithwaite, dean

### *Nursing and Health Professions, College of*

Jane M. Kirschling, dean

### *Osher Lifelong Learning Institute*

Kali Lightfoot, director

#### *Registrar's Office*

Steven G. Rand, registrar

#### *Residential Life*

Denise Nelson, director

#### *Student Billing*

Virginia Johnson, bursar

#### *Student Information Systems*

Marthina S. Berry, director

#### *Student Life*

Joseph M. Austin, dean

#### *Summer/Winter Sessions and*

#### *International Programming*

John G. LaBrie, director

#### *Telecommunications*

Dennis Dunham, director

#### *Undergraduate Programs*

Judy Tizon, associate provost

#### *University Child and Family Centers*

Allyson Dean, director

#### *University Counseling Centers*

Kristine A. Bertini, director

#### *University Health Centers*

Jane Coolidge, director

#### *USM Police Department*

Lisa Beecher, chief

#### *Women's Resources*

Mary Kay Kasper, assistant to the vice president for Intercultural Development

#### *Graduate Faculty*

**Alagic, Suad** (2001) Professor of Computer Science; University of Sarajevo, B.S., 1970; University of Massachusetts, M.S., 1972, Ph.D., 1974

**Allman, Elizabeth S.** (2000) Assistant Professor of Mathematics and Statistics; Yale University, B.A., 1987; University of California at Los Angeles, M.A., 1992, Ph.D., 1995

**Amoroso, Henry C., Jr.** (1982) Associate Professor of Education; St. Michael's College, B.A., 1966; Goucher College, M.Ed., 1967; University of Wisconsin, Ph.D., 1978

**Andonian, Jeanette M.** (2001) Assistant Professor of Social Work; Northeastern University, B.S., 1984; Simmons College, M.S.W., 1987; Tulane University, Ph.D., 2000

**Andrews, Bruce H.** (1974) Professor of Business Administration and Director/Senior Research Associate, Center for Business and Economic Research; University of Connecticut, B.A., 1967; Polytechnic University, M.S., 1969, Ph.D., 1980

**Artz, Nancy** (1989) Associate Professor of Business Administration; The Pennsylvania State University, B.S., 1979; Northwestern University, M.M., 1982, Ph.D., 1989

**Atkinson, Robert** (1987) Associate Professor of Education/Human Resource Development; Long Island University, B.A., 1967; SUNY Cooperstown, M.A., 1969; University of New Hampshire, M.A., 1981; University of Pennsylvania, Ph.D., 1985

**Austin, Nancy J.** (1987) Associate Professor of Education; SUNY Buffalo, B.S., 1968; Columbia University, M.A., 1974, Ed.D., 1984

**Barnes, Richard E.** (1989) Associate Professor of Education Leadership; Carleton College, B.A., 1964; Harvard University, M.A.T., 1969, Ed.D., 1979

**Barringer, Richard E.** (1988) Research Professor of Public Policy and Management; Harvard University, A.B., 1959; University of Massachusetts, M.A., 1963; Massachusetts Institute of Technology, Ph.D., 1968

**Beaudry, Jeffrey** (1995) Associate Professor of Education; University of Washington, B.A., 1973;

University of Illinois at the Medical Center, M.H.P.E., 1981; University of Illinois at Chicago, Ph.D., 1987

**Bernacchio, Charlie** (1996) Adjunct Associate Professor, Human Resource Development; Boston University, B.A., 1973; Boston College, M.Ed., 1980

**Black, Roxie** (1997) Director and Associate Professor, Occupational Therapy Program; Boston University, B.S., 1968; University of Southern Maine, M.S., 1989; Lesley University, Ph.D., 2002

**Boden, John C.** (1981) Associate Professor of Music; Northwestern University, B.M., 1974; University of Missouri at Kansas City Conservatory, M.M., 1981

**Bolda, Elise J.** (1995) Associate Research Professor; University of Vermont, B.A., 1974; University of North Carolina at Chapel Hill, M.S.P.H., 1986, Ph.D., 1995

**Boothe, Robert** (1993) Associate Professor of Computer Science; University of California at San Diego, B.S., 1985; University of California at Berkeley, M.S., 1989, Ph.D., 1993

**Brady, E. Michael** (1984) Professor of Adult Education and Senior Research Fellow, Osher Lifelong Learning Institute; St. Mary's Seminary and University, A.B., 1971; University of Connecticut, M.S.W., 1977; St. Mary's Seminary and University, M.Div., 1980; University of Connecticut, Ph.D., 1982

**Braithwaite, Karl R.** (2001) Dean, Muskie School; University of Utah, B.S., 1964; University of Wisconsin, M.S., 1965, Ph.D., 1967

**Briggs, David A.** (1984) Associate Professor of Computer Science; Swarthmore College, B.A., 1975; University of Massachusetts at Amherst, M.S., 1984, Ph.D., 1988

**Brown-Chidsey, Rachel** (2000) Assistant Professor of School Psychology; Whitman College, B.A., 1987; University of Massachusetts, M.A., 1989; Smith College, M.A.T., 1991; University of Massachusetts, Ph.D., 2000

**Broyles, India L.** (1986) Associate Professor of Education; Georgia College, B.S., 1968; M.Ed., 1975; University of Georgia, Ed.D., 1983

- Burson, Janet Z.** (1978) Associate Professor of Nutrition; Syracuse University, B.S., 1964; Oregon State University, M.S., 1975; Vanderbilt University, Ed.D., 1990
- Cameron, Ardis** (1988) Associate Professor of American and New England Studies; Western College for Women, Miami University, B.A., 1970; Stetson University, M.A., 1973; Boston College, Ph.D., 1987
- Campbell, Susan** (1977) Adjunct Associate Professor of Adult Education and Executive Director of Advising and Academic Resources; Ball State University, B.S., 1975; University of Southern Maine, M.S., 1980; University of Massachusetts at Amherst, Ed.D., 1994
- Caniff, Julie G.** (2000) Clinical Lecturer of Education; Coe College, B.A., 1967; Harvard University, M.T.S., 1994, Ed.D., 1999
- Capelluti, Joseph** (1988) Professor of Education; University of Maine, B.S., 1970; University of Southern Maine, M.S., 1972; Virginia Polytechnic Institute and State University, Ed.D., 1975
- Cassidy, Donna M.** (1987) Director and Professor of American and New England Studies, and Professor of Art; University of Lowell, B.A., 1979; Boston University, M.A., 1982, Ph.D., 1988
- Champlin, David** (2001) Assistant Professor of Biology; St. Olaf University, B.A., 1982; Cornell University, Ph.D., 1992
- Chickering, Ellen** (1998) Assistant Professor of Music; Syracuse University, B.M.E., 1964, M.M., 1972
- Childs, Janis C.** (1994) Assistant Professor of Nursing and Director of Learning Resources; University of Delaware, B.S.N., 1971, M.S.N., 1980; George Mason University, Ph.D., 1993
- Chinn, Susan J.** (2001) Assistant Professor of Management Information Systems; Virginia Commonwealth University, B.F.A., 1975, M.S., 1992; Kent State University, Ph.D., 1997
- Clark, Lisa L.** (1996) Clinical Instructor, Field Work Coordinator; University of New Hampshire, B.S., 1980, M.S., 2000
- Clary, Bruce B.** (1987) Professor of Public Policy and Management and Senior Research Associate, Muskie School; University of California, Santa Barbara, B.A., 1968; University of Southern California, M.A., 1970, Ph.D., 1974
- Cluchey, David P.** (1979) Professor of Law and Associate Dean; Yale University, B.A., 1968; State University of New York, M.A., 1970; Harvard University, J.D., 1973
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- Colgan, Charles S.** (1989) Professor of Public Policy and Management; Colby College, B.A., 1971; University of Maine, Ph.D., 1992
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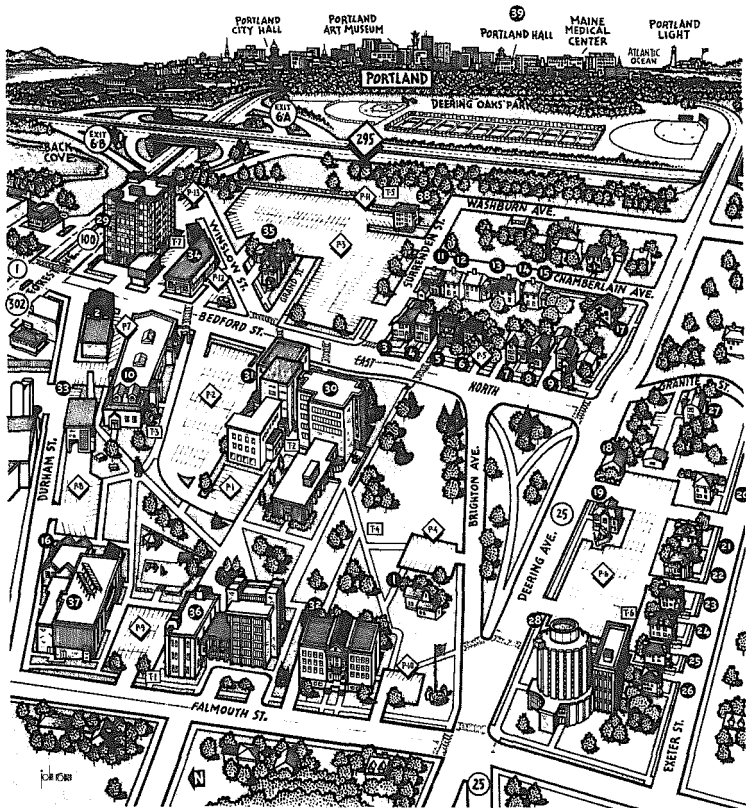


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- Wanderer, Nancy** (1995) Director of Legal Writing and Research Program and Instructor of Law; Wellesley College, B.A., 1969; George Washington University, M.A., 1978; University of Maine School of Law, J.D., 1990
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## Portland Campus

1. Alumni House
2. 25 Bedford St.
3. 92 Bedford St.
4. 94 Bedford St.
5. 98 Bedford St.
6. 102 Bedford St.
7. 118 Bedford St.
8. 120 Bedford St.
9. 126 Bedford St.
10. Woodbury Campus Center
11. 1 Chamberlain Ave.
12. 7 Chamberlain Ave.
13. 11 Chamberlain Ave.
14. 15 Chamberlain Ave.
15. 19 Chamberlain Ave.
16. Child Care
17. 209 Deering Ave.
18. 222 Deering Ave.
19. 228 Deering Ave.
20. 39 Exeter St.
21. 45 Exeter St.
22. 47 Exeter St.
23. 49/51 Exeter St.
24. 55/57 Exeter St.
25. 59/61 Exeter St.
26. 65 Exeter St.
27. 11 Granite St.
28. Law Building
29. Albert Brenner Glickman Family Library
30. Luther Bonney Hall

31. Masterton Hall
32. Payson Smith Hall
33. Physical Plant
34. USM Police Department
35. Powers House
36. Science Building
37. James Sullivan Gymnasium
38. 13-15 Surrenden St.
39. Portland Hall

### Parking

- \* P1. Faculty/Staff
- \* P2. Student Commuter
- \* P3. Student Commuter/Resident/Faculty/Staff/Meters
- P4. Faculty/Staff
- P5. Faculty/Staff
- \* P6. Faculty/Staff/Meters
- P7. Faculty/Staff
- \* P8. Faculty/Staff
- \* P9. Faculty/Staff
- \* P10. Meters
- \* P11. Meters
- \* P12. Student Commuter/Resident/Faculty/Staff
- \* P13. Faculty/Staff/Meters
- \* P14. Student Commuter/Resident/Faculty/Staff (not illustrated on map, location is on Marginal Way)

\*Handicap Parking

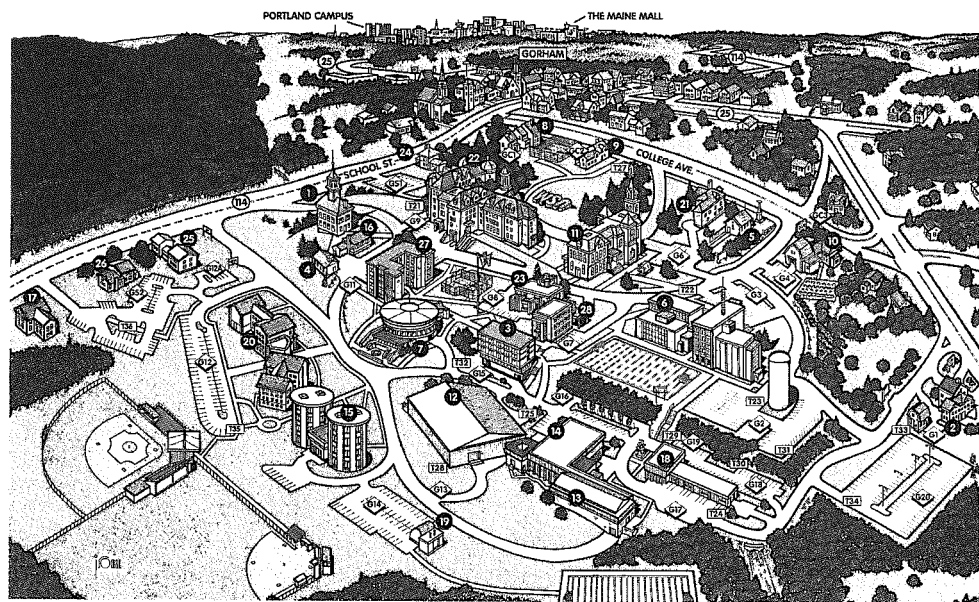
### Emergency Telephone Key

- T1. Science Building
- T2. Masterton Hall
- T3. Campus Center
- T4. Payson Smith/Luther Bonney Hall
- T5. Surrenden Street
- T6. Law Building
- T7. Library Building

### To Portland campus:

From I-295, take Exit 6B (Forest Avenue North) onto Forest Avenue. At the second traffic light take a left onto Falmouth Street. Payson Smith Hall is on the left.

From the Maine Turnpike, take Exit 8. Turn left at the traffic light onto Riverside Street and follow the road up the hill. Turn left at the first light onto Route 25 (Brighton Avenue) and proceed for about two miles. The campus is located at the intersection of Falmouth Street and Route 25. Turn left onto Falmouth Street. Payson Smith Hall is on the right.



## Gorham Campus

1. Academy Building
2. Admission Office
3. Anderson Hall
4. Art Drawing Classroom
5. Art Gallery
6. Bailey Hall (Library)
7. Kenneth Brooks Student Center
8. 7 College Ave.
9. 19 College Ave.
10. 51 College Ave.
11. Corthell Hall
- Costello Sports Complex:
  12. Field House
  13. Ice Arena
  14. Warren Hill Gymnasium
15. Dickey-Wood Hall
16. Mechanical Maintenance Shop
17. McLellan House
18. John Mitchell Center
19. Physical Plant
20. Philippi Hall
21. President's House
22. Robie-Andrews Hall
23. Russell Hall
24. 62 School Street
25. 128 School Street
26. 134 School Street
27. Upton-Hastings Hall
28. Woodward Hall

Information is available at USM Police in Upton-Hastings Hall (22).

## Parking

Parking in designated lots only. A University parking permit is needed for on-campus parking. Meters are available for visitor parking.

Information available at USM Police in Upton-Hastings Hall (22).

- G1. Admission Office visitor parking only
- G2. Parking permit required
- G3. Faculty/Staff parking  
M-F, 7:30 a.m.-7:30 p.m.
- G4. Parking permit required
- G6. Meter parking
- G7. Parking permit required
- G8. Faculty/Staff parking  
M-F, 7:30 a.m.-7:30 p.m.
- G9. Parking permit required
- G10. Faculty/Staff parking  
M-F, 7:30 a.m.-7:30 p.m.
- G11. Parking permit required  
USM Police Department
- G12. Parking permit required
- G12A. Parking permit required
- G13. Parking permit required
- G14. Parking permit required
- G15. Parking permit required
- G16. Parking permit required
- G17. Parking permit required
- G18. Parking permit required
- G19. Ice Arena parking
- G20. Parking permit required
- GC1. Parking permit required
- GC2. Parking permit required
- GC3. Parking permit required
- GS1. Parking permit required
- GS2. Parking permit required

## Emergency Telephone Key

- T21. GS-1 School Street
- T22. Bailey Bus Stop
- T23. G-2 Bailey Hall
- T24. G-17 Mitchell Center
- T25. Warren Hill Gym
- T27. 19 College Avenue
- T28. G-13 Towers
- T29. G-19 Mitchell Center
- T30. G-19 Mitchell Center
- T31. G-2 Bailey Hall
- T32. Field House
- T33. G-20 Parking Lot
- T34. G-20 Parking Lot
- T35. G-12 Parking Lot
- T36. GS2 Parking Lot

## Directions to the Gorham Campus

From the Maine Turnpike, take Exit 7B (Rand Road/Westbrook), and follow Route 25 for 6.5 miles to Gorham. At Gorham center, the intersection of Routes 25 and 114, turn right onto Route 114. Take the first left onto College Avenue, the entrance to campus is on your right.

## Directions to the Lewiston-Auburn Campus

From either the north or south, take the Maine Turnpike to Exit 13. Coming from the south, take a left at the stop sign; if you're coming from the north, go straight. Follow the signs for Lisbon Falls and Brunswick. Proceed to the second stop light and turn left onto Westminster Street. Lewiston-Auburn College is the cedar-shingled building at the top of the hill on the right.

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