

2015-2016

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GRADUATE  
CATALOG

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MERCY  
COLLEGE

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# MERCY COLLEGE

## 2015–2016 Graduate Catalog

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While every effort has been made to ensure the accuracy of the information in this catalog at printing, Mercy College reserves the right to alter its degree requirements, regulations, procedures, and course offerings. The most up-to-date information can be found in the online catalog, available on Mercy Connect.

# A Mercy College Education

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Mercy College is a private, nonprofit institution, providing an engaging learning experience for students and offering more than 90 undergraduate and graduate degree and certificate programs, within five schools: Business, Education, Health and Natural Sciences, Liberal Arts and Social and Behavioral Sciences. The main campus is located just outside of New York City in Dobbs Ferry, on 66 acres of land overlooking the picturesque Hudson River, with additional campus locations in the Bronx, Manhattan and Yorktown Heights. Proud to be ranked as one of the most affordable, nonprofit, private institutions in the country, Mercy College is committed to preparing students for rewarding, in-demand careers. The College's rigorous programs and comprehensive support services provide students with a strong foundation for academic and future success. The Mercy College faculty is dedicated to advancing student learning and engagement through excellence in teaching, mentorship and cultivating a love of learning. Mercy College professors include Fulbright Scholars, published authors and national authorities in their fields.

## Mission Statement

Mercy College is committed to providing motivated students the opportunity to transform their lives through higher education by offering liberal arts and professional programs in personalized and high-quality learning environments, thus preparing students to embark on rewarding careers, to continue learning throughout their lives and to act ethically and responsibly in a changing world.

## Graduate Education - Statement of Purpose

The purpose of graduate education at Mercy College is to provide programs that prepare students for professional practice, leadership and scholarship by enabling them to acquire, develop and apply the knowledge, skills, and competencies required in their respective fields. Building on an undergraduate foundation of the liberal arts and sciences, the College's graduate programs encourage students to integrate and apply knowledge from various disciplines to the practice of their profession, to think independently, to engage in research, to apply current technologies, to maintain high ethical standards, and to understand human differences in culture, gender and race. As it does at the undergraduate level, at the graduate level the College serves students with varied obligations and backgrounds through innovative programs and learning methodologies as well as through flexible scheduling and multiple locations.

## Mercy College History

Founded as a junior college in 1950 under the auspices of the Sisters of Mercy, Mercy College became a four-year college offering programs leading to the baccalaureate degree in 1961. The College received full accreditation from the Middle States Commission on Higher Education by the end of that decade. In the next half-decade, Mercy boldly set a course for its future with a series of actions which included declaring itself independent, non-sectarian, and co-educational, doubling the size of the existing physical plant, and initiating the first of many community outreach efforts to non-traditional student populations through the establishment of a Spanish bilingual program.

Mercy's innovative spirit soared in the 1970s when it established extension centers and branch campuses throughout communities in Westchester County and New York City, and it positioned itself on the leading edge of the adult student market with flexible scheduling, multiple and convenient locations, and accelerated degree completion programs. New populations of students, many of whom were the first in their families to pursue higher education including veterans, police officers, fire fighters and immigrants, found a home at Mercy. Mercy College became a pioneer in online education more than 25 years ago, offering courses as well as entire degrees online.

By the early 1980s, Mercy was granted authority to offer its first graduate program. Throughout the next two decades, the College expanded its portfolio of graduate programs. Today, Mercy offers 35 graduate programs to thousands of students, primarily in teacher education, health professions and business. In 2006, Mercy was granted the authority to offer its first doctoral degree program in physical therapy.

Mercy College is known for its high-quality education, personalized experience, talented faculty, proximity to New York City and affordability. Students study on the main campus located on 66 acres overlooking the beautiful Hudson River, at campuses in the Bronx, Manhattan, Yorktown Heights or online.

As part of the College's commitment to preparing students for their future, the Personalized Achievement Contract (PACT) Program was founded in 2009. Professional mentors help students navigate their college career from the moment they are accepted until graduation.

In 2012, Mercy unveiled a state of the art athletic turf field on the Dobbs Ferry campus, where the College's Division II soccer, lacrosse, baseball and field hockey teams practice and compete. The multi-purpose field was awarded the New York American Council of Engineering Companies' Excellence Silver Award.

After renting classroom space at Our Lady of Victory Academy for more than 30 years, Mercy College purchased the former high school building and grounds from the Sisters of Mercy in January 2013. The building became home to experiential learning spaces for Mercy students in many disciplines. The School of Liberal Arts relocated the television and music studios, as well as the computer art labs to Victory Hall. In 2013, the School of Business opened a state of the art simulated Wall Street trading room and, the following year, the School of Health and Natural Sciences opened a highly interactive exercise science suite for students to apply key concepts and gain valuable experience in a real-life setting.

The College embarked on the construction of a new 350-bed residence hall and student commons in September 2014. The complex will include a fitness center, coffee shop and an outdoor quad; foot paths will connect the residence hall to Victory, Main and Mercy Halls. The project will improve living facilities on campus and create a more enriching environment.

Mercy College is committed to developing engaged citizens and instilling the values contained in the Mercy College seal, *Inserviendo Consumere* (consumed in service). The College has a rich tradition of service through the "Mercy Gives Back" initiative, which encourages students to participate in, and lead, service opportunities. On-campus events and international travel experiences, such as medical missions to Central and South America, help students discover and appreciate cultures far from home.

Throughout its history, Mercy College has remained dedicated to its mission—to make available the transformational power of a college education. Mercy’s commitment to quality, student support and affordability—as well as innovation—remains as strong today as ever.

## Commitment to Student Learning

Grounded in the Mercy College mission to provide motivated students with the opportunity to transform their lives through education, our mission regarding educational assessment is to guide and support faculty and staff in their efforts to improve the quality of courses, programs and the student learning experience by clarifying expectations and using reliable and valid measures of learning achievement to determine the impact of pedagogical and support strategies. All academic programs have learning outcomes which provide expectations for student learning, and are published on the program websites.

## Campuses and Online

The main campus of Mercy College is located in Dobbs Ferry with additional campus locations in the Bronx, Manhattan and Yorktown Heights, making the educational process convenient and accessible to students throughout the New York metropolitan area.

Mercy Online ([www.mercy.edu/mercyonline](http://www.mercy.edu/mercyonline)) offers students an accessible and convenient way to learn. No matter where students are located, they may take courses, or even entire degrees, online. At Mercy College, there is no distinction between the expectations of traditionally taught classes and online classes.

Benefits of online learning include:

1. **Affordability.** Eliminate transportation time and expenses.
2. **Flexibility.** You set your schedule for success.
3. **24/7 Accessibility.** Study anywhere at any time.

Mercy Online currently offers more than 40 undergraduate and graduate degrees entirely online. Students also may satisfy their General Education curriculum requirements online.

## Libraries

The Mercy College libraries serve students, faculty, staff and alumni of the College. The main library at the Dobbs Ferry Campus holds the majority of collections and supplements those at three branch campus libraries (Bronx, Manhattan and Yorktown Heights) through a timely shipping and delivery system. All library facilities afford space for collaborative or concentrated learning and easy accessibility to library holdings and services. Librarians are available to provide research assistance, consultations and information literacy instruction. Library resources are available in many formats including traditional print books, e-books, journals, newspapers and audiovisual resources. Desktop computers, laptops and wireless network provide access to the libraries’ online catalogs, course reserves, and selected electronic databases and Internet resources to support the College’s on-site and online programs. Off-site users have access to the libraries’ catalogs, e-books and databases through the Mercy College libraries’ website at <https://www.mercy.edu/academics/libraries/>.

Information resources are selected for quality and their ability to support the total curriculum and selected research areas. The libraries' total collection includes over 147,000 combined book and e-book titles. Library databases and e-journal subscriptions provide 24/7 access to over 22,000 journals and their full text articles. The libraries' resources are cataloged using OCLC, the major international bibliographic utility, and Sierra, the libraries' integrated online library system. The collection is arranged according to the Library of Congress classification system. The libraries have in place resource sharing arrangements for electronic and print resources with other libraries and library systems, principally through WALDO (Westchester Academic Library Directors Organization) and METRO (Metropolitan New York Library Council). Materials at other libraries can be requested through Interlibrary Loan; most arrive in a week to ten days, free of charge. Comments from students, faculty and other library users are encouraged and useful to the libraries as they continue to enhance the services, systems and collection of physical and electronic resources.

## **Computer Resources**

Mercy College has an ongoing commitment to excellence in technology and continues to improve both the technology infrastructure and services to its community. The Mercy College website, <http://www.mercy.edu>, includes a secure online Admissions application. A comprehensive Wide Area Network connects all campuses. The college has 26 student labs and computer classrooms that provide a foundation for technology-based instruction. Each lab has approximately twenty computers. Wireless Internet access is available at the Dobbs Ferry, Manhattan, and Bronx campuses and is being phased in at the Yorktown Heights campus.

The Mercy College intranet, Mercy Connect, provides access to online learning, email, discussion list, chat and Web-based services such as registration, advising, grades, tuition payment, financial aid and degree audit. Upon admission, all students are assigned a college email address and are expected to use both their email and the Web-based services as an integral part of their college experience. Many official communications from Mercy College are sent via email.

## **College Communication**

Mercy College considers the College's email system, along with the United States Postal Service, as an official means of communication. Mercy College will consider employees and students to be duly informed and in receipt of notifications and correspondences sent by a college administrator, staff, or faculty member delivered to an employee's or a student's college email account. It is recommended that employees and students frequently access their college assigned email account for official information. Individuals may choose to have their @mercy.edu or their @mercymavericks.edu email accounts forwarded to an off-campus account. Such individuals, however, are responsible for managing their disk quota such that there is room for new mail to arrive and for forwarding their Mercy email account to a functioning alternative email address. The college is not responsible for delivery problems to non-official email accounts.

## **Center for Academic Excellence and Innovation (CAEI)**

The Center for Academic Excellence and Innovation graduate program is designed to assist graduate students to persist in their studies and succeed in their coursework with the goal of graduation and increased employment opportunities. Writing and research specialists assist graduate students through one-on-one assistance and online.

Dedicated study and learning spaces are provided at the Bronx (4th floor) and Dobbs Ferry (library) campuses. Please schedule an appointment in advance for tutoring in writing and research. Content Peer Tutoring positions are available for graduate students to provide peer tutoring, particularly in the professional preparation programs in Health and Natural Sciences.

## **Institutional Review Board (Research Involving Human Participants)**

Mercy College is committed to the ethical treatment of human participants engaged in research. All Mercy College faculty, students and employees wishing to engage in research are responsible for compliance with the college's Institutional Review Board (IRB) policies. The Mercy College IRB reviews each research proposal and consent process in order to safeguard the rights and welfare of human participants. The IRB must determine that each study conforms to ethical standards including: a reasonable balance of risks and anticipated benefits; adequate provisions for informed consent; and equitable selection of participants. Copies of the "Guidelines for Submitting A Proposal For Research Projects Involving Human Participants" may be obtained online through Mercy Connect. Information and resources regarding the IRB Guidelines are available at the Reserve Reading Desk of the Dobbs Ferry campus library and online. All research proposals must be submitted to the IRB Chairperson by the first of the month. For further information, please contact the Chairperson through email at [mcirb@mercy.edu](mailto:mcirb@mercy.edu).

## **Center for Global Engagement**

The Center for Global Engagement (CGE)—launched in 2010—acts as a hub for students, faculty, and staff to engage with global issues on campus, in New York's international context—especially with the United Nations—and around the world. The Center supports a wide range of initiatives to facilitate exchange of knowledge across international boundaries—through interdisciplinary and experiential global learning opportunities, faculty-led study abroad programs, public events of global interest and speaker series on international topics, forums for interaction with international students and faculty, engagement with local community-based groups with international focus, opportunities for faculty exchanges, and research collaborations with international scholars.

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# School of Business

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Ed Weis, Ph.D., J.D., CPA, *Dean*

Thomas Coughlan, D.B.A., *Associate Dean*

## **GRADUATE PROGRAMS**

Raymond L. Manganelli, Ph.D., *Chair*

Business Administration (MBA)

Human Resource Management (M.S.)

Organizational Leadership\* (M.S.)

Public Accounting (M.S.)

*\*Program also offered fully online*

Honor Society

Delta Mu Delta

# MASTER OF BUSINESS ADMINISTRATION

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Raymond L. Manganelli, Ph.D.

*Chair, Graduate Business Programs and Head, MBA Program*

212-615-3380

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## Purpose

The Master of Business Administration degree at Mercy College is rooted in over a quarter century of tradition. It is an evolutionary program, geared to the requirements of today and the vision of tomorrow. The basic philosophy of the Master of Business Administration Program is to provide the graduate with an insight into the wide spectrum of business activity.

## Objectives

The objective of the Master of Business Administration program is to balance theory, reality, techniques and concepts that facilitate understanding of the spectrum of diverse management challenges. This is accomplished through the student's exposure to a rigorous curriculum and a professional faculty with credentials in both corporate and academic disciplines. A strong, integrated approach produces a graduate who has developed foundational skills in analysis, oral communication and decision-making that foster an ever-evolving search for knowledge.

## Expectations of the Graduate

Graduates of the Master of Business Administration program will be expected to demonstrate knowledge of:

- The application of essential business skills in decision-making, identifying problems, evaluation of options and implementation of recommended solutions.
- The utilization of foundational quantitative analysis and research skills to develop managerial strategies.
- Diverse communication strategies within the global business environment.
- The importance of today's manager as a leader and facilitator.

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the *Graduate Admissions* section of this catalog.

## Program Requirements

1. Submit a completed Mercy College application.
2. Submit a baccalaureate transcript.
3. All international students must submit TOEFL scores and a formal evaluation of international coursework.

The applicant must have an acceptable record in undergraduate and other studies as reflected in official transcripts from all colleges and universities attended. Attention is given to overall grade averages, grade trends during undergraduate study and areas of scholastic strength. A strong knowledge of PC application in word processing database, spreadsheets and graphics is expected.

Students with a GPA below 3.0 are required to make an appointment for an interview with the Graduate Business chair. GMAT is optional. Information and application forms for the test may be obtained from the Educational Testing Service, Box 966, Princeton, NJ, 08540. (800-GMAT-NOW.)

## Curriculum

<b>GENERAL BUSINESS CORE COURSES *</b>	<b>CREDITS</b>
MBAA 501 Financial Accounting.....	3 credits
MBAA 502 Corporate Finance.....	3 credits
MBAA 504 Marketing Systems .....	3 credits
MBAA 505 Economic Environment of Business.....	3 credits
MBAA 507 Introduction to Quantitative Analysis .....	3 credits
MBAA 509 International Business .....	3 credits
MBAA 530 Management and Life Work Planning.....	3 credits
MBAA 535 Communication Processes.....	3 credits
<b>Total.....</b>	<b>24 credits</b>

### ADVANCED CORE COURSES

MBAA 601 Quantitative Methods in Business Research.....	3 credits
MBAA 602 Managerial Economics .....	3 credits

(Plus two from the following three)

MBAA 604 Operations Management .....	3 credits
MBAA 605 Business, Government and Society** .....	3 credits
FINC 742 Financial Statement Analysis .....	3 credits

**Total..... 12 credits**

### AREA OF CONCENTRATION-ELECTIVES

Four advanced courses numbered 700–799 .....	12 credits
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**Total..... 12 credits**

\*\* MBAA 501 through MBAA 530 (21 Credits) are eligible for waiver consideration. *Manhattan-based students must take MBAA 605 as one of the two requirements.*

**CAPSTONE COURSES**

Track I	MBAA 810/811 Capstone Seminar I/II, Thesis, or Business Plan ..	6 credits
	OR	
Track II	MBAA 815/816 Comprehensive Case Analysis I/II.....	6 credits
	PLUS	
	Advanced Elective, #700 or Above .....	3 credits
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	<b>Total.....</b>	<b>6–9 credits</b>

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**Total Credits (Depending Upon Waivers/Capstone).....33–57 credits**

**General Business Core Courses – 24 Credits**

The General Business Core courses are particularly important for students who have not had previous work in economics or business administration, or who lack comparable business experience. A student who majored in economics or business administration as an undergraduate may qualify for a reduction of some of the General Business Core courses, reducing the total credits needed for program completion.

The General Business Core courses not only provide a valuable basic groundwork for advanced studies; they also offer an opportunity to explore the various fields of business administration in selecting an area of concentration for in-depth study.

**Waiver of General Business Core Courses**

General Business Core courses (except for MBAA 535) may be waived when it is determined by the Graduate Business chair or designee that equivalent work has been completed elsewhere or the student has successfully completed the Turbo Program. Such determination is made in consultation with the student at the time of admission.

Students should have received grades of at least 3.0 (B) in two relevant undergraduate courses for each General Business Core course to be waived. Eligible coursework should have been completed no more than five years prior to admission to the MBA Program. They must also submit catalog descriptions, if requested. In the event of disagreement by a student that a general core course must be taken, the student may take an examination administered by the Graduate Business chair to demonstrate proficiency. In this connection, students must declare their intention to take proficiency examinations when the program of study is developed. Such examinations must be taken within the first session of study; they will not be permitted thereafter.

## **Advanced MBA Core Courses - 12 credits**

The Advanced MBA Core is composed of a total of 12 credits. Two courses are required, MBAA 601 and MBAA 602. The remaining six credits may be selected from MBAA 604, MBAA 605 and ACCT 742. Manhattan-based students must select MBAA 605.

## **Areas of Concentration-Electives - 12 credits**

Students are required to take 12 credits of advanced graduate work beyond the Advanced Core. Advanced graduate courses are defined as all courses offered by the Graduate MBA Program numbered 700 to 799, and courses listed under the Areas of Concentration.

To satisfy the elective requirement, a student may take any course included in the various Areas of Concentration. For a concentration, three out of these four courses must be in the same area. Areas of concentration include finance, human resource management, international business, management, marketing, organizational leadership, managerial analytics and accounting.

If a student chooses to pursue a second concentration, the free elective credits from the first concentration and any other free electives will count toward the second concentration.

Currently, the following concentrations are offered:

### **Accounting**

The areas of Accounting and Taxation are designed to meet the needs of students preparing to work in the field of financial management and control, to expand their knowledge in these areas, or to enter or advance in the field of Accounting or Finance.

### **Finance**

The finance area concerns itself with financial markets, corporation finance and security analysis. Emphasis is placed on the analysis of financial markets and financial management from the point of view of the economy as a whole as well as from that of the individual business organization.

### **Human Resource Management**

This concentration provides preparation for careers in the field of human resource management. The courses examine various areas of human resource management, including quality measurement techniques, employment law, recruitment and selection, training and development, compensation, benefits and labor relations.

### **International Business**

The international business concentration focuses on decision-making in an international context and prepares professionals for positions within multinational organizations. Business functions are related to the sociocultural, political, legal and labor forces that affect global corporations. The international business concentration evaluates both theoretically and practically the opportunities and risks of doing business in an increasingly complex and interdependent world.

## **Management**

The program of study in management stresses the application of analytic and critical skills to the business enterprise as a whole, as well as decisions the manager must make to plan, organize and control resources. Included in this area are courses in the selection and training of personnel, coordinating operations, production, planning, decision-making and program implementations.

## **Managerial Analytics**

Courses in Managerial Analytics allow students to develop competency in understanding the concepts of using deep data analytics to provide clear and new insight surrounding business information. The courses examine data analytic concepts, data management, decision analysis, and data visualization..

## **Marketing**

Courses in marketing are designed to offer the student the tools necessary for the managerial task of developing and distributing the company's goods and services. The marketing area plays a fundamental role in the successful management of a business enterprise. It calls for a specific knowledge of marketing organization and an appreciation of the importance of marketing decisions in satisfying customer needs and generating profits.

## **Organizational Leadership**

This concentration provides preparation for leadership roles at all levels of organizations. The courses, which focus on ethics and leadership, motivational theory and practice, organizational behavior, and team building, enable students to develop their abilities to align people and motivate them to achieve organizational goals.

## **Capstone Requirement**

The student may select one of two tracks to complete the Capstone requirement. Track I, for six credits, involves a Thesis or a Business Plan Preparation.

Students electing to fulfill their Capstone requirement by selecting the Track II option must complete nine credits of work; six credits of Comprehensive Case Studies, plus an additional advanced elective offered from the MBA Program numbered 700 to 799, or with permission of the Graduate Business chair or designee.

## **Advisement and Plan of Study**

Those students looking for advice and direction on academic issues, individual plans of study, course waivers and program requirements should contact the office of the Graduate Business chair or designee.

Non-Degree students must obtain permission to register from the Graduate Business chair or designee before the beginning of each session.

All questions regarding degree requirements and waivers must be discussed with the Office of Graduate Admissions during the first session of study; no changes will be permitted thereafter.

## Transfer Credits

Advanced graduate courses taken at other graduate schools of business prior to admission to the MBA program may be transferred for credit with the permission of the Graduate Business chair or designee. Such courses may be used to meet elective requirements, provided the student requests the transfer of credit in writing at the time of application. Transfer credit must be advanced work and is limited to six credits for courses with a grade of B or better completed within the three-year period prior to admission to the MBA program. The grades received in those courses for which transfer credit is granted are not computed in the quality-point average for work performed in the program. All transfer credits must be from courses completed within the last five years.

## Maintenance of Matriculation

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. For cohort programs, registration is required during summer session(s). For non-cohort programs, summer registration is not required. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintaining Matriculation fee is \$100 per session and is processed as a registration.

Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintaining Matriculation fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## Change of Status

Upon the satisfaction of all academic and/or technical deficiencies, the special matriculant must make a written request to the Graduate Business chair the removal of deficiencies. Application forms are available in the Office of the Graduate Business chair.

## Capstone Advisement

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of their Capstone requirement, they will be given one subsequent term to complete their work. The Maintaining Matriculation registration must be completed for this subsequent term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until all Maintaining Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## Procedures for Readmission

Students who have not attended classes for one year and who have not maintained matriculation, but are desirous of resuming their studies, are required to file an application for readmission with the Office of Graduate Admissions. Such students are required to re-enter under the existing admission standards and program requirements of the program at the time of re-entry.

## **Maintenance of Good Academic Standing**

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completing a certain number of credits as stipulated by their respective program. Grades are subject to review by the faculty advisor and Graduate Business chair at the end of each term. If the academic average falls below 3.0, the student will be placed on academic probation.

Students who have two or more Incompletes on their academic record will be put on an academic hold and will not be allowed to register. Future registration for any subsequent courses will not be permitted until all of the Incompletes but one are resolved and graded.

A grade of F or FW in any graduate course is grounds for dismissal from the program.

## **Academic Probation**

All students who have a cumulative GPA of below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F or FW in any course, the student may be subject to dismissal from the college.

For all students on probation, future registrations must be reviewed and approved by the Graduate Business chair of the student's program as well as the school dean.

In all subsequent terms in which the student is on probation, the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved, the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## **Degree Requirements**

Each candidate for a degree or certificate must have completed all course requirements with a quality point index of not less than 3.0. The words, "With Distinction" will appear on the diploma of a degree student whose quality point index, upon meeting all requirements for graduation, is at least 3.75.

## **Time Limit**

Requirements for the MBA must be completed within five years from the date of the candidate's admission (exclusive of time spent in the Armed Forces). Exceptions will be made only if a student requests in writing an extension of time in advance and receives the approval of the Graduate Business chair and school dean.

## **Residency**

A degree candidate must complete at least 30 credits of courses offered in the MBA program. To be in residence, the student must have registered for courses offered by Mercy College in the MBA programs.

## — Course Descriptions —

# Master of Business Administration

Not every course will be offered in each term or academic year; contact the Chair of the Graduate Business Programs for the most current course plan.

### GENERAL BUSINESS CORE COURSES

#### **MBAA 501 Financial Accounting**

Study of basic accounting concepts and methods, and their significance to management and to the financial analyst. Topics include an introduction to financial statement analysis, the measurement of income and capital, accounting for fixed assets, inventory costing and price level changes, measuring and accounting for corporate debt, corporate investment in securities, and computer applications in accounting. This course does not require previous training in accounting. 3 credits.

#### **MBAA 502 Corporate Finance**

*Prerequisite: MBAA 501.*

A survey of the financial structure of the firm, its demand for funds to finance the acquisition of assets and the sources available to satisfy this demand. Analysis of the firm's capital structure and alternative financing sources and techniques will also be covered. Major attention will be on the capital budgeting, the investment and dividend decisions of a corporation. The course also studies the structure of the financial system, with emphasis on the supply and demand for lendable funds and the term structure of interest rates. 3 credits.

#### **MBAA 504 Marketing Systems**

Survey analysis of the operations of marketing systems. The course emphasizes strategic planning, coordination, and adaptation of marketing operations to opportunities in profit and non-profit organizations. Focus is placed upon the principal decision components of national and international marketing including product development, promotion, pricing and distribution. Case studies are extensively employed. 3 credits.

#### **MBAA 505 Economic Environment of Business**

Analysis of the economic basis of the firm's output and pricing decisions, including perfect and imperfect competition models. Distinctions are made between microeconomics and macroeconomics. A review of the national income accounts, the nature of money and the banking system, the role of the central bank, the theory and practice of fiscal policy, and an introduction to international economics. 3 credits.

#### **MBAA 507 Introduction to Quantitative Analysis**

An introduction to optimization strategies in business, using linear programming and calculus. Topics will include a review of algebra and statistics, linear systems, matrix and simplex methods, differentiation of single and multi-valued functions, some integration techniques, and applications. 3 credits.

#### **MBAA 509 International Business**

An introduction to international business examining those aspects of economics, finance, investment, and trade that have an international dimension. Topics include: historical

development of multinational enterprises, relations between multinational corporations and host countries, and special problems associated with international operations. 3 credits.

### **MBAA 530 Management and Life-Work Planning**

This course combines basic management with the theories and practices of organizational behavior. Structured early in the student's curriculum, this practical workshop-like course will begin with a life-work planning program designed to help students through the variety of life and work choices affecting them now and in the continuing of life and work transitions. Also included are the most current practices in human resource management, motivating the "emerging workforce," techniques in training and development, interpersonal and team dynamics, power and politics within traditional and emerging organizations, and the growing role of consulting in managing change. 3 credits.

### **MBAA 535 Communication Processes**

This course in the MBA curriculum offers content that will be applicable throughout the student's program of study and business career. Written and oral communication skills will be emphasized through student practice. Topics covered will include interoffice communications, reaction papers, written analysis reports, oral presentations, and interpersonal communication skills. The latest electronic and computer aids will be utilized where applicable. 3 credits. (Class size will be limited for individual attention. This course cannot be waived.)

## **ADVANCED BUSINESS CORE COURSES**

All General Business Core Courses should be completed (or waived) before starting Advanced Core Courses.

### **MBAA 601 Quantitative Methods in Business Research**

*Prerequisite: MBAA 507 or equivalent.*

Statistical methods applicable to business research and decision-making. Includes major probability distributions: binomial, normal, T, F and Chi square, tests of hypotheses for means, regression and correlation techniques, time series analysis, and index number methods. Extensive use of computers is required. 3 credits.

### **MBAA 602 Managerial Economics**

*Prerequisites: MBAA 505 or equivalent and MBAA 507 or equivalent.* It is suggested that this course be taken right after completion of MBAA 505 and MBAA 507.

Application of economic analysis to managerial problems of the business enterprise. Includes approaches to management decision-making, demand conditions and the construction of demand models, theories and practices in forecasting, production functions and measurements, the determination of relevant costs for decisions, marginal analysis, market structures and pricing strategy, and capital budgeting problems. The role of government in the market economy, regulation and anti-trust will be extensively analyzed. 3 credits.

### **MBAA 604 Operations Management**

*Prerequisite: MBAA 507*

Analysis and synthesis of important problems encountered in the management of industrial operations. Analytical methods employed in solving problems such as inventory, queuing, network models, linear programming and Pert are explored. Emphasis is on problem-

solving and decision-making in such areas as investment in operations, production planning, scheduling and control, reliability and maintenance. 3 credits.

**MBAA 605 Business, Government and Society**

Explores the environment in which business is conducted, with emphasis on legal, social, political, and ethical dimensions. Societal interests in environmental issues, equal opportunity, employer/employee relations, protection of creditors, consumers and the anti-trust laws are typical of the topics discussed. The demands for ethical responsibility in business are explored and evaluated. 3 credits.

**ACCT 742 Financial Statement Analysis**

*Prerequisite: MBAA 501 & 502*

Evaluates financial trends and corporate reports for solvency, the quality of earnings, investments, and forecasting implications. The principles and the practices of the Securities and Exchange Commission are reviewed. 3 credits

## AREAS OF CONCENTRATION – ELECTIVES

### Accounting

Courses required for a concentration in Accounting include ACCT 737, ACCT 742, ACCT 722, plus either ACCT 765 or ACCT 798.

**ACCT 722 Taxation**

*Prerequisite: MBAA 501 or equivalent.*

Choice of entity for conducting business, taxation of corporations, partnerships, corporations, tax accounting methods and tax years, tax credits, alternative minimum tax, reconciliation of book and tax income, corporate redemptions and liquidations and overview of corporate reorganizations are covered. 3 credits

**ACCT 737 Advanced Cost Concepts**

*Prerequisite: MBAA 501 or equivalent.*

Selected cases and problems provide the forum for the discussion of current cost concepts, their applications, and limitations. The aim is to develop the ability to analyze business problems and to make decisions concerning the appropriateness of cost accounting methods in specific situations. 3 credits

**ACCT 742 Financial Statement Analysis**

*Prerequisite: MBAA 501 or equivalent.*

Financial trends and corporate reports are analyzed for solvency, the quality of earnings, investments, and forecasting implications. The principles and practices of the Securities and Exchange Commission are reviewed. 3 credits

**ACCT 765 Accounting and Reporting**

*Prerequisite: ACCT 742 or Program Director Approval.*

Review and exploration of the developments relating to Financial Accounting and reporting for business enterprises. SFAS's and other recent pronouncements are analyzed in depth and problem solving is stressed. 3 credits

### **ACCT 798 Independent Study in Accounting or Audit and Controls**

*Prerequisite:* ACCT 742 and ACCT 737, or Program Director Approval.

A special project is designed by the student, faculty member and Director to maximize a current educational experience covering materials related to accounting and/or audit and controls not currently offered as a regular course. 3 credits

## **Finance**

*Prerequisites for all courses:* MBAA 501 and MBAA 502 or the equivalents.

### **FINC 701 Money and Capital Markets**

Surveys money and capital markets in the United States, and the relation of the operations of financial institutions to these markets. The effects of central banking policies, treasury debt management policies, and international economic relationships on these markets are examined. 3 credits.

### **FINC 702 Money and Capital Market Applications**

*Prerequisite:* FINC 701

Study of financial markets as allocators of funds and distributors of risk. Emphasis is given to the roles and functions of financial intermediaries. Theories of financial asset pricing are considered as they help to determine risk and return in competitive markets. 3 credits.

### **FINC 703 Corporate Financial Policy**

Analysis of techniques used to attain corporate objectives by means of financial policy. Topics include: sources of funds, cost of financing, capital structuring, investment evaluation policies, leasing, dividend policies, voluntary capital adjustments, parent-subsidiary relationships, multi-corporate organizations, mergers, acquisitions, consolidations, and holding companies. 3 credits.

### **FINC 705 Securities Analysis**

Theory and practice of security analysis including the valuation of individual securities with emphasis on common stocks, the valuation of the stock market as a whole, portfolio management, and investment strategy. 3 credits.

### **FINC 706 Advanced Securities Analysis**

*Prerequisite:* FINC 705

An advanced course analyzing options, financial futures, commodity futures, foreign securities, arbitrage and hedging strategies, and other problems of securities analysis and portfolio management. 3 credits.

### **FINC 707 Portfolio Management**

*Prerequisite:* FINC 705

Considers the most effective methods of meeting the investment objectives of investors, both for the individuals and institutions. Portfolio patterns are analyzed and appraised in terms of those objectives, economic changes, interest rate movements, tax and legal considerations. 3 credits.

### **FINC 708 Insurance**

Considers how insurance is used to compensate for risk. Discusses the specific uses of insurance with respect to personal and business risks that arise from life, health, property and liability contingencies. Theory, institutional relationships, and legal factors are emphasized. 3 credits.

**FINC 709 Business Conditions Analysis and Forecasting**

Forecasting techniques, including time series analysis patterns of statistical relationships and econometric models that can be used to provide estimates of future overall activity for given components of the economy. Use of forecasting methods to help decision-making or production planning for particular industries, as well as tests to verify forecasts. 3 credits.

**FINC 710 Corporate Mergers and Acquisitions**

Study of business enterprise growth through merger and acquisition. Reviewed and discussed from a management perspective are premerger planning and fact finding, legal and accounting considerations, finance aspects, tax and anti-trust problems, personnel matters and post-merger integration. International and domestic mergers and acquisitions are considered. 3 credits.

**FINC 711 American Enterprise System**

Evolution of the American industrial system, with emphasis given to developments since 1870. Consideration given to such factors as changing entrepreneurial functions, the relationship of government to business, employment and labor conditions, and changes in political and social attitudes. 3 credits.

**FINC 712 Capital Budgeting**

*Prerequisites: MBAA 501 and MBAA 507*

The theory of capital budgeting and risk management of long-term funds is explored. Topics include: capital structure management, cost of capital and the effects of the balance sheet of the corporation, theory and measurement of capital costs, value theory, capital rationing, cash management and inventory policy. Attention is given to the effects capital budgeting has on the stockholders' return on investments. 3 credits.

**FINC 713 Public Finance and Fiscal Policy**

The study of the impact of government fiscal operations on resource allocation and income distribution. Special attention given to the relationship of government expenditures and taxation to employment and price levels, and alternative choices available to influence the rate of economic activity. 3 credits.

**FINC 714 Working Capital Management**

*Prerequisites: MBAA 501 and MBAA 507*

Financial planning and control are considered in terms of management of short-term assets and liabilities. Some of the major topics surveyed include cash management, inventory policy and management of receivables. 3 credits.

**FINC 742 Financial Statement Analysis**

Financial trends and corporate reports are analyzed for solvency, the quality of earnings, investments, and forecasting implications. The principles and practices of the Securities and Exchange Commission are reviewed. 3 credits.

**FINC 750 Financial Problems Seminar**

*Prerequisite: FINC 710*

Selected current foreign and domestic financial and economic developments are analyzed. Emphasis is upon integrating acquired financial knowledge with the problems under study. 3 credits.

### **FINC 798 Independent Study in Finance**

*Prerequisite: Written approval from the Graduate Business chair*

A special project designed by the student, faculty member and the coordinator to maximize a current educational experience covering material not currently offered as a regular course. 3 credits.

## **Human Resource Management**

Please contact the Graduate Business chair for authorization and course offerings.

*Prerequisites for all Human Resource Management electives: MBAA 530 or the equivalent.*

## **International Business**

*Prerequisite for all Courses: MBAA 509 or the equivalent.*

### **INBU 702 International Finance**

*Prerequisite: MBAA 502*

Analysis of the balance of payments and the international monetary systems. Includes the role of reserves in international payments, the adequacy of international liquidity, a study of proposed international monetary arrangements and the role of the World Bank, International Monetary Fund and other facilitating agencies. 3 credits.

### **INBU 703 International Trade**

*Prerequisite: MBAA 505*

Includes a review of the principles of international trade, its magnitude, direction, and industrial classification, as well as the institutions (GATT, etc.) facilitating it. The course focuses on practical techniques and problems of exporting and importing with special attention to small business. Topics include: sources of marketing information, techniques of payment and collections, currency fluctuation problems and, hence, balance of payments analysis, sources and uses of funds to finance foreign trade, and government assistance. 3 credits.

### **INBU 704 Management of International Business**

*Prerequisite: MBAA 530*

Focuses on the management of direct international investment, commonly known as multinational corporation. Examines the nature, growth, and new directions of direct investment, and how these are related to changing economic, social and monetary conditions. Subject matter emphasizes operational, financial, economic, social, political, and governmental considerations of international managers. 3 credits.

### **INBU 705 International Marketing**

*Prerequisite: MBAA 504*

The study and analysis of the special problems of marketing in the international marketplace. Marketing problems of overseas subsidiaries of multinational firms are explored, as well as the importing and exporting activities of domestic firms. 3 credits.

### **INBU 706 Comparative International Management**

*Prerequisite: MBAA 530*

Comparisons among national managerial systems are made to emphasize contrasts and similarities. The functional interrelationship between managers and their international environments as well as the problems of cross-national cooperation are highlighted. 3 credits.

**INBU 750 International Business Seminar**

*Prerequisites: INBU 702, 704, and 705*

Analysis of the decision-making processes and methods for defining, analyzing and resolving contemporary international financial trade problems. Emphasis is upon assessing international developments and trade relating to business. 3 credits.

**INBU 798 Independent Study in International Business**

*Prerequisite: Written approval from the Graduate Business chair.*

A special project designed by the student, faculty member and the coordinator to maximize a current educational experience covering material not currently offered as a regular course. 3 credits.

**Management**

*Prerequisite: MBAA 530 or the equivalent*

**MGMT 701 Managerial Communication**

This course prepares students for communication tasks required of managers. The objectives are to help students identify their strengths and weaknesses as communicators; analyze audience needs; plan, organize and edit efficiently; write clear, convincing prose; make effective oral presentations and use graphic aids. Cases are used to practice communication as problem solving. Written assignments include letters, memos and short reports. Oral presentations will be videotaped. 3 credits.

**MGMT 702 Theories of the Organization**

Survey of organizational theories with particular emphasis on goal setting, assessing, achieving and displacing. Topics include: the relationship of authority, role responsibility, organizational structure, design and culture. Students will diagnose organizational functions, analyze deficiencies, and determine ways of adapting organizational structure to realize goals. 3 credits.

**MGMT 703 Project Analysis and Program Management**

Survey of managerial criteria for effective planning and management. Topics discussed may include analysis and establishment of objectives, cost benefit, analysis, resource allocation, methods of planning, output measurement, control, work flow, interpersonal competence and assessment techniques. 3 credits.

**MGMT 704 Managerial Planning and Control Systems**

Formulation of integrated long-range and strategic plans relating to organizational objectives, expense centers, performance centers and investment centers. Also studied are methods of performance measures and information handling.

**MGMT 705 Management Decision Theory**

Survey of the decision-making processes and methods for examining, defining, analyzing and solving complex problems. Emphasis is on defining objectives, value systems and methods for identifying and assessing alternative courses of action. 3 credits.

**MGMT 707 Small Business and New Venture Management**

The role of a small business in a dynamic free enterprise economy. Designed to stimulate a creative approach to the problems of a small firm by entrepreneurs. The course

emphasizes: establishing new enterprises, financing, organizing, planning, operating, marketing, growth and acquisitions. 3 credits.

**MGMT 708 Management of Technology and Product Innovation**

Survey of innovation technology, management theory, and entrepreneurship within an organization. Topics include opportunities and threats, technological forecasting, evaluation of new products and services, the management of new research and developments, stimulating creativity, economic evaluation of research products, organizational characteristics, and estimating and controlling research and development costs. 3 credits. (course can be used to meet either Management or Marketing concentration requirement)

**MGMT 706 Executive Decision Analysis**

Analysis of modern decision theory and its applications to executive decisions. Discussion emphasizes decision analysis under uncertainty and use of capital Baying and behavioral approaches to executive decisions. Stress will be on practical applications of quantitative analysis in marketing, behavioral science, production and finance. Case studies analysis is extensively used. 3 credits.

**MGMT 721 Industrial Relations**

Survey of federal and state laws affecting the conduct of parties in a bargaining relationship. Factors in the bargaining process; strategy and tactics; principles and specifics of contract clauses; administration and enforcement of the collective bargaining agreement. 3 credits.

**MGMT 723 Behavior Concepts Applied to Management**

Application of behavioral concept techniques to the problems of managers and supervisors in large and small enterprise. Topics include approaches to personnel assessment, development and motivation of managers, and the fundamentals of executive performance. Role-playing and the case approach are used extensively to develop effective skills in all interpersonal communication and human relations. 3 credits.

**MGMT 725 Work, People and Productivity**

Analysis of the problems of the occupational environment in small and large enterprises. Emphasis on the practical problem-solving that is of immediate concern to the participants. Topics include: survey of new approaches to motivation, attitudes, job satisfaction, job enrichment, monotony, fatigue, working conditions and conflict resolution, quality circles, and productivity. 3 credits.

**MGMT 750 Behavior and Human Problems of Management Seminar**

The human problems of organizational management considered form a multi discipline point of view. Concepts and research from the behavioral sciences are applied to the personnel problems of management. Theory and technique will be integrated by using group and individual study projects. The course is designed to enhance interpersonal skills related to superiors, subordinates, staff, specialists and peers. 3 credits.

**MGMT 798 Independent Study in Management**

Prerequisite: Written approval from the Graduate Business chair.

A special project designed by the student faculty member and the coordinator to maximize a current educational experience covering material not currently offered as a regular course. 3 credits.

## Managerial Analytics

### **ANLC 751 Introduction to Managerial Analytics**

*Prerequisites: MBAA 501, 502, 504, 505, 507, 509, and 530 or Turbo equivalent.*

This course will prepare students to have a foundational level of understanding of what Managerial Analytics is about and how modern tools and “big data” techniques have transformed business insight. Additional key topics include a high level of understanding of Cognitive Computing Analytics utilizing modern analytic systems and tools, data mining and the ability to interpret and communicate relevant analysis. The course will also use case materials to develop a decision-making strategy and present it at an executive level demonstrating conclusions and recommendations. 3 credits.

### **ANLC 752 Data Management**

*Prerequisites: MBAA 501, 502, 504, 505, 507, 509, and 530 or Turbo equivalent and ANLC 751.*

The concepts, principles, issues and techniques for managing corporate data resources are covered, including techniques for managing the design and development of large database systems. Data warehousing, data mining, and database administration are emphasized. Students engage in hands-on learning and work individually or in teams to complete a real-world project using contemporary data management tools and techniques. 3 credits.

### **ANLC 753 Visualization**

*Prerequisites: MBAA 501, 502, 504, 505, 507, 509, and 530 or Turbo equivalent and ANLC 751.*

Students learn to present data to an observer in a way that yields insight and understanding. Course focuses on the infrastructure for data visualization. Introduction to elementary graphics programming focusing primarily on two-dimensional vector graphics and the programming platforms for graphics. This infrastructure will also include lessons on the human side of visualization, studying human perception and cognition to gain a better understanding of the target of the data visualization. 3 credits.

### **ANLC 754 Data Business Decision and Analysis**

*Prerequisites: MBAA 501, 502, 504, 505, 507, 509, and 530 or Turbo equivalent and ANLC 751.*

This course examines applied research methodology, and accessing and using data to analyze, organize, and make decisions in organizations. This class focuses on how to collect, analyze, review, and present data and information to decision makers. Leaders are tasked with making hard decisions for which they have incomplete, inaccurate, misleading, subjective information. This class provides structured tools and approaches to help leaders develop materials that will assist in making data-driven decisions. 3 credits.

## Marketing

*Prerequisite for all courses: MBAA 504 or the equivalent*

### **MKTG 701 Marketing Communication and Advertising**

The role of mass and personal communication and sales promotion in marketing management and their social and economic implications. Research findings in communication theory behavioral sciences, and comprehensive models of buyer behavior will be particularly stressed. The course surveys the planning, implementation and

measurement of effectiveness of marketing communication activities. Students will be required to develop integrated promotional campaigns based on actual marketing information. 3 credits.

#### **MKTG 702 Marketing Research**

Examination of information requirements for marketing decisions. Particular emphasis is placed on the development of cost and benefit analytical tools for evaluating various marketing information systems designs. Other topics include the design of surveys and experiments, decision models, and performance criteria. 3 credits.

#### **MKTG 703 Sales Management and Forecasting**

Management of selling activities and the outside sales force as one major phase of marketing management is emphasized. Includes discussion of the administrative activities of sales force managers from the district manager up to the top-level sales force executive in the firm. Organization of the sales department, operating the sales force, planning sales force activities, and analysis and control of sales operations are covered. Major emphasis is given to determining market and sales potentials, forecasting sales, preparing sales budgets, and establishing territories and quotas. Cases will be used to stress practical applications. 3 credits.

#### **MKTG 704 Futuristic Marketing**

This course discusses forecasting techniques and methods used for evaluation of marketplace conditions and trends. Products and services selected by students are analyzed for comparative growth patterns. Major emphasis is placed on promoting marketing performance by assessing marketing strategies that exploit current marketplace conditions. 3 credits.

#### **MKTG 705 Consumer Behavior**

The multidisciplinary approach to understanding consumer behavior in the marketplace, integrating the contributions of anthropology, psychology, sociology and economics. Reviews the role of the behavioral sciences in marketing in such areas as determination of product choice, brand loyalty and switching, and company loyalty policies. Topics include: learning theory motivation, diffusion of innovation, reference group theory, role-playing, perception and attitude formation. Managerial implications will be examined using case studies. 3 credits.

#### **MKTG 708 Industrial Marketing**

Analysis of current marketing practices for manufacturers and suppliers of services to industrial and government markets. Emphasis is placed on highly specialized and technical products. 3 credits.

#### **MKTG 709 Product Development Strategy**

The management of the product mix is under study. New product decisions play a dominant role in the formation of a corporate strategy. The course presents an analytical approach to new-product decisions. Covered are product policy considerations, new-product search and evaluation, economic analysis, and the factors leading to the decision to market, test market or discontinue a product. 3 credits.

#### **MKTG 710 Management of Marketing Operations**

An analysis of the marketing process including formulation of policies; planning, organizing, directing, and coordinating the activities of marketing functions; review of

the relation of marketing research; consumer motivation study; advertising; and selling. The case study approach is used. 3 credits.

**MKTG 750 Marketing Seminar**

Analysis of processes that shape marketing policy to maintain profitable operations. Emphasis upon the utilization of planning theory, game theory and decision-making. Application of these techniques will be illustrated by cases and actual marketing problems of companies.

**MKTG 798 Independent Study in Marketing**

Prerequisite: Written approval from the Graduate Business chair.

A special project designed by the student faculty member and the coordinator to maximize a current educational experience covering material not currently offered as a regular course. 3 credits.

**Organizational Leadership**

Please contact the Graduate Business chair for authorization and course offerings.

*Prerequisites for all Organizational Leadership electives: MBAA 530 or the equivalents.*

**Capstone Courses**

All General Business Core courses must be completed before starting Capstone courses. Capstone courses should be the final courses taken in the program.

**MBAA 810 Capstone Seminar I**

*Prerequisite: Permission of Graduate Business Chair*

This course develops the skills necessary to complete a thesis capstone project. It is intended to help M.B.A. candidates that draws upon the knowledge and skills acquired with the completion of the graduate curriculum. Under the supervision of a faculty member, a suitable research topic associated with the student's concentration is selected. This may take the form of either a Thesis or Business Plan. A preliminary outline of the topic areas is then prepared. After both the topic and preliminary outline have been approved by the course instructor, a qualified mentor is assigned to assist with the subsequent research for the detailed outline and actual writing of the paper. 3 credits.

**MBAA 811 Capstone Seminar II**

*Prerequisite MBAA 810 and Permission of Graduate Business Chair*

After the acceptance of the preliminary outline, the student — following the guidance and under the supervision of his or her mentor — prepares a detailed multi-page outline with a complete bibliography. The mentor and the MBAA 810 Faculty must approve the outline after which the actual writing of the research paper is conducted. At the completion of the paper, it is reviewed and graded by the student's mentor and the MBAA 810 Faculty or the appointed reader. 3 credits.

**MBAA 815 Comprehensive Case Analysis I**

*Prerequisite: Permission of Graduate Business Chair*

This is the first course in the Track II Option of the Capstone requirement. It consists of an analysis of a cross section of various business problems and cases. Reaction papers will be required. Students will be formed into teams for oral presentations to be given to the faculty coordinator and the class. 3 credits.

**MBAA 816 Comprehensive Case Analysis II**

*Prerequisite: MBAA 815 and Permission of Graduate Business Chair*

This course is the second half in the Track II Option of the Capstone requirement. Detailed analysis including appropriate recommendations of comprehensive business cases is required. Students will work in teams where written reports and oral presentations are developed. The audience for the presentations will include the class and the faculty coordinator, as well as invited guests from business, government and education. These invited guests will have input into each student's presentation grade. 3 credits.

**MBAA 890 Capstone Continuation**

Students who have completed all coursework but have not completed their Capstone project within the required subsequent term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit. Only two consecutive terms of Capstone continuation registration permitted.

**MBAA 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

# MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT

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The Master of Science in Human Resource Management is designed to prepare managers to participate effectively in the management and development of human resources in business and industry. The program provides instruction to prepare students for careers as professionals in the field of human resource management; offers theoretical background, concepts and skills to those already in the field so that they may enhance their positions and facilitate their development within the profession; and presents an application-oriented, real-world focus for those wishing to build highly developed management skills.

## Objectives

The Mercy College Master of Science in Human Resource Management is dedicated to providing an educational experience of academic excellence that is both practical and theoretical. The program includes elements of management, psychology, law, statistics, computer applications and accounting as well as actual business problems presented by faculty who are, or who have been, practicing professionals.

## Expectations of the Graduate

Upon completion, graduates of the Mercy College Master of Science in Human Resource Management will be able to:

- Implement or apply the essential elements and skills involved in the management and administration of human resources.
- Apply techniques to enhance worker satisfaction, creativity and productivity.
- Participate in human resource management research by using applied research methodology, quantitative analysis and data base technology to evaluate and support management techniques and strategies.
- Assess and affect the dynamics of “the system” at all levels: individual, peer group, intergroup, and the organization; thereby affording students the opportunity to become internal consultants and change agents within their organizations.
- Become trainers within organizations in personal and professional development, stressing communications, leadership, team effectiveness, conflict mediation, problem-solving and planning.
- Act as mediators within their organizations, dealing with such ethical issues and dilemmas as social and environmental responsibility and employee rights.

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog.

## Program Requirements

Requirements for matriculation and admission into the Master of Science in Human Resource Management include:

1. Submission of baccalaureate transcript.
2. A personal interview with the director of the Graduate Program in Human Resource Management (for applicants with GPA between 2.50 and 3.00).
3. GMAT and résumé required only if GPA below 2.5.

All applicants whose native language is not English must demonstrate proficiency in English. The evaluation must measure reading, writing, speaking and an understanding of the spoken language at a level appropriate for graduate studies. Proficiency will be determined by a standardized test such as the Test of English as a Foreign Language (TOEFL) or a test(s) approved by the dean of Graduate Studies.

## Curriculum

Requirements for the Master of Science Degree in Human Resource Management (HEGIS 0515) include:

Introductory Core Courses	(500 level)	12 credits
Advanced Core Courses	(600 level)	6 credits
Elective Courses	(700 level)	12 credits
Research Techniques and Thesis Preparation	(700 level)	3 credits
Capstone	(800 level)	3 credits
<b>Total credits</b>		<b>36</b>

Students must complete each level before taking courses in the next level. Courses within each level may be taken in any order.

### I. Human Resource Management: Introductory Core Course

*(Must be completed before advanced core or elective courses are taken.)*

HRMG 500	Introduction to Human Resource Management.....	3 credits
HRMG 520	Quality Measurement Techniques and Tools for Human Resource Management .....	3 credits
HRMG 525	Management in a Changing Work Environment .....	3 credits
HRMG 530	Accounting and Finance for the Human Resource Professional .....	3 credits

### II. Human Resource Management: Advanced Core

*(Must be completed before elective courses are taken.)*

HRMG 630	Employment Law — A Survey of Labor and Employment Laws.....	3 credits
HRMG 650	Current Issues in Human Resource Management.....	3 credits

### III. Human Resource Management: Elective Courses

(Courses grouped together comprise a concentration. Concentration in an area is not required. The program director will assist the student in planning his or her program.)

**Choose four of the following courses:****Staffing**

HRMG 710 Recruitment and Selection ..... 3 credits  
 (PREREQ: HRMG 520)

HRMG 715 Training and Development ..... 3 credits  
 (PREREQ: HRMG 520)

**Organization Management**

HRMG 730 Organizational Behavior ..... 3 credits

HRMG 770 Labor Relations ..... 3 credits

HRMG 775 Employment Law Today: Practical Application ..... 3 credits  
 (PREREQ: HRMG 630)

HRMG 780 International Human Resource Management ..... 3 credits  
 Compensation, Support, and Benefits

HRMG 750 Wage and Salary Administration and  
 Compensation ..... 3 credits  
 (PREREQ: HRMG 530)

HRMG 755 Benefits Management ..... 3 credits  
 (PREREQ: HRMG 530)

**Internship**

HRMG 799 Internship in Human Resource Management ..... 3 credits

**IV. HRMG 785 Research Techniques and**

**Thesis Preparation** <sup>(co)</sup> ..... 3 credits

Must be taken within two quarters of registration for Capstone thesis or project

**V. Human Resource Management: Capstone**

*Choose one of the following:*

HRMG 810 Capstone Thesis ..... 3 credits  
 OR

HRMG 820 Capstone: Project in Human Resource Management ..... 3 credits

Students beginning the thesis or project must have a minimum GPA of 3.0 before the quarter in which they begin the thesis or project.

**Transfer Credits**

The Master of Science in Human Resource Management program will accept a maximum of six transfer credits. Transfer courses must be substantially equivalent to core, advanced core, or elective courses in the program, and the student must submit course descriptions when requesting a transfer of courses. The courses must have been completed within the last five years of the student's first quarter of enrollment in the program with a grade of B or higher. For transfer credits to be accepted they must be credits attained at the graduate level, in an accredited graduate degree program.

**Maintenance of Matriculation**

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. For cohort programs, registration is required during summer session(s). For non-cohort programs, summer registration is not required. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintenance of Matriculation fee is \$100 per session and is processed as a registration.

Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintenance of Matriculation fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## **Capstone Advisement**

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of their Capstone requirement, they will be given one subsequent term to complete their work. The Maintaining Matriculation registration must be completed for this subsequent term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until all Maintenance of Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## **Maintenance of Good Academic Standing**

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completing a certain number of credits as stipulated by their respective program. Grades are subject to review by the faculty advisor and program director at the end of each term. If the academic average falls below 3.0, the student will be placed on academic probation.

## **Academic Probation**

All students who have a cumulative GPA of below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F or FW in any course, the student may be subject to dismissal from the college.

For all students on probation, future registrations must be reviewed and approved by the director of the student's program as well as the school dean.

In all subsequent terms in which the student is on probation the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## **Degree Requirements**

To be eligible for graduation, students must complete all 36 credits of the program with a GPA 3.0 or better. The words "With Distinction" will appear on the diploma of a student whose GPA, upon meeting all requirements for graduation, is at least 3.75.

## **Time Limit**

Requirements for the M.S. degree must be completed within five years from the candidate's date of matriculation (exclusive of time spent in the Armed Forces). Exception may be made by the director of the Graduate Program if the candidate's request demonstrates circumstances beyond the student's control that temporarily interfere with the ability to complete the program on time.

Students must begin the capstone no later than one year after completing their coursework. Students must complete the capstone within 18 months of registering for the thesis or the project.

## — Course Descriptions —

# Human Resource Management

### **I. Human Resource Management: Introductory Core Courses**

#### **HRMG 500 Introduction to Human Resource Management**

The course is designed to be an introduction to, and overview of, the human resource management function in modern organizations. It focuses on the strategic role of human resource management in the accomplishment of organizational objectives and on specific personnel functions, policies, and practices. Topics will include: the external environmental factors affecting human resource management, typical organizational patterns of the human resource department, the role of the government in human resource management, human resource planning, employee development, and compensation administration. 3 credits.

#### **HRMG 520 Quality Measurement Techniques and Tools for Human Resource Management**

This course is an examination and use of statistical tools needed for the analysis and presentation of human resource data. It includes quantitative reasoning, survey of computer software and systems utilized by the human resource professional for the management of data, and spreadsheet applications and database management systems. 3 credits.

#### **HRMG 525 Management in a Changing Work Environment**

This course explores the traditional management tasks of planning, organizing, directing, and controlling within the context of today's rapidly changing organization. The historical development of management theory and practice as well as the day-to-day application of major concepts are examined. The course looks at how effective management techniques are derived from new trends and ideas. Functional areas, such as marketing and finance, are covered and their roles in business enterprises as well as related functions in not-for-profit and government organizations, are compared and contrasted. Case studies and contemporary issues are used to highlight the organizational transformation that is underway both in the United States and internationally. 3 credits.

#### **HRMG 530 Accounting and Finance for the Human Resource Professional**

This course provides students with an overview of the finance/accounting function of an organization, and its relation to human resource activities. Topics include: roles of key finance/accounting personnel, nature of the accounting system, external and internal financial reporting, introduction to cost accounting and the application of cost accounting techniques to human resource activities, and an introduction to budgeting and the application of budgeting techniques to planning and controlling human resource activities. 3 credits.

### **II. Human Resource Management: Advanced Core**

#### **HRMG 630 Employment Law — A Survey of Labor and Employment Laws**

In addition to providing an overview of the history, concepts, and issues involved in personnel law, this course helps the human resource manager design and implement practices and procedures that assure that the organization complies with federal, state, and city statutes and regulations. Topics include: age, sex, race and such issues as sexual harassment, health and safety, affirmative action and drug testing. 3 credits.

### **HRMG 650 Current Issues in Human Resource Management**

This course is designed to provide an opportunity for the student to understand, critique and apply business and psychological problem-solving techniques to current and critical human resource management concerns. Recent topics have included: new training techniques, employee assistance programs, mergers and acquisitions, minority and cross-cultural issues, plant closings and worker forewarning, quality of work-life, and computer literacy. 3 credits.

## **III. Human Resource Management: Elective Courses**

### **HRMG 710 Recruitment and Selection**

*Prerequisite: HRMG 520*

This course provides students with an overview of the skills and tools used in organizational recruitment and selection. Emphasis is on examining current assessment procedures and critiquing their value relative to specific situations. Activities involve hands-on experiences analyzing outside sources and testing, placing, and following up on inside-the-company personnel. 3 credits.

### **HRMG 715 Training and Development**

*Prerequisite: HRMG 520*

This course is devoted to activities of, and problems encountered by, a firm's director of training and development. Such topics as the role of the training director in organizational development, relationships with line managers and with the CEO, and techniques of training are examined through case studies, lectures, and in some cases, outside speakers. 3 credits.

### **HRMG 730 Organizational Behavior**

This course broadens understanding of both the formal and informal aspects of how people behave in organizations and how the human resource administrator may affect that behavior. The critical elements of human behavior in an organizational environment are examined. Among the topics considered are: individual behavior patterns, superior/subordinate relationships, group dynamics, communications, motivation, and decision-making. Through a variety of assessment and training devices, students learn ways to predict and control certain performance behaviors in order to meet organizational goals. 3 credits.

### **HRMG 750 Wage and Salary Administration and Compensation**

*Prerequisite: HRMG 530*

This course is an introduction to the compensation function in a human resources department and an overview of compensation program design and administration. Topics include compensation philosophy, job analysis and job design, compensation surveys, wage and salary administration, the use of incentives to encourage productivity, tax considerations in compensation planning, pay equity legislation, and executive compensation. 3 credits.

### **HRMG 755 Benefits Management**

*Prerequisite: HRMG 530*

This course provides an overview of the employee benefits function, focusing on the philosophical and practical issues influencing the design and implementation of company-sponsored group benefits arrangements. Topics include group life and disability insurance, medical and dental plans, health maintenance organizations (HMO), retirement plan design and administration, and benefits cost containment. 3 credits.

**HRMG 770 Labor Relations**

The course examines the legal framework affecting collective bargaining in the United States and the labor relations function through which organizations deal with their unionized employees. Topics include history of the United States labor movement, major federal labor legislation, the role of the National Labor Relations Board, contract negotiation and administration, mediation and arbitration, and union avoidance tactics. 3 credits.

**HRMG 775 Employment Law Today: Practical Application of Employment Laws in Today's Work Environment**

*Prerequisite: HRMG 630*

This course explores the most pressing legal issues and provides updates on current laws that affect human resource management, including the Americans with Disabilities Act, the EEOC, sexual harassment, the Civil Rights Act of 1991, and Family and Medical Leave Act. Topics include: preparing for unemployment hearings, EEOC "test" visits, "negligent hiring," writing job descriptions that comply with ADA, wrongful discharge, and avoiding age discrimination suits. Students apply what they learn by reviewing samples of policies, procedures, separation agreements and releases to identify problem areas and draft improved versions; informal group analyses of legal issues; analysis of court decisions, and role-plays. Prerequisite: HRMG 630 Personnel Law. 3 credits.

**HRMG 780 International Human Resource Management**

This course examines international human resource management on a global perspective. Topics include: strategy, negotiation, organization, the context of culture, selection, training, organization development, communications and motivation, and leadership. 3 credits.

**HRMG 799 Internship in Human Resource Management**

*Days and hours to be arranged*

This course provides internships in organizations with practicing human resources professionals. Students must complete a written project at the conclusion of the internship. The internship is supervised by a faculty mentor and evaluated by the director of the program. Prerequisite: Students must have completed all 500- and 600-level courses and two 700-level electives. Student must arrange all aspects of the internship at least one quarter prior to enrollment. 3 credits.

**IV. Human Resource Management: Capstone Preparation****HRMG 785 Research Techniques and Capstone Preparation<sup>(cc)</sup>**

This course prepares students for writing the Capstone Research Project. It is designed to provide practical experiences in writing and research that will support successful completion of the Capstone Project in fulfillment of the requirements for the M.S. in Human Resource Management. Topics include developing an area of research, evaluating research sources, research methodology, data analysis and Capstone project format and style. 3 credits.

**V. Human Resource Management: Capstone****HRMG 810 Capstone Research Project:**

*Prerequisite: A GPA of 3.0 must be achieved prior to beginning thesis work.*

A research project which concludes in a comprehensive research paper designed to integrate the theoretical concepts and issues related to a human resource management graduate study. It is supervised by a faculty mentor and evaluated by a second faculty member and the program director. 3 credits.

### **HRMG 820 Capstone: Project in Human Resource Management**

*Prerequisite: A GPA of 3.0 must be achieved prior to beginning project work.*

The project is the integration of a student's theoretical research and investigative skills, which are applied to a real setting in a host organization. The field study, or project, is supervised by a faculty mentor and evaluated by a second faculty member and the program director. 3 credits.

*Students must begin the Capstone no later than one year after completing their coursework. Students must complete the capstone within 18 months of registering for the thesis or the project.*

### **HRMG 890 Capstone Continuation**

Students who have completed all coursework but have not completed their capstone project within the required subsequent term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit. Only two consecutive terms of capstone continuation registration permitted.

### **HRMG 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

# MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP

Raymond L. Manganelli, Ph.D.  
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Manuel Ron, J.D.  
*Program Head*  
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## Purpose

The purpose of this program is to enable students to acquire knowledge and develop competencies that will make them effective leaders at any level of an organization. This program can be completed in one year and can also be applied as a concentration in the MBA Program.

## Objective

The major objectives of the program are for students to:

1. Gain clarity of their purpose, values and commitment.
2. Develop the capacity to achieve goals through collaborative relationships.
3. Develop the capacity to initiate sustainable change in organizations.

## Expectations of the Graduate

Graduates will be expected to demonstrate knowledge of the following:

- Theories and styles of leadership, with emphasis on understanding the role of leaders in achieving organizational effectiveness.
- The processes through which ethical conflicts are resolved by organizations, with emphasis on understanding the role of leaders in setting and maintaining ethical standards.
- Motivational theory and practices, with emphasis on understanding the role of leaders in motivating individuals as members of organizations.
- Individual and group behavior in organizations, with emphasis on understanding the role of leaders in coordinating the efforts of people.
- Cultural differences and their influence on organizational behavior, with emphasis on understanding the role of leaders in adapting to such differences.
- Communication strategies in organizations, with emphasis on understanding the role of leaders in team-building through communications.

- The market environment, with emphasis on understanding the role of leaders in adapting to economic change.
- Technological change, with emphasis on understanding the role of leaders in adapting to such change.
- Strategic management, with emphasis on the role of leaders in establishing direction for organizations.

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog.

## Program Requirements

1. Submit a baccalaureate transcript.
2. Submit a work statement or résumé that summarizes all work and supervisory experience.

## Curriculum

The required courses for the program are listed below.

ORGL 510 Becoming a Transformational Leader.....	3 credits
ORGL 515 Practicing Ethical Leadership .....	3 credits
ORGL 520 Aligning Meaning and Purpose .....	3 credits
ORGL 540 Collaborative Communication .....	3 credits
ORGL 545 Leading Diverse Teams.....	3 credits
ORGL 550 Leading Team Projects .....	3 credits
ORGL 570 Building Sustainable Organizations .....	3 credits
ORGL 575 Developing Learning Systems.....	3 credits
ORGL 580 Implementing Change Initiatives .....	3 credits
ORGL 589 Capstone Preparation Seminar .....	3 credits
ORGL 590 Professional Development Plan/Research Project .....	3 credits

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**Total..... 33 credits**

## Maintenance of Matriculation

Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintaining Matriculation fee is \$100 per term and is processed as a registration. Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintaining Matriculation fee of \$100 for each missed term. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## Capstone Advisement

It is expected that Capstone students shall make satisfactory progress with their program’s culminating activity. After the student registers for all of their Capstone requirements, they will be given one subsequent term to complete their work. The

Maintaining Matriculation registration must be completed for this subsequent term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms. A student's degree will not be released until all Maintaining Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## **Maintenance of Good Academic Standing**

The cumulative GPA for both academic standing and degree conferral is a 3.0. Grades are subject to review by the program director at the midpoint and end of each term (i.e., at two-course intervals). At any review, any student whose GPA falls below 3.0 will be placed on academic probation.

## **Academic Probation**

All students who have a cumulative GPA of below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F or FW in any course the student may be subject to dismissal from the college. For all students on probation, future registrations must be reviewed and approved by the director of the student's program as well as the school dean.

In all subsequent terms in which the student is on probation the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## **Incomplete Grades**

The grade of I may be granted for a course in which the student has not completed all course requirements due to extenuating and unforeseeable circumstances. The student must request an incomplete grade directly from the instructor; it should not be considered automatic.

## **Degree Requirements**

To be eligible for graduation, students must complete all 33 credits of the program with a GPA of 3.0 or better. The words "With Distinction" will appear on the diploma of a student whose GPA, upon meeting all requirements for graduation, is at least 3.75.

## **Time Limit**

Requirements for the degree must be completed within five years from the candidate's date of matriculation (exclusive of time spent in the Armed Forces). Exception may be made by the director of the program if the student's request demonstrates circumstances beyond his or her control that temporarily interfere with the ability to complete the program on time.

## **Attendance**

The instructor will specify the attendance requirements, along with other requirements, at the beginning of each course. Since one goal of this program is to enhance interpersonal skills, class participation will be an important element in the evaluation of student performance in all courses.

## — Course Descriptions —

# Organizational Leadership

### **ORGL 510 Becoming a Transformational Leader**

An introduction to the study and practice of transformational leadership. Students will develop an understanding of the differences between management and leadership, while examining levels of leadership in historical context from the hierarchical leadership of the industrial era to the generative leadership of the interactive-information era. Students will increase their emotional and cognitive self-awareness through a process of inquiry that will enable them to identify their leadership commitment. Through self-assessments, they will identify their current performance competencies and develop transformational practices to increase their effectiveness as leaders. 3 credits.

### **ORGL 515 Practicing Ethical Leadership**

A study of ethics is the basis of any leadership process. Students will examine the role of leaders in setting and maintaining ethical standards for teams, communities, and organizations. Students will recognize that leaders must continuously examine their personal values and address the question of what they should stand for. They will examine conflicts between personal values, organizational values, and the ethical choices that they must make as leaders. They will develop an awareness of the need for leaders to make ethical choices that are not based solely on personal values or on organizational values. 3 credits.

### **ORGL 520 Aligning Meaning and Purpose**

A study of how leaders unleash human potential in themselves and others by creating an environment in which there can be an alignment of an individual's meaning and purpose with the values and goals of the organization. Through a process of inquiry, students will identify what is meaningful in their own lives and will discover how meaning can be aligned with purpose in order to generate commitment. They will examine the role of emotional maturity in generating commitment in themselves and others. 3 credits.

### **ORGL 540 Collaborative Communication**

A study of how groups achieve superior outcomes through collaborative communication. Through a process of inquiry, students will recognize their communication barriers (assumptions, beliefs, and attitudes), and they will develop strategies for communicating effectively as leaders of teams and as members of teams. They will identify effective behaviors for giving and receiving critical feedback. They will explore ways of handling conflict effectively through appropriate communication. 3 credits.

### **ORGL 545 Leading Diverse Teams**

A study of the challenges and opportunities of leading diverse teams. Through a process of inquiry, students will recognize the challenges they face in leading teams whose members are diverse with respect to gender, race, ethnicity, culture and other factors. They will develop strategies for effectively leading diverse teams, based on an awareness of differences among members. They will discover the potential advantages of teams whose members have a wide variety of perspectives, and they will develop ways of building high-performance teams through the creative tension that is generated by these perspectives. 3 credits.

**ORGL 550 Leading Team Projects**

A study of how team projects are envisioned, developed, and implemented effectively. Students will examine how leaders establish and facilitate team projects to serve internal and external customers through continuous innovation in procedures, processes, products, and services. In a team project, students will demonstrate their understanding of the impact of time constraints, human resources, quality standards and other factors on team projects. Students will generate realistic commitments and establish in advance a clear set of acceptable outcomes. They will evaluate project success by applying relevant qualitative and quantitative metrics. 3 credits.

**ORGL 570 Building Sustainable Organizations**

A study of how leaders build sustainable organizations in changing environments. Students will examine organizations as open systems that interact with external environments, which are always presenting challenges and opportunities. Students will explore the role of leaders in maintaining the core values of an organization, while redefining its purpose and initiating changes in strategies, structures, policies, processes and systems in order to sustain organic growth in environments where change may be continuous or discontinuous. Students will identify particular challenges and opportunities in the interactive-information era. 3 credits.

**ORGL 575 Developing Learning Systems**

A study of how leaders develop and maintain organizational environments that foster continuous learning. Students will explore the role of leaders in connecting human ingenuity, technology, and environmental change in order to improve organizational effectiveness in an era when competitive advantage resides in the continuous development of knowledge workers. From a systems perspective, students will examine the process of continuous learning in complex open systems. They will learn how to create a practical framework for a learning environment that supports inquiry and develops the capacity to anticipate uncertain futures. 3 credits.

**ORGL 580 Implementing Change Initiatives**

A study of how leaders initiate and implement change in organizations. Students will learn to identify opportunities or necessities for change. They will examine how individuals internalize the process of change, how change affects organizational energy, how conditions for change are created, and how change initiatives are presented. They will develop the capacity to propose and implement change initiatives that are aligned with the organization's purpose and values. In a team project, which serves as the capstone project for the program, students will demonstrate their capacity to envision and initiate change in an organizational context. 3 credits.

**ORGL 589 Capstone Preparation Seminar**

A directed research project required for MSOL candidates that draws upon the knowledge and skills acquired with the completion of the graduate curriculum. Under the supervision of the Head of the MSOL Program, a suitable research topic associated with the student's case study analysis papers is selected. The final research paper will take the form of a Thesis. A preliminary outline of the topic areas is then prepared. After both the topic and preliminary outline have been approved the program head and the student select a qualified mentor to assist with the subsequent research for the detailed outline and actual writing of the paper. 3 credits.

**ORGL 590 Professional Development Plan/Research Project**

*Prerequisite: Thesis preparation course ORGL 589*

The research project is a work in progress that begins with the first course in the program. Students will use the Integrative Case Studies courses to synthesize the work that they have done in the previous three courses, which after further revisions will become a section of their research paper. Students will also complete a personal/professional development plan after the last course. The final research project will consist of the revised three sections of the research paper and the student's personal/professional development plan. 3 credits.

**ORGL 890 Capstone Continuation**

Students who have completed all coursework but have not completed their Capstone project within the required subsequent term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit.

Only two consecutive terms of capstone continuation registration permitted.

**ORGL 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of Matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

# MASTER OF SCIENCE IN PUBLIC ACCOUNTING

Denise M. Stefano, MBA, CPA, CGMA, *Chair*  
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## Purpose

The Master of Science in Public Accounting prepares its graduates for employment in a dynamic profession. The program is offered to qualified candidates who wish to enter or advance their careers in the profession of public accountancy or in industry, government or not-for-profit organizations. The program integrates advanced study and research in auditing, taxation, financial and management accounting with business courses in the Master of Business Administration Program, which provide depth and breadth to the learning experience. The Master of Science in Public Accounting is designed for individuals possessing undergraduate degrees in accounting/business or unrelated fields of study who wish to enter the public accounting profession and for those professional accountants who wish to meet the American Institute of Certified Public Accountants (AICPA) 150-hour curriculum criteria. Candidates who have no business or accounting background, or who have not completed the necessary prerequisite coursework, will need to complete the undergraduate prerequisite program prior to being eligible to start the M.S. degree. Contact the Accounting Department chair for information. Graduates of the M.S. in Public Accounting Program who aspire to become Certified Public Accountants will satisfy the New York State licensure requirement with one year of appropriate professional work experience.

## Objectives

The objective of the program is to prepare students for practice in the profession of public accountancy by enabling them to acquire, develop and apply the knowledge, skills, and competencies required in this field. Students will be encouraged to integrate and apply knowledge from accounting and business, think independently, engage in research and maintain high ethical standards.

## Expectations of the Graduate

Graduates of the Master of Science in Accounting program will be able to accomplish the following:

- Demonstrate the knowledge and skills required for careers in the field of public accounting or a related field.
- Demonstrate proficiency in comprehensive analysis, communication and information technology.
- Pursue careers in the field of public accounting or a related field and compete successfully.
- Apply knowledge of personal, ethical and social responsibilities toward effective decision-making

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the *Graduate Admissions* section of this catalog.

## Program Requirements

Requirements for matriculation and admission into the Master of Science in Public Accounting include:

1. A baccalaureate transcript with 120 credits of prerequisite courses in the specific content areas of accounting, business, and liberal arts and sciences are required for entrance into the program. Contact the Accounting Department chairperson for prerequisite course specifics. International students must submit a formal evaluation of all international coursework; an evaluation by World Education Services (WES) is preferred..
2. Two-page written Professional Goals Statement stating the reasons for applying to the program and how the applicant can benefit by its completion.
3. Interview with the Accounting Department chairperson or designee.

Satisfactory GMAT score may be required for applicants with no substantive business experience or GPA below 3.0. The successful completion of the CPA or CMA Examination or an equivalent examination could be used instead of the GMAT.

## Curriculum

The M.S. in Public Accounting Program meets New York State’s requirements for a 150 credit-hours licensure-qualifying program in public accountancy upon successful completion of the prerequisite and requisite program requirements.

Requirements for the Master of Science Degree in Public Accounting are outlined below. Courses will be scheduled on a quarter system for cohorts of students.

Accounting Courses: .....	18 credits
ACCT 510 Global Financial Statement Analysis .....	3 credits
ACCT 520 Contemporary Issues in Auditing .....	3 credits
ACCT 530 Advanced Accounting Theory and Applications (Capstone) <sup>(cc)</sup> .....	3 credits
ACCT 540 Advanced Business Entity Taxation .....	3 credits
ACCT 550 Cost Management for Controllorship.....	3 credits
ACCT 560 Fraud Examination.....	3 credits
Business Courses: .....	12 credits
FINC 703 Corporate Financial Policy OR	
FINC 710 Corporate Mergers and Acquisitions.....	3 credits
MBAA 504 Marketing Systems.....	3 credits
MBAA 535 Communication Processes .....	3 credits
MBAA 602 Managerial Economics.....	3 credits

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**Total.....30 credits**

Adherence to the schedule will enable students to complete the program in five quarters of continuous study.

## Transfer Credits

The Master of Science in Public Accounting Program will accept a maximum of six business transfer credits, which are substantially equivalent to those in the program, with the permission of Accounting Department chairperson. The courses must have been completed within the last five years of the student's first quarter of enrollment in the program with a grade of B or higher.

## Maintenance of Matriculation

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. For cohort programs, registration is required during summer session(s). For non-cohort programs, summer registration is not required. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintaining Matriculation fee is \$100 per session and is processed as a registration. Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintaining Matriculation fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## Capstone Advisement

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of their Capstone requirement, they will be given one subsequent term to complete their work. The Maintaining Matriculation registration must be completed for this subsequent term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until all Maintaining Matriculation and Capstone Continuation registration and fees are recorded appropriately on the student's record.

## Maintenance of Good Academic Standing

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completing a certain number of credits as stipulated by their respective program. Grades are subject to review by the faculty advisor and Accounting Department Chairperson at the end of each term. If the academic average falls below 3.0, the student will be placed on academic probation.

## Academic Probation

All students who have a cumulative GPA of below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student received a grade of F or FW in any course, the student may be subject to dismissal from the college.

For all students on probation future registrations must be reviewed and approved by the Accounting department chair as well as the school dean.

In all subsequent terms in which the student is on probation, the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or better is not achieved, the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## Time Limit

Requirements for the M.S. degree must be completed within three years from the candidate's date of matriculation (exclusive of time spent in the Armed Forces). Exception may be made by the Accounting Department chair if the candidate's request demonstrates circumstances beyond the student's control that temporarily interfere with the ability to complete the program on time.

## Degree Requirements

To be eligible for graduation, students must complete all 30 credits of the program with a GPA of 3.0 or better. The words "With Distinction" will appear on the diploma of a student whose GPA, upon meeting all requirements for graduation, is at least 3.75.

# — Course Descriptions — Public Accounting

### **ACCT 510 Global Financial Statement Analysis**

Approaches International Accounting Standards (IAS) and Generally Accepted Accounting Principles (GAAP) prepared financial statements from a user perspective. Discusses the concepts necessary to interpret domestic and international corporate financial statements. Analytic techniques and valuation models are used to assess profitability, cash flows, and quality of earnings. A comprehensive real-world financial statement analysis project helps students to apply learned techniques. *Prerequisite:* ACCT 241 or its equivalent. 3 sem. hrs. 3 crs.

### **ACCT 520 Contemporary Issues in Auditing**

Based on contemporary issues in auditing, comprehensive factual scenarios are used to discuss the Professional Roles of Independent Auditors. Topics examined include: internal control issues, use of analytical procedures and audit planning, auditing high risk accounts, large scale earnings manipulations schemes, coping with complex or unique client transactions, ethics, auditor independence and legal liability issues. Requires students to address actual situations that auditing practitioners have coped with in the past. Extensive research, group projects, oral presentations, and an audit risk analysis project are required. *Prerequisite:* ACCT 420 or its equivalent. 3 sem. hrs. 3 crs.

### **ACCT 530 Advanced Accounting Theory and Applications<sup>(cc)</sup>**

This capstone course provides students with a solid foundation in accounting theory and research to enable them to function more effectively in their employment situations, make meaningful contributions to the accounting profession, and meet the challenges of lifelong learning. The course begins with an in-depth study of accounting theory, moves on to the instruction of accounting research sources and methodologies including the Financial Accounting Research System (FARS), and applies both theory and structure to a variety of current applications in financial reporting. Application of appropriate research tools and methodologies aid in the completion of written case assignments and a research paper. *Prerequisite:* ACCT 241 or its equivalent. 3 sem. hrs. 3 crs.

### **ACCT 540 Advanced Business Entity Taxation**

Provides the students with a working knowledge of advanced business entity taxation. Students will be able to apply sophisticated tax principles in employment situations as well as communicate this information to their clients and the public. The Internal

Revenue Code and Tax Regulations are applied to a research project involving current tax matters. Utilizes research tools to apply critical thinking skills used to discuss and interpret tax issues. Provide a working knowledge of international and entity tax issues along with the termination issues facing businesses. State compliance issues such as multi-state taxation and sales and use taxes will be covered as well as succession planning and exempt entity taxation. *Prerequisite:* ACCT 341 or its equivalent. 3 sem. hrs. 3 crs.

#### **ACCT 550 Cost Management for Controllership**

Uses articles on cost management from a variety of authors to examine today's approach to management accounting, activity-based costing systems, capacity costing, environmental cost management, strategic value chain analysis, improving process performance, performance measurement, planning and control, theory of constraints, and target costing. Encourages students to increase their understanding of the relationship between controllership theory and practice. Requires each student to complete independent research projects related to material being studied, and to present both a written report and group oral presentations. *Prerequisite:* ACCT 240 and ACCT 250 or their equivalents. 3 sem. hrs. 3 crs.

#### **ACCT 560 Fraud Examination**

This course helps students better understand the significance of fraud in the modern accounting world. Students are prepared to identify, detect and prevent financial fraud. Some topics include the discussion of financial statement, e-business, consumer and tax frauds. Students will use Financial Statement Fraud Standards, including SAS 99 and Sarbanes-Oxley. Research based case projects and presentations are required. *Prerequisite:* ACCT 241 and ACCT 420 or their equivalents. 3 sem. hrs. 3 crs.

#### **ACCT 890 Capstone Continuation**

Students who have completed all coursework but have not completed their capstone project within the required subsequent term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit. Only two consecutive terms of Capstone Continuation registration permitted.

#### **ACCT 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of Matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

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# School of Education

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Nancy Heilbronner, Ph.D., *Interim Dean*

Mary Ellen Hoffman, M.S., *Associate Dean for Administration*

## **DEPARTMENT OF CHILDHOOD EDUCATION**

Elena Nitecki, Ph.D., *Chair*

Childhood Education

Early Childhood Education

## **DEPARTMENT OF SECONDARY EDUCATION**

Howard M. Miller, Ed.D., *Chair*

Adolescence Education

## **DEPARTMENT OF LITERACY AND MULTILINGUAL STUDIES**

Mi-Hyun Chung, Ph.D., *Chair*

Bilingual Education Extension

Teaching English to Speakers of Other Languages (TESOL)

Teaching Literacy, Birth-Grade 12

## **DEPARTMENT OF EDUCATIONAL LEADERSHIP**

Esther Wermuth, Ed.D., *Chair*

Educational Supervision - School Building Leadership

Educational Administration - School District Leadership

## **DEPARTMENT OF SPECIAL EDUCATION**

Christine Lang, Ph.D., BCBA-D, *Chair*

Applied Behavior Analysis Coursework (BCBA)

Teaching Students with Disabilities Coursework

*Most programs are also offered online*

# EDUCATION PROGRAMS

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All initial certification programs are nationally recognized by the National Council for Accreditation of Teacher Education (NCATE) and the Council for Accreditation of Educator Preparation (CAEP)

## **Purpose**

The programs of study in the School of Education are designed to provide professional preparation for candidates planning to teach and serve as educational leaders.

## **Mission Statement of the School of Education**

The Mercy College educational unit is dedicated to preparing effective educators, including teachers and other school professionals who are reflective practitioners, equipped with the knowledge base, technological skills, research tools, and professional strategies and insights to empower them to help diverse populations of students succeed in their learning and community environments. The values of competency, diversity and ethical practice support the proficient development of candidates enabling them to become skilled professionals and lifelong learners. The unit is committed to creating innovative, flexible and accessible programs of study for its candidates, and to developing partnerships and opportunities for collaboration and clinical experiences within Mercy College and with external communities.

## **Goals of the School of Education**

The unit goals establish the shared vision, mission, philosophy and guiding principles agreed to by members of the faculty and other stakeholders in the learning community. The unit's proficiencies, strategies and assessments are designed to ensure that candidates acquire the academic, pedagogical, professional and interpersonal skills required of teachers and other school professionals who prepare students to succeed in a rapidly changing global environment. The six goals reflect the integrated knowledge, skills, and dispositions that together ensure that candidates develop as effective educators and reflective practitioners. These goals are as follows:

**CONTENT KNOWLEDGE:** Candidates demonstrate a solid content knowledge base that enables them to deliver effective educational and professional services based on current research, theory and practice.

**PEDAGOGICAL AND PROFESSIONAL KNOWLEDGE:** Candidates employ multiple pedagogical and professional strategies and tools to enable them to be effective practitioners in educational settings and deliver services that promote students’ intellectual, social and emotional development.

**DIVERSITY:** Candidates understand the diverse cultural, linguistic, learning and social strengths and needs of all populations, and incorporate and demonstrate sensitivity to the richness of diverse cultures when providing educational and other school-services.

**TECHNOLOGY:** Candidates employ technology to deliver information, instruction and professional services to all members of the school community.

**REFLECTION:** Candidates reflect on professional practice to make educational decisions and enhance student learning.

**DISPOSITIONS:** Candidates demonstrate positive dispositions that enable them to work as effective educators, citizens and practitioners within the school and broader community.

The six unit goals are supported by the professional literature including theories, research, wisdom of practice and education policies.

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog. Please review the prerequisite preparation for each program and consult with the program chair or associate dean.

### Requirements for admission and matriculation include:

1. A completed application for admission.
2. Official transcripts from all undergraduate and graduate degrees.
3. A résumé.

## Student Classification and Prerequisites

Candidates who meet all prerequisites and admission requirements will be accepted and classified as matriculants.

Candidates without a sufficient undergraduate background in the liberal arts and sciences will be required to take recommended prerequisite courses in accordance with New York State certification requirements. Sufficient college-level background includes: English, mathematics, science, social studies, information retrieval, artistic expression, a language other than English, and a 30-credit concentration in a liberal arts and science academic subject. Candidates will be able to take the necessary prerequisite courses at Mercy College.

Undergraduate prerequisites for students seeking the initial certificate in Childhood, Early Childhood, Literacy, TESOL\*, and Special Education programs are:

Mathematical Processes .....	6 credits
Scientific Processes .....	6 credits
Historical and Social Sciences .....	6 credits

Language other than English.....	3 credits*
Information Retrieval.....	3 credits
Communications/Humanities/Written Analysis and Expression .....	3 credits
Artistic Expression.....	3 credits

\*TESOL majors require 12 credits of the same language.

*A course in Child Development or Developmental Psychology is required.*

Candidates should consult with the program chair or designee regarding acceptable academic concentrations or majors.

Undergraduate prerequisites for candidates seeking the initial certification in Adolescence Education program are:

Communications.....	3 credits
Humanities .....	3 credits
Written Analysis and Expression .....	6 credits
Historical and Social Sciences.....	3 credits
Scientific Processes .....	3 credits
Mathematical Processes .....	3 credits
Artistic Expression.....	3 credits
Information Retrieval.....	3 credits
Language other than English.....	3 credits

A 30-credit major or equivalent in a liberal arts and science academic subject taught in secondary schools:

- English
- Mathematics
- Biology
- Chemistry
- Physics
- Social Studies (at least 21 credits must be in the history and geography of the U.S. and the world)

Candidates must present at least 18 of the 30 required prerequisite credits in the specific secondary content area or 18 of the required 30 prerequisite credits in the liberal arts and sciences area for matriculation into a program of study. Transcripts are subject to review regarding the appropriateness of courses for specific programs of study.

## Language Proficiency

Since the ability to communicate effectively in English with pupils in the classroom is considered paramount, all candidates seeking teacher certification are expected to demonstrate competencies in oral and written English.

## Advisement

Upon matriculation, the candidate is assigned an advisor from the Office of Student Services. Each candidate must consult with the advisor, program chair or his/her designee regarding required courses and electives for the program of study selected, and to develop a plan of study for degree completion.

## **Course Load**

Full-time candidates may take nine to twelve credits per semester. No candidate may exceed twelve credits per semester. Part-time candidates may take three to six credits per semester. Courses are offered during the fall, spring, and summer semesters.

## **Online Component**

The courses in the programs have a mandatory online component that enables candidates to interact with the instructor and with one another between class meetings. The purpose of the online component is to encourage interaction among candidates and enrich the learning experience using technology as a learning and communication tool.

## **Transfer Credits**

Graduate courses taken at other institutions prior to admission at Mercy College may, if pertinent to the plan of study, be credited to the graduate degree. Permission to transfer credits must be requested at the time of admission and official transcripts and course descriptions must be submitted to the program chair or associate dean for evaluation. Transfer credit is limited to six semester hours of credit for courses taken within the last five years in which the student has received a grade of B or better. Transfer credits are not recorded as part of the GPA. Courses with a grade of B- or below are not transferable.

After matriculation, candidates may not register for courses at another institution with the intention of transferring credit to Mercy College unless written permission from the Associate Dean is obtained prior to registering for courses. If prior approval is not received, transfer credit will not be accepted.

## **Maintenance of Matriculation**

It is expected that candidates will fulfill the requirements for their graduate degree by registering during successive sessions. For cohort programs, registration is required during summer session(s). Registration is accomplished by either enrolling in classes or maintaining matriculation. A Maintenance of Matriculation fee is charged each semester.

Candidates who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintenance of Matriculation fee for each missed term. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## **Maintenance of Good Academic Standing**

The cumulative GPA for both good academic standing and degree conferral is 3.0. A student admitted with specific academic conditions is required to achieve a 3.0 GPA or better after completing a certain number of credits as stipulated by the student's respective program. Grades are subject to review by the associate dean and program chair at the end of each term. If the academic GPA falls below 3.0, the student may be dismissed or placed on academic probation.

## **Academic Probation and Dismissal Review**

Please refer to the college policies in the Academic Regulations and Procedures section of the catalog.

## Incomplete Grades

If, due to an unforeseeable and extenuating circumstance, a teacher candidate has been unable to complete all course assignments, has been in attendance for the full term, and has completed the majority of the course assignments, she / he may request an incomplete grade. The issuance of an incomplete grade is at the discretion of the course professor and is not automatic. If granted, the **“AGREEMENT FORM FOR INCOMPLETE GRADE”** must be completed by both the professor and the teacher candidate.

After receiving the assignment(s) by the specified due date, the professor will grade the assignment(s), and will contact the registrar and the Associate Dean of Academic Affairs to have the final grade changed based upon the accomplishment of the course objectives according to a specified evaluation plan as presented in the course syllabus.

If the assignment(s) are not completed by the specified due date, the professor reserves the right to change the grade to that which the candidate had earned before requesting the incomplete, or to let it remain a permanent incomplete as outlined in the Mercy College Graduate Catalog.

## Degree Requirements

1. Successful completion of all required coursework in the selected master’s program including the appropriate clinical practice experience.
2. A 3.0 cumulative GPA.
3. Successful completion of a capstone requirement. See the specific program for the capstone requirement.

## Time Limit

The School of Education Degree must be completed within five years from the date of the candidate’s admission (exclusive of time spent in the Armed Forces). Exceptions will only be made if a candidate requests an extension in writing and receives the approval of the school dean.

## TaskStream Requirement

All School of Education candidates must register for and establish an electronic portfolio account through TaskStream. TaskStream accounts are free for candidates and faculty. Course instructors have the information needed to set up or renew an account. Candidates will contribute assignments to the portfolio throughout their programs of study and will include the course key assessments and specific assignments as required by the their degree or advanced certificate program. The key assessments are critical to our program improvement efforts and to continuing accreditation. Instructors in courses with key assessments may not submit a final course grade until all necessary assessments have been uploaded to TaskStream.

The completed e-Portfolio is the capstone requirement in all School of Education degrees and certificate programs and successful evaluation of the e-Portfolio is required for the degree or certificate.

## Organization of the Program

Candidates in both the Initial and Advanced Teacher certification programs follow a three-transition point progression through the program leading to the completion of degree and certification requirements.

**TRANSITION POINT ONE: Admission to Program**

Admission is determined by transcript analysis and GPA review.

**TRANSITION POINT TWO: Admission to Clinical Practice**

Candidates seeking initial certification in Early Childhood, Childhood, Adolescence or Teaching English to Speakers of Other Languages must complete a clinical practice course to meet degree and certification requirements. Depending on the candidate’s classroom employment and teaching experience, he/she will register for one of the following:

**EDUC 709 Student Teaching Experience** – Open to candidates who do not currently possess New York State certification (Initial Candidates)

**EDUC 713 Seminar in Teaching** — Open to candidates who are employed as teaching assistants or paraprofessionals.

**EDUC 537 Current Critical Issues in American Education** - Open to candidates who are the teacher of record in a private, charter or parochial school.

**EDUC 707 Mentoring Seminar in TESOL** — Open to candidates in the Professional M.S. or the Advanced Certificate in TESOL program.

The “Student Teaching Experience” or “Seminar in Teaching” course provides the candidate with an on-site college supervised classroom experience in a school. Appropriate course registration is determined by current or prior classroom experience.

Candidates are expected to demonstrate competencies related to content knowledge, pedagogical and professional knowledge, technology, professional dispositions, and the ability to work with diverse populations during the student teaching/clinical practice experience.

Students will not be admitted into these courses without first passing all necessary state certification tests and obtaining Program Director approval.

Students in the Advanced Teacher programs in Childhood, Early Childhood, and Adolescence Education will register for course EDUC 537, “Current Critical Issues in American Education” and will complete an action research comprehensive project and may be required to complete additional student teaching and fieldwork hours to meet certification requirements.

Admission to clinical practice requires candidates to apply for placement the semester prior to the anticipated course registration. Applications should be submitted in TaskStream to the Office of Clinical Practice and Certification in the School of Education at the Dobbs Ferry Campus.

**Clinical Practice Application Deadlines:**

**FALL** .....February 15

**SPRING** ..... October 15

**TRANSITION POINT THREE: Completion of Program**

Upon completion of the capstone project and all other degree requirements, the School of Education will process the candidate’s application for certification. All prerequisite course requirements must be satisfied prior to seeking certification. Program completion requires a 3.0 GPA. Initial New York State certification also requires achieving qualifying scores on the Academic Literacy Test (ALST), the Educating All Students Test (EAS), and the Content Specialty Test (CST), in the area of each certificate being requested and receiving a passing score on the edTPA assessment.

## Certification Tests

Initial certification candidates must pass all required certification tests prior to their student teaching semester. Additionally, a candidate in a clinical practice course—EDUC 537, EDUC 709, and EDUC 713—must submit an edTPA examination to Pearson as one of the course requirements. A candidate will not pass the clinical practice course without submitting proof of his or her edTPA submission in the form of a receipt from Pearson by the end of the semester’s grading period.

Mercy College provides support for candidates to prepare for these tests. Workshops are provided for the ALST, the EAS, and some CSTs. Also, candidates or graduates who need to retake the edTPA may opt to take a workshop or edTPA course (EDUC 612) for more support. Interested candidates should contact the School of Education for more information.

### Other certification requirements include:

- Completion of a Child Abuse Awareness seminar;
- Completion of a Violence Identification and Prevention seminar;
- Completion of the Dignity for All Students Workshop (DASA); and
- Fingerprint clearance.

Only United States citizens, or those who declare their intention to become United States citizens, are eligible for New York State certification.

Recent student performance on the previous certification tests implemented by the state until 2014, the Liberal Arts and Science Test (LAST), the Written Assessment of Teaching Skills (ATS-W), and the Content Specialty Test (CST), is presented in the chart below:

#### 2014–2015 Student Performance on the LAST, ATS-W and CST

LAST PASS RATE	ATS-W PASS RATE	CST PASS RATE
99%	100%	90%

# DEPARTMENT OF CHILDHOOD EDUCATION

## MASTER OF SCIENCE IN EARLY CHILDHOOD EDUCATION, BIRTH-GRADE 2

The 39-credit Master of Science in Early Childhood Education, Birth – Grade 2, offered at Mercy College, leads to either initial or professional certification. Placement in the Initial or Advanced Teacher program is determined by a candidate’s undergraduate preparation and teaching experience. Pre-practice candidates will pursue a course of study leading to degree conferral and initial New York State certification. The Advanced Teacher program is open to teacher education candidates who are currently working as teachers of record in classrooms in private, parochial or charter schools, and are seeking both a graduate degree and initial certification. A minimum of one year of teaching experience as the teacher of record is required. Candidates who do not yet have appropriate experience at both the lower and upper grade levels covered by their prospective certification areas(s) will be required to fulfill this requirement during this program. This requirement will be fulfilled by completing 20 days of supervised student teaching in each area of certification(s) they are seeking, and do not already have appropriate experience. Professional candidates must also have completed three years of teaching in the area of the certificate to qualify for the professional certificate.

Qualified applicants in either the Initial or the Advanced Teacher program may earn as many as three certifications while pursuing the degree in Early Childhood Education Birth–Grade 2. Students complete the required courses for degree conferral and the additional courses specific to the Childhood Education and /or Students with Disabilities certification(s). Students pursuing additional certificate(s) will be required to complete additional student teaching and field experiences.

Degree-seeking candidates in all Early Childhood Education programs must successfully complete the education capstone requirement specific to the Early Childhood degree prior to degree conferral.

Degree candidates seeking initial certification will complete a capstone project and submit the edTPA in the clinical practice course. Degree candidates seeking either initial or professional certification in the Advanced Teacher program in Early Childhood Education will register for the capstone course, complete an action research project, and may need to complete additional student teaching as indicated above depending on their teaching experience.

### **Early Childhood Program Goals**

1. Candidates will understand, explain, analyze, and apply major theories and philosophies that address physical, affective and cognitive development during the critical early childhood years.
2. Candidates will create high-quality, meaningful learning opportunities that are based on competencies and content knowledge, utilize developmental knowledge, employ formal and informal assessment strategies and incorporate collaboration with all aspects of the broad school community to facilitate developmental processes and encourage growth to a child’s maximum potential.
3. Candidates will become reflective practitioners who continually reflect on their practice and actively pursue opportunities for professional growth.

## Master of Science in Early Childhood Education, Birth–Grade 2 Course Requirements for Initial Certification Candidates

### Course Numbers and Titles

EDUC 502	Foundations in Education for Students with Disabilities.....	3 credits
EDUC 504	Cultural Perspectives of the Teaching and Learning Process .....	3 credits
OR		
EDUC 607	School Law.....	3 credits
EDUC 505	Teaching English as a Second Language.....	3 credits
EDUC 506	Educational Evaluation and Assessment from Early Childhood through Adolescence.....	3 credits
EDUC 507	Approaches to Literacy Instruction in Early Childhood Through Adolescence.....	3 credits
EDUC 513	Introduction to Early Childhood Education: Foundations, Methods, and Materials .....	3 credits
EDUC 514	Working with Parents and Families of Children, in Early Childhood and Childhood .....	3 credits
EDUC 522	Language Development and Literacy Acquisition.....	3 credits
EDUC 605	Assessing and Correcting Literacy Problems Practicum in Early Childhood and Childhood .....	3 credits
EDUC 617	Literacy Instruction, Birth–Grade 6 .....	3 credits
EDUC 642	Advanced Methods of Teaching Language Arts and Social Studies in Early Childhood and Childhood Education .....	3 credits
EDUC 646	Advanced Methods of Teaching Mathematics and Science in Early Childhood and Childhood Education .....	3 credits
EDUC 537	Current Critical Issues in American Education.....	3 credits
<b>Total.....</b>		<b>39 credits</b>

*This degree leads to single certification.*

Candidates may pursue additional certification as listed below. Please note that the tracks listed below are for New York State certification only and are not part of the degree program.

- Track 1**     **Master of Science in Early Childhood Education: Birth–Grade 2, with additional certification in Childhood Education, Grades 1–6....42 credits**
- Track 2**     **Master of Science in Early Childhood Education: Birth–Grade 2, with additional certifications in Childhood Education, Grades 1–6, and Students with Disabilities .....** **48 credits**

Track 1: Master of Science in Early Childhood Education, Birth–Grade 2 with additional certification in Childhood Education, Grades 1–6.

The Master of Science in Early Childhood Education, Birth–Grade 2 leading to initial certification and additional certification in Childhood Education, Grades 1–6, requires completion of the above 13 courses for degree conferral and completion of the following course:

EDUC 573	Learning Technology Across the English language Arts Curriculum.....	3 credits
<b>Total.....</b>		<b>42 credits</b>

Track 2: Master of Science in Early Childhood Education: Birth–Grade 2, with additional certification in Childhood Education, Grades 1–6 and Students with Disabilities.

The Master of Science in Early Childhood Education leading to initial certification in Early Childhood and additional certification in Students with Disabilities and Childhood Education, Grades 1–6, requires completion of the above 13 courses required for degree conferral and completion of the following three additional courses:

EDUC 531	Methods and Materials of Teaching Students with Disabilities from Birth to Grade 6.....	3 credits
EDUC 546	Educational Assessment for Students with Disabilities.....	3 credits
EDUC 548	Principles and Strategies of Classroom Management for Students with Disabilities.....	3 credits
<b>Total.....</b>		<b>48 credits</b>

### **Master of Science in Early Childhood Education, Birth–Grade 2 Course Requirements for Advanced Teacher Program candidates**

Course Numbers and Titles

EDUC 502	Foundations in Education for Students with Disabilities .....	3 credits
EDUC 504	Cultural Perspectives of the Teaching and Learning Process.....	3 credits
OR		
EDUC 607	School Law.....	3 credits
EDUC 505	Teaching English as a Second Language.....	3 credits
EDUC 506	Educational Evaluation and Assessment from Early Childhood through Adolescence.....	3 credits
EDUC 507	Approaches to Literacy Instruction in Early Childhood Through Adolescence.....	3 credits
EDUC 513	Introduction to Early Childhood Education: Foundations, Methods, and Materials.....	3 credits
EDUC 514	Working with Parents and Families of Children, in Early Childhood and Childhood .....	3 credits
EDUC 522	Language Development and Literacy Acquisition .....	3 credits
EDUC 605	Assessing and Correcting Literacy Problems Practicum in Early Childhood and Childhood .....	3 credits
EDUC 617	Literacy Instruction, Birth–Grade 6.....	3 credits
EDUC 642	Advanced Methods of Teaching Language Arts and Social Studies in Early Childhood and Childhood Education .....	3 credits
EDUC 646	Advanced Methods of Teaching Mathematics and Science in Early Childhood and Childhood Education .....	3 credits
EDUC 537	Current Critical Issues in American Education.....	3 credits
<b>Total.....</b>		<b>39 credits</b>

*This degree leads to single certification.*

Candidates may pursue additional certification as listed below. Please note that the tracks listed below are for New York State certification only and are not part of the degree program.

- Track 1**     **Master of Science in Early Childhood Education: Birth–Grade 2, with additional certification in Childhood Education, Grades 1–6.....42 credits**
- Track 2**     **Master of Science in Early Childhood Education, Birth–Grade 2, with additional certifications in Childhood Education, Grades 1–6 and Students with Disabilities.....48 credits**

Track 1: Master of Science in Early Childhood Education: Birth–Grade 2 with additional certification in Childhood Education, Grades 1–6.

The Master of Science in Early Childhood Education: Birth–Grade 2 leading to professional certification and additional certification in Childhood Education, Grades 1–6, requires completion of the above 13 courses for degree conferral and completion of the following course:

EDUC 573	Learning Technology Across the English language Arts Curriculum.....	3 credits
<b>Total.....</b>		<b>42 credits</b>

Track 2: Master of Science in Early Childhood Education: Birth–Grade 2, with additional certification in Childhood Education, Grades 1–6 and Students with Disabilities.

The Master of Science in Early Childhood Education: Birth–Grade 2 leading to professional certification in Early Childhood and additional certification in Students with Disabilities and Childhood Education, Grades 1–6, requires completion of the above 13 courses for degree conferral and completion of the following three additional courses:

EDUC 531	Methods and Materials of Teaching Students with Disabilities from Birth–Grade 6.....	3 credits
EDUC 546	Educational Assessment for Students with Disabilities.....	3 credits
EDUC 548	Principles and Strategies of Classroom Management for Students with Disabilities.....	3 credits
<b>Total.....</b>		<b>48 credits</b>

## MASTER OF SCIENCE IN CHILDHOOD EDUCATION, GRADES 1-6

The 36-credit Master of Science in Childhood Adolescence Education, Grades 1–6, offered at Mercy College, leads to either initial or professional certification. Placement in the Initial or Advanced Teacher program is determined by a candidate’s undergraduate preparation and teaching experience. Pre-practice candidates will pursue a course of study leading to degree conferral and initial New York State certification. The Advanced Teacher program is open to teacher education candidates who are currently working as teachers of record in classrooms in private, parochial, or charter schools, and are seeking both a graduate degree and initial certification. A minimum of one year of teaching experience as the teacher of record is required. Candidates who do not yet have appropriate experience at both the lower and upper grade levels covered by their prospective certification area(s) will be required to fulfill this requirement during this program. This requirement will be fulfilled by completing 20 days of supervised student teaching in each area of certification(s) they are seeking, and do not already have appropriate experience. Professional candidates must also have completed three years of teaching in the area of the certificate to qualify for the professional certificate.

Qualified applicants in either the Initial or the Advanced teacher program may earn two certifications while pursuing the degree in Childhood Education, Grades 1–6. Students complete the required courses for degree conferral and the additional courses specific to the certification area(s) desired. Students pursuing additional certificates will be required to complete additional student teaching and field experiences.

Degree-seeking candidates in all Childhood Education programs must successfully complete the education capstone requirement specific to the Childhood Education program prior to degree conferral.

Degree candidates seeking Initial certification will complete an e-portfolio project in the clinical practice course. Degree candidates seeking either initial or professional certification in the Advanced Teacher program in Early Childhood Education will register for the capstone course, complete an action research project, and may need to complete additional student teaching as indicated above depending on their teaching experience.

### Childhood Education Program Goals

1. Candidates will understand, explain, analyze, and apply major theories and philosophies that address physical, affective and cognitive development during the childhood years.
2. Candidates will create high-quality, meaningful learning opportunities that are based on competencies and content knowledge, utilize developmental knowledge, employ formal and informal assessment strategies and incorporate collaboration with all aspects of the broad school community to facilitate academic achievement to a child’s maximum potential.
3. Candidates will become reflective practitioners who continually reflect on their practice and actively pursue opportunities for professional growth.

## Master of Science in Childhood Education, Grades 1–6 Course Requirements for Initial Certification Candidates

### Course Numbers and Titles

EDUC 502	Foundations in Education for Students with Disabilities .....	3 credits
EDUC 504	Cultural Perspectives of the Teaching and Learning Process.....	3 credits
OR		
EDUC 607	School Law.....	3 credits
EDUC 505	Teaching English as a Second Language .....	3 credits
EDUC 506	Educational Evaluation and Assessment from Early Childhood through Adolescence.....	3 credits
EDUC 507	Approaches to Literacy Instruction in Early Childhood Through Adolescence.....	3 credits
EDUC 605	Assessing and Correcting Literacy Problems Practicum in Early Childhood and Childhood.....	3 credits
EDUC 514	Working with Parents and Families of Children in Early Childhood and Childhood .....	3 credits
EDUC 551	Language Arts in Childhood and Early Childhood Education .....	3 credits
EDUC 552	Social Studies in Childhood and Early Childhood Education.....	3 credits
EDUC 553	Mathematics in Childhood and Early Childhood Education.....	3 credits
EDUC 554	Science in Childhood and Early Childhood Education.....	3 credits
EDUC 709	Student Teaching Experience .....	3 credits
OR		
EDUC 713*	Seminar in Teaching .....	3 credits
<b>Total.....</b>		<b>36 credits</b>

*This degree leads to single certification.*

*\* Required in lieu of student teaching course for eligible candidates.*

Candidates may pursue additional certification as follows. However, please note that the track listed below is for initial certification only and are not part of the degree program.

### **Track 1 Master of Science in Childhood Education, Grades 1–6, with an additional certification in Students with Disabilities..... 45 credits**

Track 1: Master of Science in Childhood Education, Grades 1–6, with an additional certification in Students with Disabilities.

The Master of Science in Childhood Education, Grades 1–6, leading to initial certification in Childhood Education and an additional certification in Teaching Students with Disabilities requires completion of the 12 courses listed above and the following three additional courses:

EDUC 531	Methods and Materials in Teaching Students with Disabilities, Birth–Grade 6.....	3 credits
EDUC 546	Educational Assessment for Students with Disabilities .....	3 credits
EDUC 548	Principles and Strategies of Classroom Management for Students with Disabilities .....	3 credits
<b>Total.....</b>		<b>45 credits</b>

**Master of Science in Childhood Education, Grades 1–6  
Course Requirements for Advanced Program Candidates**

Course Numbers and Titles

EDUC 500	Educational Foundations from Diverse Perspectives .....	3 credits
EDUC 502	Foundations in Education for Students with Disabilities .....	3 credits
EDUC 505	Teaching English as a Second Language .....	3 credits
EDUC 506	Educational Evaluation and Assessment from Early Childhood through Adolescence .....	3 credits
EDUC 507	Approaches to Literacy Instruction in Early Childhood Through Adolescence .....	3 credits
EDUC 514	Working with Parents and Families of Children, in Early Childhood and Childhood .....	3 credits
EDUC 522	Language Development and Literacy Acquisition .....	3 credits
EDUC 605	Assessing and Correcting Literacy Problems Practicum in Early Childhood and Childhood.....	3 credits
EDUC 617	Literacy Instruction, Birth-Grade 6 .....	3 credits
EDUC 642	Advanced Methods of Teaching Language Arts and Social Studies in Early Childhood and Childhood Education .....	3 credits
EDUC 646	Advanced Methods of Teaching Mathematics and Science in Early Childhood and Childhood Education .....	3 credits
EDUC 537	Current Critical Issues in American Education.....	3 credits
<b>Total .....</b>		<b>36 credits</b>

*This degree leads to single certification.*

Candidates can pursue additional certification as follows. However, please note that the track listed below is for professional certification only and is not part of the degree program.

**Track 1 Master of Science in Childhood Education, Grades 1–6, with  
an additional certification in Students with Disabilities..... 45 credits**

Track 1: Master of Science in Childhood Education Grades 1–6, with an additional certification in Students with Disabilities.

The Master of Science in Childhood Education, Grades 1–6, leading to professional certification in Childhood Education and an additional certification in Teaching Students with Disabilities requires completion of the 12 courses listed above and the following three additional courses:

EDUC 531	Methods and Materials in Teaching Students with Disabilities, Birth–Grade 6.....	3 credits
EDUC 546	Educational Assessment for Students with Disabilities .....	3 credits
EDUC 548	Principles and Strategies of Classroom Management for Students with Disabilities .....	3 credits
<b>Total .....</b>		<b>45 credits</b>

# DEPARTMENT OF SECONDARY EDUCATION

## MASTER OF SCIENCE IN ADOLESCENCE EDUCATION, GRADES 7-12

The 36-credit Master of Science in Adolescence Education, Grades 7–12, offered at Mercy College, leads to either initial or professional certification. Placement in the Initial or Advanced Teacher program is determined by a candidate's undergraduate preparation and teaching experience. Pre-practice candidates will pursue a course of study leading to degree conferral and eligibility for Initial New York State certification. The Advanced Teacher program is open to teacher education candidates who are currently working as teachers of record in classrooms in private, parochial, or charter schools, and are seeking both a graduate degree and initial certification. A minimum of one year of teaching experience as the teacher of record is required. Candidates who do not yet have appropriate experience at both the lower and upper grade levels covered by their prospective certification area(s) will be required to fulfill this requirement during this program. This requirement will be fulfilled by completing 20 days of supervised student teaching in each area of certification(s) they are seeking, and do not already have appropriate experience. Professional certification candidates must also have completed three years of teaching, in the area of the certificate, to qualify for the professional certificate.

Qualified applicants in either the Initial or Advanced Teacher program may participate in courses leading to eligibility for two certifications while pursuing the degree in Adolescence Education, Grades 7–12. Candidates complete the required courses for degree conferral and additional courses specific to the certification area(s) desired. Students pursuing additional certificates will be required to complete additional student teaching and field experiences.

Degree-seeking students in all Adolescence Education programs must successfully complete the education capstone requirement specific to their degree program prior to degree conferral. Degree candidates in the Adolescence Education program leading to Initial certification must complete an e-portfolio project in the clinical practice course. Degree candidates in the Advanced Teacher program in Adolescence Education will register for the capstone course, complete an action research project, and may need to complete additional student teaching as indicated above.

All candidates in Adolescence Education are encouraged to join the national professional organization in their respective content fields: the National Council of Teachers of English, the National Council of Teachers of Mathematics, the National Science Teachers Association, or National Council for the Social Studies.

### **Adolescence Education Program Goals:**

The goals of the Adolescence Education Program are predicated on the belief that teachers of students in grades 7–12 need to be grounded in a thorough understanding of one or more content fields, as well as methods of teaching that engage adolescent learners who are in their final years of K–12 education and who are preparing to enter the world of civic responsibility, higher education, and /or the job market. Thus, the program goals are:

1. The candidate will understand, explain, analyze, and apply the major concepts, principles, theories, and underlying philosophies of adolescence education programs that address the cognitive and psychological development of adolescent learners.

2. The candidate will be able to create learning opportunities and approaches to assessment that reflect an understanding of adolescent learners in ways that value and respond to the diversity of the student population and use family and community resources to extend the curriculum, while addressing the learning standards of the candidate’s content field of study.

**Master of Science in Adolescence Education, Grades 7–12  
Course Requirements for Initial Certification Candidates**

Course Numbers and Titles

EDUC 500	Educational Foundations from Diverse Perspectives .....	3 credits
EDUC 502	Foundations in Education for Students with Disabilities .....	3 credits
EDUC 505	Teaching English as a Second Language .....	3 credits
EDUC 506	Education Evaluation and Assessment from Early Childhood through Adolescence .....	3 credits
EDUC 507	Approaches to Literacy Instruction in Early Childhood through Adolescence .....	3 credits
EDUC 511*	Methods and Materials in Adolescence Education.....	3 credits
	Pertinent to the area of Certification: A-Mathematics; B-Science; C-Social Studies; D-English	
EDUC 517	Educational Psychology and Adolescent Development .....	3 credits
EDUC 518	Methods and Materials in Middle Childhood Education.....	3 credits
EDUC 643	Reading and Writing in the Content Areas, Grades 5–12 .....	3 credits
EDUC 709	Student Teaching Experience .....	3 credits
	OR	
EDUC 713**	Seminar in Teaching.....	3 credits
<b>Total .....</b>		<b>30 credits</b>

\* Requires completion of 12 credits of coursework prior to course registration.

\*\* Required in lieu of student teaching course for eligible candidates.

Candidates pursuing a degree in Adolescence Education will also take two courses in their respective content area as part of the degree requirements. Candidates may register for the two courses in any semester prior to culminating course and relevant clinical teaching requirement. These courses will be offered on a rotating schedule during the fall and spring semesters.

Candidates pursuing certification in English will take:

ENGE 540	Applied English Grammar .....	3 credits
ENGE 541	Analyzing Short Fiction .....	3 credits

Candidates pursuing certification in Social Studies will take one course focused on the United States and one course with a global focus. The courses with a focus on the United States are:

HSTE 533	Critical Issues in U.S. History .....	3 credits
HSTE 535	American Government .....	3 credits

The courses with a global focus are:

HSTE 534	Critical Issues in Global History.....	3 credits
HSTE 536	Theories of Globalization.....	3 credits

Candidates pursuing certification in Mathematics will take:

MTHE 535	Problem Solving in Mathematics.....	3 credits
MTHE 536	History of Mathematics.....	3 credits

Candidates pursuing certification in Biology will take any two of the following:

SCIE 555 Forensic Science .....	3 credits
SCIE 556 Oceanography.....	3 credits
SCIE 557 Bioengineering.....	3 credits

Candidates pursuing certification in Physics will take any two of the following:

SCIE 555 Forensic Science .....	3 credits
SCIE 556 Oceanography.....	3 credits
SCIE 558 Physical Science .....	3 credits

Candidates pursuing certification in Chemistry will take any two of the following:

SCIE 555 Forensic Science .....	3 credits
SCIE 556 Oceanography.....	3 credits
SCIE 558 Physical Science .....	3 credits

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**Total Credits for Degree ..... 36 credits**

*This degree leads to single certification.*

Candidates in Adolescent Mathematics, Biology, English, and Social Studies may pursue additional certification as follows. However, please note that the tracks listed below are for New York State certification only and are not part of the degree program.

**Master of Science in Adolescence Education, Grade 7–12, with an additional certification in Teaching Students with Disabilities - 45 credits**

The Master of Science in Adolescence Education Program leads to initial certification in Adolescence Education, Grades 7–12, and teaching Student with Disabilities, Grade 7–12, requires completion of the above 12 course required for degree conferral and completion of the three courses listed below:

EDUC 532 Methods and Materials for Teaching Students with Disabilities, Grade 7–12 .....	3 credits
EDUC 546 Educational Assessment for Students with Disabilities.....	3 credits
EDUC 548 Principles and Strategies of Classroom Management for Students with Disabilities .....	3 credits

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**Total ..... 45 credits**

**Master of Science in Adolescence Education, Grades 7–12  
Course Requirements for Advanced Program Candidates**

Course Numbers and Titles

EDUC 502 Foundations in Education for Students with Disabilities from Birth through Adolescence.....	3 credits
EDUC 505 Teaching English as a Second Language .....	3 credits
EDUC 506 Education Evaluation and Assessment from Early Childhood through Adolescence .....	3 credits
EDUC 507 Approaches to Literacy Instruction in Early Childhood through Adolescence .....	3 credits
EDUC 517 Educational Psychology and Adolescent Development .....	3 credits
EDUC 518 Methods and Materials in Middle Childhood Education.....	3 credits

EDUC 590 The Teaching of Writing and the Writing Process.....	3 credits
EDUC 607 School Law.....	3 credits
EDUC 643 Reading and Writing in the Content Areas, Grades 5–12 .....	3 credits
EDUC 537**Critical Issues in American Education .....	3 credits

Candidates pursuing a degree in Adolescence Education will take two courses in their respective content area as part of the degree requirements. Candidates may register for the two courses in any semester prior to registration in EDUC 537.

Candidates pursuing certification in English will take:

ENGE 540 Applied English Grammar .....	3 credits
ENGE 541 Analyzing Short Fiction .....	3 credits

Candidates pursuing certification in Social Studies will take one course focused on the United States and one course with a global focus. The courses focused on the United States are:

HSTE 533 Critical Issues in U.S. History .....	3 credits
Or	
HSTE 535 American Government.....	3 credits

The courses with a global focus are:

HSTE 534 Critical Issues in Global History.....	3 credits
OR	
HSTE 536 Theories of Globalization.....	3 credits

Candidates pursuing certification in Mathematics will take:

MTHE 535 Problem Solving in Mathematics.....	3 credits
MTHE 536 History of Mathematics.....	3 credits

Candidates pursuing certification in Biology will take two of the following courses:

SCIE 555 Forensic Science .....	3 credits
SCIE 556 Oceanography.....	3 credits
SCIE 557 Bioengineering.....	3 credits

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**Total..... 36 credits**

Candidates may pursue additional certification as follows. However, please note that the tracks listed below are for New York State certification only and are not part of the degree program.

**Master of Science in Adolescence Education, Grade 7–12, with an additional certification in Teaching Students with Disabilities - 45 credits**

The Master of Science in Adolescence Education Program leading to professional certification in Adolescence Education, Grades 7–12, and Teaching Students with Disabilities, Grade 7–12 (Generalist), requires completion of the above 12 courses required for degree conferral and completion of the three courses listed below:

EDUC 532 Methods and Materials for Teaching Students with Disabilities, Grade 7-12 .....	3 credits
EDUC 546 Educational Assessment for Students with Disabilities.....	3 credits
EDUC 548 Principles and Strategies of Classroom Management for Students with Disabilities .....	3 credits

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**Total ..... 45 credits**

## DEPARTMENT OF SPECIAL EDUCATION

The Department of Special Education offers two degree programs and additional add-on certification options for candidates pursuing degrees in other areas.

### MASTER OF SCIENCE IN TEACHING STUDENTS WITH DISABILITIES IN EARLY CHILDHOOD AND CHILDHOOD

(Dual Certification)

The 42-credit Master of Science in Students with Disabilities, Birth – Grade 2, and Grades 1-6 offered at Mercy College, leads to either initial or professional certification in students with disabilities. Pre-practice candidates will pursue a course of study leading to degree conferral and initial New York State certification. Candidates who do not yet have appropriate experience at both the lower and upper grade levels covered by their prospective certification areas(s) will be required to fulfill this requirement during this program. This requirement will be fulfilled by completing 20 days of supervised student teaching in each area of certification(s) they are seeking, and do not already have appropriate experience. Professional candidates must also have completed three years of teaching in the area of the certificate to qualify for the professional certificate.

Qualified applicants earn certifications in Students with Disabilities, Birth-2 and Students with Disabilities 1-6 while pursuing the degree. Degree-seeking candidates in all Students with Disabilities programs must successfully complete the education capstone requirement specific to the Students with Disabilities degree prior to degree conferral.

Degree candidates seeking initial certification will complete a capstone project in the clinical practice course and will submit an edTPA exam.

#### Course Numbers and Titles

EDUC 500	Foundations in Education for Students with Disabilities from Birth through Adolescence.....	3 credits
EDUC 502	Teaching English as a Second Language .....	3 credits
EDUC 522	Language Development and Literacy Acquisition.....	3 credits
EDUC 523	Development and Exceptionalities.....	3 credits
EDUC 529	Diversity, Equity and Inclusion .....	3 credits
EDUC 531	Methods and Materials in Teaching Students with Disabilities, Grades B-6 .....	3 credits
EDUC 534	Differentiated Instruction and Materials.....	3 credits
EDUC 546	Educational Assessment for Students with Disabilities.....	3 credits
EDUC 548	Principles and Strategies of Classroom Management .....	3 credits
EDUC 617	Literacy Instruction, Birth to Grade 6 .....	3 credits
EDUC 641	Autism.....	3 credits
EDUC 657	Collaboration and Consultation for Students with Special Needs.....	3 credits

EDUC 674	Assistive and Learning Technology for Students with Disabilities and Special Learning Needs .....	3 credits
EDUC 709	Student Teaching Experience .....	3 credits
	OR	
EDUC 713*	Seminar in Teaching .....	3 credits
	<b>Total .....</b>	<b>45 credits</b>

# MASTER OF SCIENCE IN TEACHING STUDENTS WITH DISABILITIES, BIRTH TO SIXTH GRADE AND EARLY CHILDHOOD

(Tri-Certification)

The 48-credit Master of Science Teaching Students with Disabilities, Birth to Sixth Grade and Early Childhood, leads to either initial or professional certification. Pre-practice candidates will pursue a course of study leading to degree conferral and initial New York State certification. Candidates who do not yet have appropriate experience at both the lower and upper grade levels covered by their prospective certification areas(s) will be required to fulfill this requirement during this program. This requirement will be fulfilled by completing 20 days of supervised student teaching in each area of certification(s) they are seeking, and do not already have appropriate experience. Professional candidates must also have completed three years of teaching in the area of the certificate to qualify for the professional certificate.

Qualified applicants earn three certifications: Students with Disabilities, Birth-2, Students with Disabilities 1-6, and Early Childhood while pursuing the degree. Degree-seeking candidates in all Students with Disabilities programs must successfully complete the education capstone requirement specific to the Students with Disabilities degree prior to degree conferral.

Degree candidates seeking initial certification will complete a capstone project in the clinical practice course and will submit an edTPA exam.

## Course Numbers and Titles

EDUC 500	Foundations in Education for Students with Disabilities from Birth through Adolescence.....	3 credits
EDUC 502	Teaching English as a Second Language .....	3 credits
EDUC 513	Introduction to Early Childhood Education: Foundations, Methods, and Materials .....	3 credits
EDUC 522	Language Development and Literacy Acquisition .....	3 credits
EDUC 523	Development and Exceptionalities.....	3 credits
EDUC 529	Diversity, Equity and Inclusion .....	3 credits
EDUC 531	Methods and Materials in Teaching Students with Disabilities, Grades B-6 .....	3 credits
EDUC 534	Differentiated Instruction and Materials.....	3 credits
EDUC 546	Educational Assessment for Students with Disabilities .....	3 credits
EDUC 548	Principles and Strategies of Classroom Management .....	3 credits
EDUC 553	Mathematics in Childhood and Early Childhood.....	3 credits
EDUC 617	Literacy Instruction, Birth to Grade 6 .....	3 credits
EDUC 641	Autism .....	3 credits

EDUC 657	Collaboration and Consultation for Students with Special Needs.....	3 credits
EDUC 674	Assistive and Learning Technology for Students with Disabilities and Special Learning Needs .....	3 credits
EDUC 709	Student Teaching Experience .....	3 credits
OR		
EDUC 713*	Seminar in Teaching .....	3 credits
<b>Total.....</b>		<b>48 credits</b>

## ADDITIONAL OPTIONS

The Department of Special Education also offers coursework which may lead to dual certification for candidates registered in the Early Childhood, Childhood and Adolescence Education Programs. Candidates will learn about the diverse needs of students with disabilities and how to provide effective, evidence-based instruction incorporating inclusionary practices, differentiation and individualization. The coursework provides candidates with the knowledge and skills necessary to work with a wide range of students in a variety of settings. The department also offers the coursework hours required to pursue certification as an Applied Behavior Analyst.

### **Coursework in Students with Disabilities**

The department offers two options to pursue a certificate in Teaching Students with Disabilities.

#### **Option 1**

Candidates admitted to the Master of Science in Early Childhood Education, Childhood Education or Adolescence Education Programs may choose to add the required nine credits of coursework to become eligible to receive dual certification in the chosen degree certificate area and students with disabilities. Additional clinical experience and successful completion of the Students with Disabilities Content Specialty Test are also required.

#### **Option 2**

Candidates who already hold an initial certificate in Early Childhood Education, Childhood Education or in an Adolescence subject area, may complete the 12 credits of coursework necessary for Students with Disabilities certification, pass the Student with Disabilities Content Specialty Test, complete workshops in Autism and in the Dignity for All Students (DASA), and self-certify for certification in Teaching Students with Disabilities to the New York State Education Department.

**Course Requirements for Pursuing Students with Disabilities Certification**

Course Numbers and Titles

EDUC 502	Foundations in Education for Students with Disabilities Adolescence .....	3 credits
EDUC 531	Methods and Materials for Teaching Students with Disabilities: Birth to Grade 6.....	3 credits
	OR	
EDUC 532	Methods and Materials for Teaching Students with Disabilities: Grades 7 to 12.....	3 credits
EDUC 546	Educational Assessment for Students With Disabilities.....	3 credits
EDUC 548	Principles and Strategies of Classroom Management for Students with Disabilities .....	3 credits
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	<b>Total.....</b>	<b>12 credits</b>

Candidates will receive training in Applied Behavior Analysis, a science-based approach to analyzing teaching and learning. The coursework in Applied Behavior Analysis at Mercy College will provide candidates with the appropriate number of coursework hours required to become a Board Certified Behavior Analysts. Candidates are required to make their own arrangements for the remaining requirements to be eligible for Board Certification. To become eligible for certification in Applied Behavior Analysis, the Behavior Analysis Certification Board (BACB) requires that candidates earn the appropriate number of coursework hours, participate in a mentored or supervised experience with a Board Certified Behavior Analyst and achieve passing scores on the Behavior Analysis or Associate Behavior Analyst Certification Board Exam.

There are three possible tracks available for candidates to pursue. A candidate’s prior education and training will determine the appropriate track.

**Track 1: Applied Behavior Analysis Track within a Degree Program**

The Applied Behavior Analysis Track in the Master of Science Degrees in Childhood Education and Early Childhood Education offered at Mercy College will permit qualified applicants to earn teaching certification in Childhood Education, Early Childhood Education, and Students with Disabilities, along with the required coursework hours to become Board Certified Behavior Analysts.

Candidates will complete the Core Required Courses and additional courses specific to the certification area(s) desired. Degree-seeking students must successfully complete all program requirements prior to graduation.

**Track 2: Post-Master’s Track**

The Post-master’s track in Applied Behavior Analysis will permit qualified applicants with a master’s degree to complete the required coursework hours to become Board Certified Behavior Analysts. The Behavior Analyst Certification Board (BACB) requires possession of a minimum a master’s degree that was conferred in behavior analysis or other natural science, education, human services, engineering, medicine or a field related to behavior analysis and approved by the BACB.

Candidates in Tracks 1 or 2 must enroll in course sections that are designated as BCBA and are taught by Board Certified Behavior Analysts for the following courses:

**Course Numbers and Titles**

EDUC 519 Basic Principles of Applied Behavior Analysis .....	3 credits
EDUC 521 Evidence Based Instructional Methods for BCBA .....	3 credits
EDUC 524 Single Subject Research Designs in Education for BCBA .....	3 credits
EDUC 525 Foundations and Ethical Considerations for Practice as Behavior Analysts for BCBA.....	3 credits
EDUC 526 Functional Assessment and Positive Behavior Support for BCBA.....	3 credits
EDUC 527 Verbal Behavior for BCBA .....	3 credits
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<b>Total.....</b>	<b>18 credits</b>

Additional information to become a Board Certified as a Behavior Analyst is available from the Behavior Analysis Certification Board at <http://www.bacb.com>.

**Special Education Goals (Based on the Council for Exceptional Children’s initial preparation Standards)**

Candidates in the Bilingual Extension to a Teaching Certificate Program are expected to acquire the knowledge, skills, and professionalism necessary to use both the native languages of English language learners and English the English language for instruction. The candidates will develop expertise in the following areas:

1. Beginning special education professionals understand how exceptionalities may interact with development and learning and use this knowledge to provide meaningful and challenging learning experiences for individuals with exceptionalities.
2. Beginning special education professionals create safe, inclusive, culturally responsive learning environments so that individuals with exceptionalities become active and effective learners and develop emotional well-being, positive social interactions, and self-determination.
3. Beginning special education professionals use knowledge of general and specialized curricula to individualize learning for individuals with exceptionalities.

4. Beginning special education professionals use multiple methods of assessment and data-sources in making educational decisions.
5. Beginning special education professionals select, adapt, and use a repertoire of evidence-based instructional strategies to advance learning of individuals with exceptionalities.
6. Beginning special education professionals use foundational knowledge of the field and the their professional Ethical Principles and Practice Standards to inform special education practice, to engage in lifelong learning, and to advance the profession.
7. Beginning special education professionals collaborate with families, other educators, related service providers, individuals with exceptionalities, and personnel from community agencies in culturally responsive ways to address the needs of individuals with exceptionalities.
4. Develop linguistic knowledge of language as a complex system of language acquisition and of second language acquisition theories and research.

## DEPARTMENT OF LITERACY AND MULTILINGUAL STUDIES

### MASTER OF SCIENCE IN TEACHING LITERACY BIRTH–GRADE 12

The Master of Science in Teaching Literacy, Birth–Grade 12 program is designed for students seeking professional certification in the teaching certificate they presently hold. Three years of teaching experience are also required for professional certification. This program leads to dual certification as a literacy teacher in Birth–Grade 6 and Grades 5–12.

The program offers teachers a philosophical foundation with hands on strategies for developing an awareness that speaking, listening, reading, and writing are interrelated and how these skills as a whole impact a child’s literacy development. Applicants to the program must also include a copy of the initial certificate with their application materials.

#### Teaching Literacy Program Goals

Students in the Teaching Literacy Program will acquire the knowledge, skills, and attitudes necessary to meet the literacy needs of children in urban and suburban settings, and will be able to do the following:

1. Link theory and practice to create environments conducive to literacy learning.
2. Provide appropriate instruction for students experiencing difficulty in acquiring literacy skills including students with disabilities and English language learners.
3. Analyze assessment data for instructional decision-making.
4. Communicate information about literacy to parents, caregivers, and school personnel.
5. Set professional goals and responsibilities.
6. Provide differentiated instruction that focuses on students diversities.

Fieldwork experiences pertinent to the grade level of the certificate are required. Three years of teaching experience are also required for the professional certification. Degree-seeking candidates must complete an e-portfolio capstone project in EDUC 658, “Seminar in the Organization and Administration of Literacy Programs,” and pass the Content Specialty Test in Literacy within 27 credits of course registration.

#### Course Requirements for the Master of Science in Literacy, Birth–Grade 12

EDUC 507 Approaches to Literacy Instruction in Early Childhood through Adolescence .....	3 credits
EDUC 522 Language Development and Literacy Acquisition .....	3 credits
EDUC 561 Literacy Instruction and Coaching for Diverse Populations .....	3 credits
EDUC 573 Learning Technology Across the English Language Arts .....	3 credits
EDUC 590 The Teaching of Writing and the Writing Process .....	3 credits
EDUC 591 Child and Adolescent Literature .....	3 credits

EDUC 643	Reading and Writing in the Content Area Grade 5–12.....	3 credits
EDUC 648	Dimensions of Learning and Literacy.....	3 credits
EDUC 659	Practicum in Literacy Assessment, Birth–Grade 12.....	3 credits
EDUC 660	Practicum in Literacy Instructional Practices, Birth–Grade 12.....	3 credits
Capstone Project:		
EDUC 658	Seminar in the Organization and Administration of Literacy Programs.....	3 credits
<b>Total.....</b>		<b>33 credits</b>

**Program Progression:**

- Core courses EDUC 507, 561, 573, and 648 should be completed prior to registering for EDUC 659.
- At the completion of 12 credits, students should register for EDUC 659.
- At the completion of 15 credits, students should register for EDUC 660.
- EDUC 658 should be taken in the student’s last semester and students must have completed 27 credits, at least one practicum, and have permission from the chair.

Degree-seeking candidates must pass the CST in Literacy in order to enroll in the clinical course, EDUC 658.

**Advanced Certificate in Teaching Literacy, Birth–Grade 6**

The 15-credit Advanced Certificate in Teaching Literacy, Birth–Grade 6, will permit qualified applicants, who have a master’s degree and hold a teaching certificate in another teaching area to earn initial or professional certification in Teaching Literacy, Birth–Grade 6. This certificate requires completion of the five courses listed below, completion of Content Specialty Test in Literacy, development of an e-portfolio project and completion of 50 hours of practical experience in EDUC 659. Applicants to this program must also include a copy of the initial certificate with their application materials.

**The five courses are:**

EDUC 522	Language Development and Literacy Acquisition .....	3 credits
EDUC 561	Literacy Instruction and Coaching for Diverse Populations .....	3 credits
EDUC 590	The Teaching of Writing and the Writing Process.....	3 credits
EDUC 617	Literacy Instruction, Birth–Grade 6.....	3 credits
EDUC 659	Practicum in Literacy Assessment, Birth–Grade 12 (50 hours required) .....	3 credits
<b>Total.....</b>		<b>15 credits</b>

**Advanced Certificate in Teaching Literacy, Grades 5–12**

The 15-credit Advanced Certificate in Teaching Literacy, Grades 5–12 will permit qualified applicants, who have a master’s degree and hold a teaching certificate in another area to earn initial or professional certification in Teaching Literacy, Grades 5–12. This certificate requires completion of the five courses listed below, completion of Content Specialty Test in Literacy and completion of 50 hours of practical experience in EDUC

659. Applicants to this program must also include a copy of the initial certificate with their application materials.

**The five courses are:**

EDUC 561	Literacy Instruction and Coaching for Diverse Populations .....	3 credits
EDUC 590	The Teaching of Writing and the Writing Process .....	3 credits
EDUC 621	Literacy Instruction and Adolescent Literature, Grades 5–12 .....	3 credits
EDUC 643	Reading and Writing in the Content Area, Grades 5–12 .....	3 credits
EDUC 659	Practicum in Literacy Assessment, Birth–Grade 12 .....	3 credits (50 hours required)

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**Total..... 15 credits**

# MASTER OF SCIENCE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

The Master of Science in Teaching English to Speakers of Other Languages (TESOL) program may lead to initial or professional certification. Track I candidates in the initial certificate program must complete the 15-week New York State required student teaching experience. Track II candidates are required to complete 20 days of clinical practice experience within an ESL Pre-K–12 school environment. Professional Certification in New York State requires three years of teaching experience.

Additional admission requirements for the Master of Science in TESOL include 12 credits of college-level work in a language other than English, or its equivalent, and a 30-credit undergraduate major in one of the liberal arts or sciences. EDUC 610 Developmental Psychology, or its equivalent, is a prerequisite for the TESOL Program. Candidates pursuing additional certificates will be required to complete further clinical practice and field experiences.

## **TESOL Program Goals:**

Candidates in the M.S. Program in TESOL are expected to acquire the knowledge, skills, and professionalism necessary to meet the English language and content area needs of English Language Learners in inclusive or mainstream classrooms, in urban and/or suburban settings. Program participants, with faculty guidance and support, are expected to become reflective practitioners and develop expertise in the following areas:

1. Develop the necessary skills, attitudes and sensitivities to understand that language is a comprehensive and complex system of communication and use such knowledge to meet the educational needs of English Language Learners from diverse cultural backgrounds and learning styles, who are foreign born, or who come from homes where a language other than English is spoken, who are mainstream or students with disabilities.
2. Understand the importance and impact that culture and cultural identity have on family relationships, including those of extended families and students.
3. Understand how assessment informs instruction in determining the needs of the whole child, academically, psychologically, socially, culturally and linguistically and to apply such knowledge in planning for instruction, based on the students' linguistic assessment and second-language teaching strategies and in accordance with the New York State and National Core Learning Standards.
4. Become lifelong learners of emerging research and technologies, able to apply sound criteria in selecting and adapting materials and approaches that support the effective teaching of diverse linguistic populations.

# ADVANCED CERTIFICATE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

The 12-credit Advanced Certificate in Teaching English to Speakers of Other Languages (TESOL) permits qualified applicants, who have an M.S. degree in Education, and who hold a teaching certificate in another discipline, other than TESOL to earn initial or professional certification in Teaching English to Speakers of Other Languages. This certificate requires completion of the four courses listed below, a 20-day clinical practice experience in teaching ESL to English Language Learners (ELLs), documentation of 12 credits in a language other than English, and successful completion of the Content Specialty Test in ESOL, and completion of the workshop for the Dignity for All Students Act (DASA).

## The four courses are:

EDUC 505	Teaching English as a Second Language .....	3 credits
EDUC 629	Modern English Structure and the Teaching of English as a Second Language .....	3 credits
EDUC 636	Methods and Materials of Teaching English as a Second Language .....	3 credits
EDUC 707	Mentoring Seminar in TESOL .....	3 credits
<b>Total .....</b>		<b>12 credits</b>

## Track 1:

### Program and Course Requirements for Master of Science in TESOL - Initial Certificate

The Admission to the Master of Science in TESOL requires 12 credits of college-level work in a language other than English, or its equivalent, and a 30 credit undergraduate major in one of the liberal arts or sciences. EDUC 610 Developmental Psychology, or its equivalent, is a prerequisite for the TESOL Program. The program requires completion of an e-portfolio, and obtaining a passing score on the CST in ESOL prior to registration in the clinical practice course, and completion of the following graduate courses:

#### Course Numbers and Titles

EDUC 501	Education in Today's Schools.....	3 credits
EDUC 504	Cultural Perspectives and the Teaching Learning Process .....	3 credits
EDUC 505	Teaching English as a Second Language.....	3 credits
EDUC 506	Education Evaluation and Assessment from Early Childhood through Adolescence .....	3 credits
EDUC 507	Approaches to Literacy Instruction in Early Childhood through Adolescence .....	3 credits
EDUC 508	Theory and Practice in Bilingual Education .....	3 credits
EDUC 509	Linguistics and the Study of Language.....	3 credits
EDUC 590	The Teaching of Writing and the Writing Process.....	3 credits
EDUC 616	Theory and Practice of Second Language Acquisition for	

Students with Disabilities .....	3 credits
EDUC 629 Modern English Structure and the Teaching of English as a Second Language .....	3 credits
EDUC 636 Methods and Materials of Teaching English as a Second Language through the Content Areas, Pre-K–12.....	3 credits
EDUC 709 Student Teaching Experience .....	3 credits
<b>Total.....</b>	<b>36 credits</b>

**Initial Certificate Program Progression:**

- EDUC 505 and EDUC 507 must be completed prior to registering for EDUC 629 and EDUC 636
- EDUC 636 must be completed prior to registering for EDUC 709
- EDUC 709 should be taken in the candidate’s last semester and candidates must apply for the placement during the semester prior to registration.

**Track 2:****Master of Science in Teaching English to Speakers of Other Languages - Professional Certificate**

The Master of Science in Teaching English to Speakers of Other Languages (TESOL) is designed for those students who hold an initial certificate in another content area and are seeking professional ESOL certification. The program requires the same prerequisites as the initial certification program, development of an e-portfolio, passing the CST in ESOL prior to registration for EDUC 707 and completion of the following graduate courses:

**Course Numbers and Titles**

EDUC 504 Cultural Perspectives and the Teaching Learning Process.....	3 credits
EDUC 505 Teaching English as a Second Language .....	3 credits
EDUC 506 Education Evaluation and Assessment from Early Childhood through Adolescence .....	3 credits
EDUC 508 Theory and Practice in Bilingual Education .....	3 credits
EDUC 509 Linguistics and the Study of Language.....	3 credits
EDUC 590 Teaching of Writing and the Writing Process .....	3 credits
EDUC 591 Child and Adolescence Literature.....	3 credits
EDUC 616 Theory and Practice of Second Language Acquisition for Students with Disabilities .....	3 credits
EDUC 629 Modern English Structure and the Teaching of English as a Second Language .....	3 credits
EDUC 636 Methods and Materials of Teaching English as a Second Language through the Content Areas, Pre-K–12.....	3 credits
EDUC 707 Mentoring Seminar in TESOL.....	3 credits
<b>Total.....</b>	<b>33 credits</b>

**Professional Certificate Program Progression:**

- EDUC 505 should be completed prior to registration for EDUC 636.
- EDUC 636 must be completed prior to registering for EDUC 707.
- A passing score on the Content Specialty Test in ESOL is required prior to registering for EDUC 707
- EDUC 707 should be taken in the candidate's last semester and candidates must apply for placement during the semester prior to registration.

# INTENSIVE TEACHER INSTITUTE (ITI) NYSED-SPONSORED ADVANCED CERTIFICATE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL-SPECIAL EDUCATION)

The 15-credit NYSED sponsored Advanced Certificate in Teaching English to Speakers of Other Languages (TESOL) permits qualified applicants who hold an approved NYS base teaching certificate in a NYSED-approved content area/level to earn a NYS initial/professional/permanent in Teaching English to Speakers of Other Languages certification to their current initial/professional or permanent certificate. These teacher candidates must meet all program prerequisites and are required to complete all the below listed courses, demonstrate appropriate experience in teaching ESL students, as well as pass the NYSED required CST-ESOL examination. A copy of a valid teaching certificate, and completion of 12 credits in a language other than English are additional admissions requirements.

Candidates for this scholarship incentive need to apply to [NYSED.gov](http://NYSED.gov) for acceptance to this tuition-free program. For additional information, please contact the Department Chair for Literacy and Multilingual Studies.

### Required Courses

EDUC 505	Teaching English as a Second Language .....	3 credits
EDUC 508	Theory and Practice in Bilingual Education .....	3 credits
EDUC 561	Literacy Instruction and Coaching for Diverse Populations .....	3 credits
EDUC 616	Theory and Practice of Second Language Teaching for Students with Disabilities .....	3 credits
EDUC 636	Methods and Materials of TESL through the Content Area Pre-K-12 .....	3 credits
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<b>Total .....</b>		<b>15 credits</b>

## BILINGUAL EXTENSION TO TEACHING CERTIFICATE

The Bilingual Extension program is offered to candidates who are already certified to teach in New York State and wish to teach English Language Learners (ELLs) in a bilingual setting. Upon successful completion of the Bilingual Education Assessment (BEA) and course requirements for this extension, teacher candidates, holding a NYS base teaching certificate, will be certified to teach English Language Learners in a bilingual setting. As part of the required clinical experience, candidates must complete college supervised field experiences of 50 hours within a bilingual setting. A copy of a valid teaching certificate, passing score on the BEA test, and a language proficiency assessment are additional requirements for participation.

### **Bilingual Extension Program Goals:**

Candidates in the Bilingual Extension to a Teaching Certificate Program are expected to acquire the knowledge, skills, and professionalism necessary to use both the native languages of English language learners and English the English language for instruction. The candidates will develop expertise in the following areas:

1. Understand major theories of Bilingual Education and Bilingualism
2. Develop multicultural perspectives and sensitivity to English language learners from diverse cultural and family backgrounds.
3. Acquire pedagogical skills to teach English language arts, native language arts and other content areas in a bilingual setting.
4. Develop linguistic knowledge of language as a complex system of language acquisition and of second language acquisition theories and research.

### **Course Numbers and Titles**

EDUC 505 Teaching English as a Second Language .....	3 credits
EDUC 508 Theory and Practice of Bilingual Education .....	3 credits
EDUC 509 Linguistics and Language Development, from Birth through Adulthood.....	3 credits
EDUC 602 Native Language Arts and Social Studies in Bilingual Education .....	3 credits
EDUC 604 Mathematics and Science in Bilingual Education .....	3 credits
<b>Total.....</b>	<b>15 credits</b>

## MASTER OF SCIENCE IN TEACHING ENGLISH

Offered in Austria to Austrian teachers

The Master of Science in Teaching English is a specialized 30-credit master's program designed for overseas implementation for practicing teachers who wish to gain more knowledge and practice in the teaching of English to students for whom English is not their first language. This program is offered online. It is not available for enrollment by students in other Mercy College education programs. The program is accredited by Middle States. The program does not lead to New York State teaching certification.

### SPECIALIZED PROGRAMS IN EDUCATION

#### **Five Year Teacher Education Programs Leading to Bachelor of Science and Master of Science**

The School of Education offers a unique opportunity to qualified undergraduates in several varied academic disciplines to complete a bachelor's and master's degree at an accelerated pace. The Bachelor of Science and Master of Science Degree Programs are offered to biology, English, mathematics and history majors working toward initial teacher certification in Adolescence, Early Childhood or Childhood Education, and to psychology and behavioral science majors working toward initial teacher certification in Early Childhood or Childhood Education. Please see the Mercy College undergraduate catalog for more information.

# MASTER OF SCIENCE IN EDUCATIONAL STUDIES

(Non-certification Program)

The 30-credit Master of Science in Educational Studies degree is a unique program designed for professionals working with children and adolescents who do not wish to pursue New York State teacher certification. Individuals with at least a baccalaureate degree may seek this master's degree if they are interested in career advancement or employment in education-related fields. The program seeks to prepare professional education experts who are reflective, knowledgeable, empowered to serve diverse populations and communities, and are equipped with technological and research skills. The goal of the program is to provide the necessary flexibility and range of options to develop professional educators with the understanding, strategies, and commitment to work in a variety of settings.

This degree is available fully online or in person. The program would meet the needs of Distance Learning students outside of New York State and students interested in careers in education, but not in teaching public school. Examples of such careers include early childhood administration, children's publishing and media, children's library or literacy services, educational policy, advocacy, and government, preparation for doctoral study, children's museum directors, summer camps and youth sports leaders, not-for-profit organizations, and charter school management or professional development services.

Coursework includes a 9-credit foundation core. Students may then choose an 18-credit concentration in: Early Education, Secondary Education, or Literacy. A 3-credit capstone thesis course is required at the end of the program. The program includes elective choices allowing a substantial focus on the individual's area of interest, and builds up to a creative yet practical, individualized research project.

Please note that this degree does not lead to New York State teaching certification.

## Course Requirements:

### Core Courses:

EDUC 500 Foundations of Education from Diverse Perspectives .....	3 credits
EDUC 502 Foundations in Education for Students with Disabilities from Birth through Adolescence.....	3 credits
EDUC 506 Educational Evaluation and Assessment from Early Childhood through Adolescence .....	3 credits

### Concentration Courses (Select 6 courses in the area of interest = 18 credits)

#### Early Education

EDUC 513 Introduction to Early Childhood Education: Foundations, Methods, and Materials .....	3 credits
EDUC 514 Working with Parents and Families of Children, in Early Childhood and Childhood.....	3 credits
EDUC 551 Language Arts in Childhood and Early Childhood Education .....	3 credits
EDUC 552 Social Studies for Early Childhood and Childhood.....	3 credits
EDUC 553 Mathematics for Early Childhood and Childhood .....	3 credits

EDUC 554	Science for Early Childhood and Childhood	3 credits
EDUC 642	Advanced Methods of Teaching Language Arts and Social Studies in Early Childhood & Childhood Education	3 credits
EDUC 646	Advanced Methods of Teaching Mathematics and Science in Early Childhood & Childhood Education	3 credits

**Secondary Education**

EDUC 511a	Methods and Materials in Adolescence Education - Mathematics	3 credits
EDUC 511b	Methods and Materials in Adolescence Education - Science	3 credits
EDUC 511c	Methods and Materials in Adolescence Education - Social Studies	3 credits
EDUC 511d	Methods and Materials in Adolescence Education - English	3 credits
EDUC 517	Education Psychology and Adolescent Development	3 credits
EDUC 518	Methods and Materials in Middle Childhood Education	3 credits
EDUC 590	Teaching of Writing and the Writing Process	3 credits
EDUC 607	School Law	3 credits
EDUC 643	Reading and Writing in the Content Areas	3 credits

Literacy

EDUC 505	Teaching English as a Second Language	3 credits
EDUC 507	Approaches to Literacy Instruction in Early Childhood through Adolescence	3 credits
EDUC 522	Language Development and Literacy Acquisition	3 credits
EDUC 591	Child and Adolescent Literature	3 credits
EDUC 617	Literacy Instruction – Birth to Grade 6	3 credits
EDUC 648	Dimensions and Learning and Literacy	3 credits

EDUC 721	Thesis Course	3 credits
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**Total** ..... 30 credits

## — Course Descriptions —

### Education

#### **EDUC 500 Educational Foundations from Diverse Perspectives**

This course provides a critical overview of the historical, legal, financial, organizational and philosophical groundings of education. Candidates will examine, debate and speculate about a variety of issues as they impact schools and teachers now and into the future. These basic concepts of education are examined from the diverse perspectives of race, gender, disabilities, and language learners. Aspects of education such as funding, instructional strategies, and due process procedures will be examined from a social justice perspective. Concerns such as equity and access, alternative ways of knowing, funds of knowledge, and other cultural factors will be examined. The role of the teacher as facilitator of critical thinking and as promoter of socially responsible action in the society will be considered. Ten hours of fieldwork required. 3 credits.

#### **EDUC 501 Education in Today's Schools**

This course provides a critical overview of the forces (historical, legal, financial, organizational and philosophical) that provide for the foundation of education. It examines the structure, culture, and the curriculum of "A Place Called School." It will provide a forum for students to examine, debate, and speculate about the controversies that impact schools and teachers now and into the future. It explores the current educational challenges including charter schools, global education, technology, bilingual education, diversity, racism, sexism, school violence, and child abuse. Ten hours of fieldwork required. 3 credits.

#### **EDUC 502 Foundations in Education for Students with Disabilities**

This course offers a comprehensive perspective on students with disabilities and provides an in-depth understanding of disabilities and the impact of those disabilities on learning and behavior. Candidates examine disability categories, current trends, effective planning, and the historical, legal and social foundations of education for students with disabilities. Candidates explore life span issues, community agency partnerships, career issues, and support services needed by students with disabilities and their parents. Fifteen hours of fieldwork required. 3 credits.

#### **EDUC 503 Methods and Materials for Teaching Students with Disabilities from Birth through Adolescence**

*Prerequisite:* EDUC 502

This course examines curriculum and instruction from the perspective of Early Childhood, Childhood, and Adolescent teachers of students with disabilities whose individual learning needs require teachers to go beyond typical models of general classroom instruction to give students with disabilities access to the general education curriculum and assessments. Teachers identify, examine and practice a variety of effective teaching strategies for the education of students with disabilities. Teachers learn to differentiate and individualize instruction and engage in collegial collaboration. They examine learning processes, lesson and unit planning, motivation and communication in order to stimulate and sustain student interest, involvement, and achievement. Fifteen hours of fieldwork required. 3 credits.

### **EDUC 504 Cultural Perspectives and the Teaching Learning Process**

Required for TESOL and bilingual students only, other students will need chair's permission. In this course, candidates will investigate those multicultural factors that have the greatest impact on teaching and learning: cultural, racial, ethnic, language and socioeconomic diversity. As a result of scholarly research, classroom presentations and group discussion, students will be able to prepare lesson plans that are culturally and ethnically responsive to diverse learners and that center on issues of social justice and civic action. This course will focus on the selection and integration of teaching strategies, assessment and curriculum in order to reflect language, ethnicity, gender and other components of culture. In addition, students will integrate into the course appropriate learning and performance standards as described in New York State curriculum guides. Research and site-based observations of diverse classrooms will help students acquire the background knowledge, skills, and attitudes needed to effectively teach students who are learners of diverse cultural, ethnic and linguistic backgrounds, including special needs. Ten hours of fieldwork required. 3 credits.

### **EDUC 505 Teaching English as a Second Language**

This course introduces students to the historical, legal, theoretical and practical frameworks of teaching English to learners of English as a Second/Other Language, in pre-school through 12th grade classrooms, in the U.S.A. Course content includes language acquisition theories for children and adults, as well as for students with special needs, inclusive of considerations of Standard English as a second or third language for children who speak other languages, or dialects at home. Research and site-based observations of area ESL classrooms will help students acquire the background knowledge, skills, and attitudes needed to effectively teach students who are learners of English as a Second Language. Student identification, academic placement, and a variety of successful instructional approaches & strategies, that motivate all students to learn, will be explored. Classroom discussion will address issues faced by professionals in the field of teaching English as a Second Language, effective instructional models, assessment materials, approaches and teaching practices used in teaching all language skills, and recognition of the psychosocial problems involved in second language acquisition and development. Ten hours of fieldwork required. 3 credits.

### **EDUC 506 Educational Evaluation and Assessment from Early Childhood through Adolescence**

Study of testing concepts and the application of assessment to the classroom setting. The focus is on relating assessment principles to standards-based instruction, identifying appropriate performance standards, effectively communicating these standards, and providing appropriate feedback to students. Included are planning of summative assessments, the construction and use of multiple choice, true-false, and essay type items, performance assessments and portfolios, student observation techniques and ratings scales, and the use and interpretation of standardized test data. Ten hours of fieldwork required. 3 credits.

### **EDUC 507 Approaches to Literacy Instruction in Early Childhood through Adolescence**

Examination and analysis of effective literacy instruction for students at all levels. This course includes the exploration of appropriate techniques for diverse learners. Techniques for continued assessment in reading, remediation and enrichment will also be discussed. Requires practical application of methods in classroom and field assignments such as observation records, tutoring, and diagnostic evaluation and analysis. Ten hours of fieldwork required. 3 credits.

**EDUC 508 Theory and Practice in Bilingual Education**

This course is designed to prepare bilingual and ESOL teachers to successfully work with language minority students, in the context of bilingual/ESL programs. It includes the study of the historical, psychological, social, cultural, political, theoretical and legal foundations of bilingual education programs in the United States. Students will examine and analyze different bilingual program models so that they may apply such knowledge to the implementation of pedagogically effective practices for second language learners using both the L1 and L2, in curriculum implementation. Communication with parents and families concerning students' academic and social outcomes will be highlighted. In addition, the use of community resources, programs and services to effectively improve instruction in bilingual programs will be discussed. This course supports Mercy College's commitment to preparing educational professionals to work in diverse urban and suburban school communities and incorporates INTASC standards for licensing of new teachers. Ten hours of fieldwork required. 3 credits.

**EDUC 509 Linguistics and Language Development**

This course introduces students to the essential concepts of Language Development and modern linguistic components that are most relevant to first and second language pedagogy. Training is given in the fundamentals of phonology, morphology, syntax, and pragmatics. Students will also study key concepts of sociolinguistics in order to gain a solid understanding of the social and cultural dimensions of language. These include: the history of the English language, language change and variation, and the relationship between dialects and ethnic identity. Finally, candidates will gain familiarity with current research in language development and classroom practice, including language acquisition and literacy development. Ten hours of fieldwork required. 3 credits.

**EDUC 511A Methods and Materials in Secondary Mathematics Education**

*Prerequisite:* completion of 12 credits of coursework

Offered fall and spring only

Examination and analysis of curriculum materials and instructional strategies for teaching and learning mathematics in grades 7–12. Includes content-specific lesson planning that addresses the New York State Learning Standards, demonstrations, simulated activities, and field activities in 7–12 classrooms. Fifteen hours of fieldwork required. 3 credits.

**EDUC 511B Methods and Materials in Secondary Science Education**

*Prerequisite:* completion of 12 credits of coursework

Offered fall and spring only

Examination of perspectives, philosophies, theories, methods, materials, and the application of an inquiry-based approach, assessment and management strategies to the teaching and learning of secondary science education (grades 7–12). Fifteen hours of fieldwork required. 3 credits.

**EDUC 511C Methods and Materials in Secondary Social Studies Education**

*Prerequisite:* completion of 12 credits of coursework

Offered fall and spring only

Examination and analysis of curriculum materials and instructional strategies for teaching and learning social studies in grades 7–12. Includes content specific lesson planning that addresses the New York State Learning Standards, demonstrations, simulated activities, and field activities in 7–12 classrooms. 5 hours of fieldwork required. 3 credits.

### **EDUC 511D Methods and Materials in Secondary English Education**

*Prerequisite:* completion of 12 credits of coursework

Offered fall and spring only

Examination and analysis of curriculum materials and instructional strategies for teaching and learning English in grades 7–12. Includes content-specific lesson planning that addresses the New York State Learning Standards, demonstrations, simulated activities, and field activities in 7–12 classrooms. Fifteen hours of fieldwork required. 3 credits.

### **EDUC 513 Introduction to Early Childhood Education: Foundations, Methods, and Materials**

This course presents an overview of the foundations in early childhood education. Candidates will address processes of developmental change including a study of the three domains that are integral to early childhood education: affective, cognitive, and psychomotor, for the period of birth–grade 2. The significance and effectiveness of past and present trends regarding the different types of early childhood programs will be discussed. Attention will also focus on the importance of play for the learning and development of the child. Ten hours of fieldwork required. 3 credits.

### **EDUC 514 Working with Parents and Families of Children, in Early Childhood and Childhood**

This course examines how working with parents/caregivers helps teachers to develop a better understanding of their students, and ways to develop appropriate strategies for successful collaborations with parents in schools and communities. This course also includes analyses of parenting styles, family structures and dynamics, techniques for improving communication between parents/caregivers, teachers, and children, as well as strategies for using community-based resources to support families and children. Ten hours of fieldwork required. 3 credits.

### **EDUC 515 Educational Psychology and Middle Childhood Development**

A study of human development and behavior during middle childhood. Theories pertaining to physical, emotional, social and intellectual development will be explored. Analyses of issues of autonomy, social responsibility, peer relationships, intellectual maturity, societal and familial expectations, and how these impact on the ability of the middle school child to develop mastery skills will be examined. Participants will report on ongoing assessment, instructional intervention, and progress of individual students. Ten hours of fieldwork delete required. 3 credits.

### **EDUC 516 Curricular Assessment and Behavior Management for Students with Disabilities**

*Prerequisite:* EDUC 502

This course is designed to develop the conceptual and technical skills required by teachers to help them implement meaningful strategies for effective learning by students with disabilities. Candidates will develop the professional skills necessary for the observation and assessment of behavior. Emphasis is on instruments and assessment methods which provide direction for instructional and behavior management, including but not restricted to: traditional psychometric instruments, curriculum based assessment, clinical observation, interviews, norm and criterion referenced assessments, informal assessment measures, and other alternate assessment techniques, with a consistent emphasis, on the assessment of students with disabilities. In addition, candidates will learn to plan, evaluate, and implement behavior management programs for individual students in a variety of learning environments. Theoretical formulations and practical

applications of behavior techniques, especially as they apply to management and control of behavior in the school are stressed. Ethical considerations regarding behavior change procedures are discussed.

Fifteen hours of fieldwork is required. 3 credits.

### **EDUC 517 Educational Psychology and Adolescent Development**

Theories of personality are reviewed and compared to formulations regarding individuation, autonomy, values, and other maturational and societal issues. Antagonistic and other divergent behaviors are examined, and appropriate interventions will be suggested for classroom application, with an emphasis on improving instruction in language related areas. Ten hours of fieldwork required. 3 credits.

### **EDUC 518 Method and Materials in Middle Childhood Education**

Examination, analysis and application of the major concepts, principles, theories, and research with respect to middle childhood philosophy, school organization, curricula, instruction, and assessment. Includes creative lesson planning for teaching with respect to NMSA and INTASC standards; practical field-based experiences related to young adolescence, professional teacher roles, family and community involvements. Ten hours of fieldwork required. 3 credits.

### **EDUC 519 Basic Principles of Applied Behavior Analysis for BCBA**

For learning to proceed optimally, the setting must be one where behaviors (social, emotional, and cognitive) are managed. This course will provide students with practical skills to plan, implement, and evaluate behavior management programs for both individuals and groups of children in a variety of learning environments. Considered will be techniques such as behavior modification, self-control, social skills training, assertiveness training, conflict resolution techniques, and effective education programs. This course is the first course in the Applied Behavior Analysis course sequence. 3 credits.

### **EDUC 521 Evidence Based Instructional Methods for BCBA**

Study and analysis of effective teaching strategies for the education of students with disabilities. Candidates will identify strengths and discuss methods of individualizing instruction and collaboration. They will examine learning processes, lesson and unit planning across the curriculum, motivation, communication and classroom management in order to stimulate and sustain student interest, cooperation, and achievement. Students will discuss effective ways of partnering with parents and other staff members. Fieldwork required. This course is part of the Applied Behavior Analysis course sequence. 3 credits.

### **EDUC 522 Language Development and Literacy Acquisition**

This course focuses on child development from Birth–Grade 6, with an emphasis on oral language development as the foundation for literacy acquisition. Special emphasis is placed upon emergent literacy and effective techniques for encouraging growth in receptive and expressive communication in young children. Research focusing on the relationship between language and literacy is reviewed. Ten hours of fieldwork required. 3 credits.

### **EDUC 523 Development and Exceptionalities**

The objective of this course is to prepare teacher candidates for the analysis and understanding of development in order to better teach in inclusive settings. Developmental theories and practices will be explored in the context of both special and general education. Topics include comprehensive views of development focusing on biological, physical, cognitive, language, social and emotional, and moral dimensions. Special attention to the needs and characteristics of students with

disabilities will be included as well as their specific social, emotional and behavioral challenges. 10 hours of fieldwork required.(3 credits).

#### **EDUC 524 Single-Subject Research Designs in Education for BCBA**

This course will provide an in-depth study of the topics related to classroom instruction and the essential theory, logic, concepts, principles, methods, and ethics of single subject research. The focus of the course is measurement of behavior; single-subject design tactics, and displaying and interpreting behavioral data. Students will learn to create a research question and survey the related literature; select a single-subject design tactic and graphic display, visually analyze and interpret data; and report the findings. 3 credits.

#### **EDUC 525 Foundations and Ethical Considerations for Practice as Behavior Analysts for BCBA**

An examination of the basic issues and trends affecting the behavior analyst working with individuals in the home-based, school or agency setting. The nature and scope of the philosophy underlying Applied Behavior Analysis, and the relationship between applied behavioral analysis and professional ethical practices as defined by the Behavior Analyst Certification Board are considered. The variety of home, agency, and school settings in which behavior analysts seek employment is investigated with a view to the specific guidelines that apply to those settings. Professional norms as confidentiality, informed consent, etc. are explained. 3 credits.

#### **EDUC 526 Functional Assessment and Positive Behavior Support for BCBA**

This course will provide an in-depth study of topics related to classroom instruction and school operation such as classroom management, grouping, discipline, administration, supervision, school policy, school-wide instructional approaches and /or other practical aspects of classroom instruction and school operation. This course will provide an in depth study of the following principles, issues, approaches, and strategies for classroom instruction and school from a behavior analytic perspective: School-wide Positive Behavior Support and Functional Behavior Assessment. 3 credits.

#### **EDUC 527 Verbal Behavior for BCBA**

This course provides a behavior analytic account of verbal behavior, which includes thinking, speaking, feeling, reading, writing, and many other behaviors that define humans as uniquely human; and that are essential to consider when addressing or accounting for behavioral difficulties of individuals or groups. Foundations and theories of verbal behavior are explored. Students learn to identify and implement basic verbal operants and the variables that make them more or less likely to occur, Students also learn to assess verbal behavior, and to design instructional procedures to teach various verbal operants. Research in the field of verbal behavior is also considered. 3 credits

#### **EDUC 529 Diversity, Equity and Inclusion**

*Pre-co requisite:* EDUC 502

Candidates will explore aspects of diversity such as gender, culture, Gay, Lesbian, Bi-Sexual, Transgender and Queer (GLBTQ), ability, language and poverty and analyze how they relate to equity in education in the United States. Candidates will also investigate how these aspects of identity create inequity and barriers to inclusion. Removal of these barriers will also be examined. Candidates will reflect upon how their identity and experiences influence how they view issues related to diversity and equity and how they can remove potential barriers to inclusion in their own teaching practice. 10 hours of fieldwork are required and include researching a barrier

to inclusion in their school/ community and creating a plan to improve access and inclusion.

### **EDUC 531 Methods and Materials in Teaching Students with Disabilities, Birth–Grade 6**

*Prerequisite:* EDUC 502

This course requires the study and analysis of effective teaching strategies for the education of students with disabilities from Birth–Grade 6. Candidates will identify strengths and discuss methods of individualizing instruction and collaboration. They will examine learning processes, lesson and unit-planning across the curriculum, motivation, communication, and classroom management in order to stimulate and sustain student interest, cooperation, and achievement. Candidates will discuss effective ways of partnering with parents and collaborating with other staff members. Fifteen hours of fieldwork is required. 3 credits.

### **EDUC 532 Methods and Materials in Teaching Students with Disabilities, Grades 7–12**

*Prerequisite:* EDUC 502

This course examines curriculum and instruction from the perspective of secondary education teachers of students with disabilities whose individual learning needs require teachers to go beyond typical models of general classroom instruction to give students with disabilities access to the general education curriculum and assessments. Candidates identify, examine, and practice a variety of effective teaching strategies for the education of students with disabilities. Candidates learn to differentiate and individualize instruction and engage in collegial collaboration. They examine learning processes, lesson and unit planning, motivation, and communication in order to stimulate and sustain student interest, involvement, and achievement. Fifteen hours of fieldwork is required. 3 credits.

### **EDUC 534 Differentiated Instructional Methods and Materials**

*Pre/co requisite:* EDUC 502. This course focuses on a variety of teaching methods, materials, and instructional strategies that teachers can use to assist learners with mild to moderate disabilities across a variety of educational settings. Candidates will develop a series of three in-depth lesson plans and supporting materials based on a wide selection of differentiated instructional strategies. We will pay particular attention to the selection, differentiation, and use of strategies and materials that support the learning of students with exceptional learning needs as well as those from culturally diverse backgrounds. 10 hours of fieldwork required. 3 credits.

### **EDUC 537 Current Critical Issues in American Education**

*Prerequisite:* Passing scores on all appropriate certification tests (ALST, EAS, CSTs)

This course examines current educational issues and trends, and how these impact instructional practices in terms of: pedagogical and professional knowledge, addressing student diversity, using educational technology, shaping reflective teaching and professional decision-making, and demonstrating appropriate professional dispositions. These issues and trends will be assessed through a variety of classroom activities and a culminating school-based action research project. Candidates who do not yet have appropriate experience teaching in all areas, and at both the lower and upper grade levels covered by their prospective certification area(s) will fulfill this requirement during this course by completing 20 school days of supervised student teaching, and 50 hours of fieldwork in each area of the certification(s) they are seeking, and do not already have appropriate experience.

Candidates in the course who are applying for initial teaching certification must submit an edTPA examination to Pearson as one of the course requirements. A candidate will not pass the clinical practice course without submitting proof of his or her edTPA submission in the form of a receipt from Pearson by the end of the semester's grading period. If a candidate does not submit an edTPA receipt prior to the end of the semester, he or she may request an incomplete grade in the course from the clinical supervisor. Once the edTPA receipt is submitted to the supervisor, the incomplete grade will be changed to the grade earned in the course based on the grading criteria outlined in the course syllabus. Candidates with an 1-20 are exempt from this requirement. 3 credits.

### **EDUC 546 Educational Assessment for Students with Disabilities**

*Prerequisite:* EDUC 502

This course is designed to prepare teacher candidates to effectively assess students with disabilities in both general and special education settings. Students will develop the professional skills necessary for the observation and assessment of academic and behavioral performance. Emphasis is on those instruments and assessment methods that provide direction for instructional and behavior management, including: traditional psychometric instruments, curriculum-based assessments, clinical observations, interviews, norm- and criterion-referenced assessments, informal assessment measures, and other alternate assessment techniques, with a consistent emphasis on the assessment of students with disabilities. Ethical considerations regarding assessment policies and procedures are reviewed. Fifteen hours of fieldwork required. 3 credits

### **EDUC 548 Principles and Strategies of Classroom Management**

*Prerequisite:* EDUC 502

This course is designed to develop the conceptual and technical skills required by teachers to help them implement meaningful instructional and behavioral strategies for effective learning by students with disabilities. Students will develop the professional skills necessary for the observation and assessment of behavior. Emphasis is on those instruments and assessment methods that provide direction for instructional and behavior management. In addition, students will learn to plan, implement, and evaluate behavior management programs for individual students in a variety of learning environments. Theoretical formulations and practical applications of behavioral techniques, especially as they apply to management and control of behavior in the school, are stressed. Ethical considerations regarding behavior change procedures are discussed. Fifteen hours of fieldwork required. 3 credits.

### **EDUC 551 Language Arts in Childhood and Early Childhood Education**

This course examines research-based knowledge of language learning and its influence on listening, speaking, reading, writing, and nonverbal communication. The course emphasizes techniques and theoretical frameworks for building a comprehensive literacy curriculum and adopting a variety of instructional practices, such as: diagnostic and reading comprehension assessments, guided reading strategies, writing and reading workshop models, integrated visual and performing arts, and reading and writing in the content areas. This course also focuses on early literacy acquisition emergent literacy, phonemic awareness, word study, and invented spelling. Ten hours of fieldwork required. 3 credits.

### **EDUC 552 Social Studies in Childhood and Early Childhood Education**

This course examines research-based knowledge of teaching methods and strategies in early childhood and elementary social studies. Emphasis is placed on techniques and theoretical frameworks for building a comprehensive social studies curriculum and adopting a variety of instructional practices, including inquiry, authentic intellectual

work, concept formation, integration of visual and performing arts, and deliberation/structured academic controversy. The course prepares teachers to help their students fulfill the duties of citizenship in a participatory democracy. Ten hours of fieldwork required. 3 credits.

**EDUC 553 Mathematics in Childhood and Early Childhood Education**

This course examines and applies a constructivist approach to the teaching and learning of mathematics including effective teaching practices that use knowledge of individual and group motivation and behavior to foster active engagement in learning, self-motivation, and positive social interaction. The nature of mathematics, inquiry-based practices, and content related to school mathematics will be explored. This course places a general emphasis on the New York State Curriculum Standards. Ten hours of fieldwork required. 3 credits.

**EDUC 554 Science in Childhood and Early Childhood Education**

This course examines and applies the constructivist approach to the teaching and learning of science, including effective teaching practices that use knowledge of individual and group motivation and behavior to foster active engagement in learning, self-motivation, and positive social interaction. The nature of science, inquiry-based practices, and content related to life, physical, and earth science will be explored. Ten hours of fieldwork required. 3 credits.

**EDUC 561 Literacy Instruction and Coaching for Diverse Populations**

Candidates will develop competencies enabling them to provide appropriate instruction for students experiencing difficulties in acquiring literacy skills. These include students receiving academic intervention services, and those in compensatory and special education programs. Ten hours of fieldwork required. 3 credits.

**EDUC 565 The Writing Process and Instructional Strategies, Grades 5–12**

This course addresses theories of writing instruction and assessment that influence current classroom practices, including teaching of the writing process, instruction in formal and informal assessment, including holistic scoring and portfolio evaluation, and the teacher's role in guiding student writing. Coursework emphasizes practice in reading, and responding to writing. Five hours of fieldwork required. 3 credits.

**EDUC 573 Learning Technology Across the English Language Arts Curriculum**

This is a hands-on course focusing on applications of learning technology to enhance the teaching and learning of English Language Arts as defined in the Common Core Standards. Effective use of technology for teaching the literacy skills of listening, speaking, reading, and writing to native English speakers and students who are English language learners will be discussed. Criteria for evaluating software and a variety of approaches to integration of technology into the curriculum will be explored as it applies to the age/grade level and content area of the students' teaching certificates. The course will also examine techniques to enable students to collaborate with and support other staff in their schools to develop their own skill in of technology. Ten hours of fieldwork required. 3 credits.

**EDUC 590 The Teaching of Writing and the Writing Process**

The interrelationship of teaching and writing are examined. Process writing and interactive methodologies will be reviewed. Emphasis will be placed on defining and describing the interactive writing process within the broader language and literacy. Ten hours of fieldwork required. 3 credits.

### **EDUC 591 Child and Adolescent Literature**

This course examines child and adolescent literature, including picture books, poems, fiction, non-fiction, and trade books. It promotes using literature for literacy instruction by discussing curricular and pedagogical issues of literacy instruction such as reading for information, vocabulary development, and the reading-writing connection. It is also designed to develop a critical and a multicultural perspective by examining diverse literature resources. Ten hours of fieldwork required. 3 credits.

### **EDUC 602 Native Language Arts and Social Studies in Bilingual Education**

This course examines the current pedagogical methodology in the teaching of language arts and social studies from early childhood through the elementary grades. The course will promote the concept of inclusion to better serve the needs of a diverse classroom. Concepts and principles of effective classroom instruction and assessment will be discussed as applicable to students in a bilingual classroom setting. Bilingual classroom observations are required. Twenty-five hours of fieldwork required. 3 credits.

### **EDUC 604 Mathematics and Science in Bilingual Education**

This course provides opportunities for the investigation of curriculum content and approaches for the creative teaching of mathematics and science in bilingual education settings, which will be taught in context with other academic areas and real-world experiences. Following a constructivist paradigm, it provides an in-depth understanding of the nature of mathematics and science, the importance of mathematical and scientific processes, teaching mathematics and science through inquiry, and societal considerations. The use of appropriate technology and teaching pedagogy is promoted to allow bilingual students to take an active role in the learning process in bilingual classroom environments. Twenty-five hours of fieldwork required.

### **EDUC 605 Assessing and Correcting Literacy Problems Practicum in Early Childhood and Childhood**

*Prerequisite:* EDUC 507

Offered in fall and spring only

This course includes the study and practice of assessment of pupils' literacy abilities and the instructional techniques that are useful for developing literacy abilities with disabled and diverse readers. It includes the review of the multiple causalities of literacy problems and discussion of testing procedures useful for evaluating these factors in literacy difficulties. Specific strategies for developing literacy skills in a variety of skill areas are presented. This course requires working with individual and small groups of students in a college-supervised laboratory setting. Twenty-five hours of fieldwork required. 3 credits.

### **EDUC 607 Education Law**

This course provides candidates with a framework for understanding the legal issues surrounding public education in the United States. Students' rights and teachers' legal rights will be examined and information on numerous court cases pertaining to education will be discussed. This course will also cover the legal framework and include topics such as state agencies, local school boards, law, finance and contemporary issues such as tenure, charter schools, and related issues. Analyzing case-law on both a general and case-specific basis will also be a part of class discussion and candidate research. 3 credits.

**EDUC 610 Developmental Psychology**

Review and analysis of research and theories of human development, growth, and behavior throughout the life span: childhood, adolescence and the adult years. Focus is on critical issues involved in relation to typical and atypical development. Topics included: effective instruction and development of cognitive/academic skills, candidate diversity in development and learning, information processing, learning styles, strategies for working with culturally diverse populations, and student performance monitoring and measurement of development. Fifteen hours of fieldwork required. 3 credits.

**EDUC 611 Topics in Education**

Special courses developed by the School of Education that address pertinent issues in education. 3 credits.

**EDUC 612 edTPA Support**

This course is designed to allow students to explore, practice, and review the essential components of the edTPA. Components include backwards planning, writing of objectives, designing assessments, designing evaluation criteria, providing feedback to students, assessing students' learning needs, engaging students in learning, identifying evidence of professional practice, and analytical writing. Students will also explore edTPA supports that are provided and how to use them for support during the edTPA assessment process. This course culminates in students creating their own edTPA portfolio in conjunction with a clinical placement. 3 credits.

**EDUC 616 Theory and Practice of Second Language Teaching for Students with Disabilities**

This course focuses on the historical, philosophical, and legal foundations for bilingual special education. It intends to develop in students an understanding of the pedagogical considerations forming the foundation of education of students who are English language learners, and who experience a variety of disabling conditions. Particular emphasis is placed on program design, multicultural perspectives, sociocultural considerations and psycholinguistic concerns. Students will become familiar with current research findings, and will investigate current practical applications (methods and materials) of developing native language and English language skills for English language learners who have special needs. Fifteen hours of fieldwork required. 3 credits.

**EDUC 617 Literacy Instruction, Birth–Grade 6**

Candidates will learn the connection between how children learn and the effective teaching of the reading and writing processes, and will master strategies needed to teach beginning reading and writing. Emphasis will be placed on, but not limited to, phonemic awareness, phonics skills, word identification and vocabulary, study and comprehension strategies, and building meaning. Candidates will engage in various learning activities through which they will learn and implement strategies designed to individualize their approach to teaching reading and writing to take advantage of each student's strengths, interests, and readiness. Candidates will also learn about assessment approaches that support differentiated instructional practices. Ten hours of fieldwork required. 3 credits.

**EDUC 621 Literacy Instruction and Adolescent Literature, Grades 5–12**

Students become proficient in identifying the factors affecting reading comprehension and in the use of appropriate strategies for developing comprehension. Emphasis is placed on correct preparation for successful reading, as well as in being able to read for

information, vocabulary development, and the reading-writing connection. Students will use a variety of literature resources, including biographies, chapter fiction books, novels, poems and short stories. Ten hours of fieldwork required. 3 credits.

**EDUC 627 The Writing Process and Instructional Strategies, Birth–Grade 6**

The interrelationship of teaching and writing are examined. Process writing and interactive methodologies will be reviewed. Emphasis will be placed on defining and describing the interactive writing process within the broader language and literacy-learning curriculum. Written composition is an integral part of course evaluation. Ten hours of fieldwork required. 3 credits.

**EDUC 629 Modern English Structure and the Teaching of English as a Second Language**

*Prerequisite:* EDUC 507

This course is designed to help candidates develop an enhanced understanding of the grammatical system of the English language. In an in-depth study of the English syntax, focusing on grammatical structures, candidates will gain knowledge of the grammatical system and develop an ability to apply their knowledge to the teaching of English as a second language. Emphasis is placed on applying concepts, theories, and research in classroom practices to facilitate the acquisition of English as a second language. Ten hours of fieldwork required. 3 credits.

**EDUC 636 Methods and Materials of Teaching English as a Second Language through the Content Area Pre-K–12**

*Prerequisite:* EDUC 505

Examination and analysis of curriculum materials and instructional strategies for creative teaching and learning in grades Pre-K–12. Includes content specific lesson planning that addresses the New York State Student Content Learning Standards with emphasis on English Language Arts, English as a Second Language, and content area instruction. Course content includes demonstrations, simulated activities, and field observations in Pre-K–12 ESL classrooms. The course also examines how the teaching of English to non-native speakers can be integrated with the teaching of cognitive skills in all content areas. Students will be offered a variety of methods and materials to integrate ESL standards throughout all content areas for classroom use. The course also analyzes the applicability of applied linguistic studies to such teaching and the appropriateness of various methods and techniques to different developmental and skill levels. Special attention is given to curriculum development, planning and executing instructional activities. Additional emphasis is given to the selection of materials and the design of evaluation instruments for measuring cognitive development in the core subject areas. Ten hours of fieldwork required. 3 credits.

**EDUC 641 Autism**

*Pre-co requisite:* EDUC 502

This course provides a thorough foundation in the education of diverse learners with Autism Spectrum Disorder (ASD). The focus is on understanding and addressing the unique and complex challenges individuals on the autism spectrum face in their learning, development and sociocultural experiences. The course offers a cross-disciplinary perspective drawing from a variety of sources in the field including: child development/psychology, speech, language and communication, occupational therapy, medical/

biological as well as education. Session highlights include: historical and theoretical underpinnings; etiology; definitions; characteristics; developmental and learning profiles; assessment frameworks and procedures; current and emerging practices; individualized educational supports and service delivery models. 10 hours of fieldwork required. 3 credits.

#### **EDUC 642 Advanced Methods of Teaching Social Studies in Early Childhood and Childhood Education**

This advanced methods course, is designed for master's candidates who are already teachers of record. This course examines research-based teaching methods and strategies for integrating English language arts and social studies in early childhood and childhood education. The course emphasizes techniques and theoretical frameworks for building robust interdisciplinary curricula that engage students while facilitating their acquisition of the skills and content-knowledge required to meet the Common Core standards in both English Language Arts and Social Studies. This course also prepares classroom teachers to help students understand and fulfill the duties of citizenship in a participatory democracy. Ten hours of field work required. 3 credits.

#### **EDUC 643 Reading and Writing in the Content Areas, Grades 5–12**

Students are guided in an in-depth exploration of the teaching of reading and writing through the content areas identifying literacy skills that can be successfully taught through specific content areas. Students will develop critical thinking and reasoning skills through an exploration of content area texts and primary sources. Ten hours of fieldwork required. 3 credits.

#### **EDUC 646 Advanced Methods of Teaching Mathematics and Science in Early Childhood and Childhood Education**

This is an advanced course designed for master's students who are already teachers of record. The course examines effective practices for the teaching and learning of mathematics and science, which integrate technology, particularly the SMART Board and Web-based simulations and excursions. The course places a particular emphasis on the needs of teachers and students as mandated by the Common Core Mathematics Standards and the associated grade level tests. NOTE: Suitable settings for this course are online or in a SMART college classroom, preferably a classroom with a SMART Board. Ten hours of fieldwork required. 3 credits.

#### **EDUC 648 Dimensions of Learning and Literacy**

Perspective on the interdisciplinary views of how children learn, including students with special needs. Students will understand the cognitive (memory, perception, critical thinking), social (group uses of literacy, literacy as a cultural tool), and linguistic (language systems, language variation) interrelationships in the development of literacy. Ten hours of fieldwork required. 3 credits.

#### **EDUC 657 Collaboration and Consultation for Students with Special Needs**

*Prerequisite:* EDUC 502

This course is designed to prepare teacher candidates to engage in collaborative school consultation and teamwork, as well as working with families, in order to best serve the educational needs of students. Candidates will explore contexts, content, processes, and practices to support collaboration and consultation within the school environment. 15 hours of fieldwork required whereby candidates will engage in learning activities directly applicable to the learning objectives of this course. 3 credits.

**EDUC 658 Seminar in the Organization and Administration of Literacy Programs**

*Prerequisite:* 27 credits in Literacy including at least one practicum and permission of the program chair. Offered fall and spring only

This course focuses on the organization and implementation of reading programs and services. It includes needs assessment, program planning, curriculum construction, organization, assessment, staff development, program evaluation, analysis of management techniques, and the development of skills necessary to implement reading programs and instruction for a total school population. Included in the role of the literacy teacher in organizing and enhancing literacy programs is the communication of literacy information results to teachers, school personnel, parents and regulatory agencies. A 10-hour, supervised field-based project is required. A range of practicum options is available, such as applied projects, practical and/or research based activities that explore how to develop, deliver, and evaluate reading and writing instruction for all students. Project design is based on individual needs, and career objectives and goals. Twenty hours of fieldwork required. 3 credits.

**EDUC 659 Practicum in Literacy Assessment**

*Prerequisite:* 12 credits in Literacy or permission of the program chair

Offered fall and spring only

In this course students are engaged in weekly supervised field-based assignments in a school or clinical laboratory instruction on campus. The practicum assignments ensure that each candidate has diverse experiences in literacy assessment of English language learners, emergent readers and writers, students with disabilities, and socioeconomically disadvantaged students at the early childhood and childhood levels, and grades five to twelve. Fifty hours of fieldwork required. 3 credits.

**EDUC 660 Practicum in Literacy Instructional Practices**

*Prerequisite:* 15 credits in Literacy or permission of the program chair

Offered fall and spring only

This course focuses on teaching systematic and sequential literacy skills to early childhood, childhood, and adolescent pupils who have not learned to read in a manner that is commensurate with their abilities, and who display a multitude of individual difficulties. Theoretical concepts and diagnostic data are used to understand and build teacher-pupil relationships, develop prescriptions for instruction, select and create varied materials, implement, instruction, and evaluate progress at the early childhood levels, and grades five to twelve. Lectures and weekly supervised field-centered assignments in a school or clinical laboratory instruction on campus encourage the development of individual and small group approaches to literacy instruction. Fifty hours of fieldwork is required. 3 credits.

**EDUC 706 School Internship and Seminar in Bilingual Education**

A course in which students receive hands-on experience in effective instructional planning and delivery, school organization, and the management of bilingual classes. Students will incorporate successful native and second language learning strategies in their daily planning, incorporating NYS standard mandates as well as community needs and resources. In weekly seminars, students will examine their classroom experiences cooperatively, enhancing student learning outcomes by incorporating database strategies and appropriate student assessment techniques that inform instruction. Seminar discussion will include the examination and analyses of the historical and social contexts of language minority education in the United States, with emphases on bilingual education and the

instruction of English as a second language in elementary, middle, and high school settings. Students will consider the needs of the students' ethnic and linguistic community in their planning for effective classroom instruction. Candidates who are finishing their graduate studies while beginning to teach will be mentored by a college faculty member with the school district's consent. Provisions are made during the weekly seminar sessions for cooperative investigation, assessment, and reflection of field experiences. The course incorporates INTASC standards for licensing new teachers. Fifty hours of field work in bilingual K–12 settings. 3 credits.

### **EDUC 707 Mentoring Seminar in TESOL**

Fall and spring only

*Prerequisite:* Passing scores on state certification tests.

The professional semester is comprised of a mentored teaching experience and the corresponding seminar. It is the capstone course of the TESOL graduate education program. Mentored experience is defined as a full-day, full-time, school-based experience that is mentored by both certified, experienced teachers and school administrators, as well as a college field supervisor. The experience is designed to reflect the reality of the TESOL classroom. The seminar focuses on issues relative to the INTASC Standards for Licensing Beginning Teachers, as well as those of NCATE, TESOL and CEC. Pertinent issues and topics related to the expectations expressed in the Standards form the basis for presentations, group discussions and/or video analysis. Seminar topics incorporate effective instructional planning strategies, school organization, materials' review and adaptation and the management of ESL program classes. Provisions are made for cooperative examination and reflection of field experiences and assessment of instructional outcomes. Twenty days of appropriate in school experiences are required. 3 credits.

### **EDUC 708 Thesis Project**

*Prerequisite:* Completion of all other required Education courses

(For professional certificate.)

This course will provide a culminating experience under the guidance of a mentor. Students may choose to write a research-based theoretical paper following an appropriate research manual style, or engage in an action-based project. Action research can be performance-based, authentic, portfolio, or outcome-based. The topic selected by the student may be developed from one pursued in a previous course, or it may be new. The course will conclude with individual student presentations. 3 credits.

### **EDUC 709 Student Teaching Experience**

Requires director's approval

*Prerequisites:* Completion of 30 credits of coursework

Passing scores on all appropriate certification tests (ALST, EAS, CSTs)

The professional semester is comprised of the student teaching experience and the corresponding seminar. It is considered the capstone course of the graduate education program. Student teaching is defined as a full-day, full-time, school-based experience that is supervised by both certified, experienced teachers and a college field supervisor. The experience is designed to reflect the reality of the classroom. The weekly seminar addresses issues relative to the INTASC Standards for Licensing Beginning Teachers. Therefore, pertinent issues and topics related to the expectations expressed in the Standards will form the basis for presentations, group discussions and/or video analysis. Specific emphasis will be placed on reflective journal. Online students living within 60 miles of a Mercy Campus must register for this course on an in-person basis. 3 credits.

Candidates must submit an edTPA examination to Pearson as one of the course requirements. A candidate will not pass the clinical practice course without submitting proof of his or her edTPA submission in the form of a receipt from Pearson by the end of the semester's grading period. If a candidate does not submit an edTPA receipt prior to the end of the semester, he or she may request an incomplete grade in the course from the clinical supervisor. Once the edTPA receipt is submitted to the supervisor, the incomplete grade will be changed to the grade earned in the course based on the grading criteria outlined in the course syllabus. Candidates with an 1-20 are exempt from this requirement.

Online students living within 60 miles of a Mercy Campus must register for this course on an in-person basis. 3 credits.

### **EDUC 713 Seminar in Teaching**

Requires director's approval

*Prerequisites:* Completion of 30 credits of coursework

Passing scores on all appropriate certification tests (ALST, EAS, CSTs)

Submission of OT-11 form(s) and a letter from the school administration attesting to the length and certificate area of the teaching assistant/paraprofessional experience

The course will focus on classroom strategies designed to provide classroom behavior management strategies that facilitate the learning environment and create a climate conducive to effective instruction. Students are expected to develop the skills necessary to become innovative problem solvers capable of good classroom management. Open ended discussions will center on emerging problems common to practicing teachers as well as other issues that affect classroom life. Students are expected to test the suggestions in the authentic environment of their respective classrooms. Student will be observed teaching at each level of the certificate in his/her classroom by a college field supervisor.

Candidates must submit an edTPA examination to Pearson as one of the course requirements. A candidate will not pass the clinical practice course without submitting proof of his or her edTPA submission in the form of a receipt from Pearson by the end of the semester's grading period. If a candidate does not submit an edTPA receipt prior to the end of the semester, he or she may request an incomplete grade in the course from the clinical supervisor. Once the edTPA receipt is submitted to the supervisor, the incomplete grade will be changed to the grade earned in the course based on the grading criteria outlined in the course syllabus. Candidates with an 1-20 are exempt from this requirement.

Online students living within 60 miles of a Mercy Campus must register for this course on an in-person basis. 3 credits.

### **EDUC 721 Thesis Project**

*Prerequisite:* Completion of all other required Education courses

(For professional certificate.)

This course will provide a culminating experience under the guidance of a mentor. Students may choose to write a research-based theoretical paper following an appropriate research manual style, or engage in an action-based project. Action research can be performance-based, authentic, portfolio, or outcome-based. The topic selected by the student may be developed from one pursued in a previous course, or it may be new. The course will conclude with individual student presentations. 3 credits.

### **EDUC 890 Capstone Continuation**

Students who have completed all coursework but have not completed their capstone project within the required subsequent term must register for this course each subsequent term until the project is completed. No Credit, but cost is equivalent to one credit. Only two consecutive terms of capstone continuation registration permitted.

### **EDUC 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required. The fee is \$100 per term and is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

## **Content Courses for Certificate Area in Secondary Education Programs**

### **ENGE 540 Applied English Grammar**

Fall only

This course is a comprehensive study of English grammar and usage, with a focus on the analysis of the structure and relationship of words, phrases, and clauses in core sentences. It includes strategies for sentence-combining and essay-writing to improve clarity of language and effectiveness of style.

### **ENGE 541 Analyzing Short Fiction**

Spring only

This course explores the historical and structural development of the short story as well as major practitioners of the craft. While the formalist approach will predominate with a close reading on the text for emphasis on structure, other approaches will be explored. Where appropriate, regional or historical approaches will be considered, as well as gender and class. The course examines the characteristic elements of fiction and some of the changing ways in which fiction relates to reality.

### **HSTE 533 Critical Issues in U. S. History**

Fall only

This course is designed to familiarize secondary social studies education candidates with the major themes in U.S. history from the founding of the nation to the recent past, consistent with the National Standards for Social Studies Teachers developed by the National Council for the Social Studies. Among the topics to be covered are the Constitution and the Bill of Rights, the rise of sectionalism and disunion, the Reconstruction Era, American expansionism, Progressivism, the Great Depression and the New Deal, and the Cold War and post-Cold War Era. Candidates construct their own organization and units of U.S. history. Ten hours of fieldwork required. 3 credits.

### **HSTE 534 Critical Issues in Global History**

Spring only

This course is designed to familiarize secondary social studies education candidates with the major themes in global history from the ancient world to the recent past, consistent with the National Standards for Social Studies Teachers developed by the

National Council for the Social Studies Among the topics to be covered are the Classical Civilizations, the Medieval Period, the European Renaissance and Enlightenment, Western Industrialization and Imperialism, and the histories of Europe, China, Japan, India, the Middle East, Africa, and Latin America. Candidates construct their own organization and units of global history. Ten hours of fieldwork required. 3 credits.

### **HSTE 535 American Government**

Fall only

This course is designed to familiarize students with the origins, development, structure, and functions of the American national government. Among the topics to be covered are the constitutional framework; federalism; civil rights and liberties; political parties, campaigns and elections; the three branches of government, including the bureaucracy; and domestic and foreign policy. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. 3 credits.

### **HSTE 536: Theories of Globalization**

Spring only

This course introduces students to theoretical approaches to understanding and explaining globalization. Through a comprehensive and critical overview of the complexities and controversies surrounding the multiple dimensions of globalization, students will draw out the common threads between competing theories, as well as to pinpoint the problems that challenge our understanding of globalization. The course sheds new light on several crucial current issues, such as the changing shape of democracy and citizen engagement with governance, the global economy and liberalization, and problems relating to empire and cultural hegemony. Key terms and topics include globality, globalism, creolization, economic liberalism, world-systems analysis, world polity theory, world culture theory, globalization and the environment, and theories of global flows. 3 credits.

### **MTHE 535 Problem Solving in Mathematics**

All of mathematics involves problem solving, yet in most courses, the activities of invention and discovery, which lead to problem solutions, is implicit in the discourse, but not often taught. This course will examine in detail the very processes that can be applied to finding solutions. Development of effective problem-solving strategies based on problems from content areas of mathematics to include numeration, algebra, geometry, data analysis, measurement, statistics, probability, discrete mathematics, pre-calculus, and calculus. The focus of this course is to increase students' abilities to use knowledge and experience when encountering new and unexpected situations. Develop higher level thinking skills, learn to formulate, analyze, and model problems. This course is intended primarily for prospective mathematics teachers. Ten hours of fieldwork is required. 3 credits.

### **MTHE 536 History of Mathematics**

Offered fall

This course explores the history of mathematics tracing the contributions made by various cultures to the growth and development of mathematical ideas. Chronologically and topically, mathematics concepts are studied from their recorded beginnings in Egypt and Mesopotamia, Greece, ancient and medieval China, India, Islam to early modern mathematics in Renaissance Europe. It reveals how the developments in mathematics have shaped the cultures that devised them. 3 credits.

**MTHE 537 Advanced Euclidean Geometry**

This course is designed to help candidates develop extensions and generalization of elementary geometry, including higher geometry of triangles, circles, quadrilaterals; constructions, and classical problems, as well as the use of the axiomatic system, and understanding and presentation of proofs. Candidates will also learn to use Geometer's Sketchpad as an investigative tool. 3 credits.

**MTHE 538 Methods of Teaching and Assessing Secondary School Mathematics**

The course is designed to prepare teacher candidates to teach mathematics at the secondary school level. The purpose of the course is to examine curricula, materials, methods, and the integration of content, methodology, assessment practices, and other related aspects of mathematics instruction at the secondary school level. Topics include curricular models and mathematical tasks, planning for instruction, assessment standards for school mathematics, adapting instruction for diverse learners including students with special needs and English language learners, classroom management, cooperative learning, motivational techniques, assessment, use of computers and calculators, use of manipulative materials, and communication with parents. Students will discuss the NCTM Standards, the New York State Learning Standards for Mathematics, Science, and Technology, and the 'new' Common Core State Standards as they relate to mathematics instruction. Another major component of this course is exploring assessment and evaluation practices, which are integral tools in the teaching and learning of mathematics. Assessment reflects the mathematics that all students need to know and be able to do. Assessment helps guide instruction and contributes significantly to all students' learning. Therefore, teacher candidates will explore a variety of applications of assessment and evaluation to the classroom setting. Topics include measurement concepts, types of tests, (norm reference, criterion reference, aptitude, and teacher-made tests), concepts of test validity and reliability, student observations, rating scales, analyzing samples of student work, self-evaluation as well as other assessment techniques appropriate for English language learners, and diverse learners. The activities presented will include case studies and real-world models, which will enable students to work collaboratively on a variety of assessment issues, classroom projects, and individual presentations, thereby promoting a student-centered environment. Ten hours of fieldwork is required. 3 credits.

**MTHE 539 Differentiated Instructional Strategies for Secondary School Mathematics**

This course focuses differentiated instructional techniques in the secondary mathematics classroom. Differentiated instruction is teaching with student's diverse learning styles in mind. It means starting where the students are rather than adopting a standardized approach to teaching that seems to presume that all learners of a given age or grade are essentially alike. Thus, differentiated instruction is "responsive" teaching rather than "one-size-fits-all" teaching. Teacher candidates will explore various instructional modalities and approaches to what students need to learn, how they will learn it, and/or how they can express what they have learned in order to increase the likelihood that each student will learn as much as he or she can as efficiently as possible. The course is based on the work of Carol Ann Tomlinson, and emphasizes instruction projects around the Content, Process, and Product that meet the needs of all levels of students in the class. Diversified learning will be viewed as a positive experience for students. Moreover, teacher candidates will explore models of culturally responsive teaching, and how teaching students from a variety of educational, cultural, and socioeconomic backgrounds enhance the learning climate for all students. The effective use of hands-on materials, technology, cooperative grouping, problem solving, questioning techniques, and assessment strategies will be explored in this course. 3 credits.

**MTHE 540 Enriching the Teaching of Secondary School Mathematics**

This course is designed to help motivate students and pique their interest in mathematics. Hence, it is important to expose students to enrichment topics in mathematics that will help encourage them to find the subject matter interesting, appealing and motivational. Oftentimes, students view mathematics as a procedural discipline consisting of rules and standards algorithms, which, of course are important but can be easily forgotten — this is not the essence of mathematics. One of the benefits of exposing students to enrichment topics in mathematics is to emphasize conceptual understanding, which a student is less likely to forget. If conceptual understanding is emphasized, then a student can reconstruct a procedure that may have been forgotten. Also, if teachers are going to focus on the conceptual understanding of mathematical topics, they must have conceptual understandings of the mathematics themselves. One of the biggest challenges as we have been moving from procedurally oriented teaching to conceptually oriented teaching has been ensuring that the teachers have the necessary mathematical understandings. Each enrichment activity presented in this course is an extension of the ‘mandated’ mathematics curriculum. Moving out of the confines of the syllabus to related topics and studying them in-depth can open up new areas of interests for students, which can be long-lasting and self-sustaining. Also, the enrichment units presented in each class session lend themselves to project-based learning, where students can work cooperatively to conjecture, validate, and prove a given mathematical situation. The overall purpose of this course is to stimulate the student to pursue mathematics study more seriously later on, or to motivate the student to improve his or her understanding of mathematical concepts, ideas, and principles. 3 credits.

**MTHE 541 Mathematics for Elementary Level Educators**

This course is designed to develop content knowledge expertise for candidates to teach mathematics at the early childhood and elementary school level. Candidates will explore and deepen their understanding of key mathematics concepts addressed in Grades K–6. Topics will include numeration, the base ten system, whole number computation, number theory, rational numbers, geometry, measurement, statistics, ratios, proportions, integers, and algebra. 3 credits.

**MTHE 550 Colloquia for Teaching and Learning Secondary School Mathematics I**

This course will focus on classroom strategies designed to create a climate conducive to effective instruction in secondary school mathematics. This course is linked to the internship experience where teacher candidates will have the opportunity to discuss, implement, and reflect on the latest research-based teaching practices and how theoretical models compare to practical experiences. In addition, teacher candidates will be introduced to the New York State Mathematics Core Curriculum, the NCTM Standards and Principles, and the ‘new’ Common Core State Standards, which will provide the framework for each seminar for both mathematics content and process. Mercy College mathematics education faculty, clinicians and guest speakers will be invited to selected sessions to facilitate discussions and share their expertise and experience, which will center on emerging problems common to practicing mathematics teachers as well as other issues that affect classroom life. Teacher candidates are expected to implement the suggestions discussed in their colloquium sessions in their respective classrooms. 3 credits.

**MTHE 551 Colloquia for Teaching and Learning Secondary School Mathematics II**

This course will focus on classroom strategies designed to create a climate conducive to effective instruction in secondary school mathematics. This course is linked to the internship

experience where teacher candidates will have the opportunity to discuss, implement, and reflect on the latest research-based teaching practices and how theoretical models compare to practical experiences. In addition, teacher candidates will be acquainted with the Common Core State Standards in Mathematics, which will provide the framework for each seminar for both mathematics content and process. Mercy College mathematics education faculty, clinicians and guest speakers will be invited to selected sessions to facilitate discussions and share their expertise and experience, which will center on emerging problems common to practicing mathematics teachers as well as other issues that affect classroom life. Teacher candidates are expected to implement the suggestions discussed in their colloquium sessions in their respective classrooms. 3 credits.

### **SCIE 555 Forensic Science**

Fall only

The course is designed to enhance the student's understanding of the interdisciplinary sciences that apply the principles of physics, chemistry, and biology to forensic analysis of evidence. This course is taught in three modules, focused respectively on physical, chemical, and biological analysis of evidence. Topics include impact and injury, ballistic trajectories and blood spatter, death and decomposition, and drugs and toxicology fingerprint analysis, forensic serology, DNA analysis, and forensic autopsy. Laboratory activities exploring the scientific analysis of forensic evidence will be integrated within the modules including DNA analysis by polymerase chain reaction and cadaver dissection. 3 credits.

### **SCIE 556 Oceanography**

Spring only

Explore physical, earth, and life science content as you study the Blue Planet's most visible feature, and learn to infuse the ocean into science curriculum areas. Study seafloor features, physical and chemical properties of water, marine ecosystems and organisms, and marine technologies as you participate in hands-on and technology-based activities. Examine modern socio-scientific issues such as coastal development, pollution, and management of energy resources as you consider the ocean's critical role in the Earth System. Ten hours of fieldwork required. 3 credits.

### **SCIE 557 Bioengineering**

The goal of this course is to analyze concepts and in biology, general engineering and bioengineering to further develop teacher candidates' understanding of and ability to apply science content to real world applications. The methods employed by this course will focus on utilizing hands-on and online-based activities and resources, including virtual activities and real-world bioengineering problems and discoveries. These methods and resources will bring the nature of scientific and engineering practices to life. 3 credits.

### **SCIE 558 Physical Science**

The goal of this course is to familiarize students with the cross-curricular concepts of physical science, including matter, astronomy, kinematics, dynamics, energy and waves. Topics include: atomic structure and trends of the periodic table; celestial motion; one-dimensional motion; forces; energy transfer; and technical applications of waves in modern society. The methods employed by this course will focus on utilizing inquiry, hands-on and online-based activities and resources, including virtual activities and real-world observations and applications. These methods and resources will bring the nature of science to life. 3 credits

## DEPARTMENT OF EDUCATIONAL LEADERSHIP

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The Department of Educational Leadership offers two degrees: an M. S. in Educational Supervision leading to a certification in School Building Leadership and an M. S. in Educational Administration leading to certifications in School Building Leadership and School District Leadership. An Advanced Certificate in School District Leadership is also offered.

### Admission Requirements

1. For the M. S. in Educational Supervision, an undergraduate degree in a related field from an accredited institution, with a GPA of at least 3.0. is required. For the M. S. in Educational Administration, a Master's degree in a related field is also required.
2. Initial or professional teacher or pupil personnel certification.
3. Two years of paid teaching or specialty area experience.
4. A resumé.

### Degree Requirements

1. Successful completion of the all required course work plus six credits of internship/clinical practice experience.
2. A 3.0 GPA is required for degree conferral.
3. Successful completion of a TaskStream e-portfolio project.

Candidates in the degree programs must also meet with the chair or advisor to plan his/her courses prior to course registration and to establish a plan of study for degree completion.

To obtain School Building Leadership certification, all candidates must pass the following New York State Teaching Examinations; Educating all Students (EAS) and School Building Leader Exam (Parts I and II).

To obtain School District Leadership certification, all candidates must pass the following New York State Teaching Examinations; Educating all Students (EAS) and School District Leader Exam (Parts I and II).

# MASTER OF SCIENCE IN EDUCATIONAL SUPERVISION

## Purpose

The 30 credit Master of Science Degree in Educational Supervision leads to certification in School Building Leadership and prepares practicing teachers and other eligible school personnel to be effective motivated, and visionary school-building leaders. They will work in a range of positions including assistant principal, principal, executive director, director, staff developer, and curriculum supervisor.

The New York State School Building Leader certification requires successful completion of the Master of Science in Educational Supervision program, a passing score on the New York State School Building Leadership Examination (Parts I and II), and on the Educating All Students (EAS) exam.

## School Building Leadership Goals

Graduates of the School Building Leadership Program will act with integrity and fairness, and in an ethical manner as they demonstrate the following knowledge, skills, and dispositions:

1. Establish, articulate and sustain a vision of student learning and professional growth that is shared and supported by stakeholders to become effective school building leaders.
2. Implement effective management of school operations and resources for a safe, effective and efficient learning environment.
3. Collaborate with family and community organizations to respond to diverse needs and mobilize community resources to promote school goals.
4. Understand, respond to, and influence the larger social, cultural, legal, and economic trends impacting the school.

## Course Numbers and Titles

EDSA 510	Using Data for Instruction and Educational Policy .....	3 credits
EDSA 520	Curriculum and Teaching: Theories into Practice.....	3 credits
EDSA 535	Family and Community Engagement.....	3 credits
EDSA 540	Leadership in Instructional Supervision .....	3 credits
EDSA 551	Organizational Dynamics and Cultures of School Systems .....	3 credits
EDSA 555	Educational Finance and Management. ....	3 credits
EDSA 560	Legal Aspects of the Administration of Schools.....	3 credits
EDSA 580	Clinic for School and District Administrators .....	3 credits
EDSA 590	School Building Internship I.....	3 credits
EDSA 591	School Building Internship II .....	3 credits
<b>Total.....</b>		<b>30 credits</b>

# MASTER OF SCIENCE IN EDUCATIONAL ADMINISTRATION

## Purpose

The 36-credit Master of Science Degree in Educational Administration will lead to certifications in both School Building Leadership and School District Leadership. Graduates will be qualified to serve at the building or district level as principal, assistant superintendent, superintendent, and in other multi-building supervisory positions in public and private education.

The New York State School District Leader certification requires successful completion of the Master of Science in Educational Administration program, a passing score on the New York State School District Leadership Examination, and on the Educating All Students (EAS) exam.

## School District Leadership Goals

Graduates of the School District Leadership Program will act with integrity and fairness, and in an ethical manner as they demonstrate the following knowledge, skills, and dispositions:

1. Utilize current research findings to evaluate and modify programs and procedures within the school system.
2. Become knowledgeable in the use and application of technology within the classrooms; at the school building level and from a district-wide perspective.
3. Establish, articulate, and sustain a vision of student learning and professional growth that is shared and supported by all stakeholders to become effective school building leaders.
4. Identify and implement district-wide professional and in-service programs to develop the human capital that will provide the knowledge, skills, and abilities of caring, critical and reflective professionals who are responsive to the needs of a diverse society.

## Course Numbers and Titles

EDSA 510	Using Data for Instruction and Educational Policy .....	3 credits
EDSA 520	Curriculum and Teaching: Theories into Practice .....	3 credits
EDSA 535	Family and Community Engagement.....	3 credits
EDSA 540	Leadership in Instructional Supervision .....	3 credits
EDSA 551	Organizational Dynamics and Cultures of School Systems .....	3 credits
EDSA 555	Educational Finance and Management. ....	3 credits
EDSA 560	Legal Aspects of the Administration of Schools.....	3 credits
EDSA 580	Clinic for School and District Administrators .....	3 credits
EDSA 590	School Building Internship I.....	3 credits
EDSA 592	Administrative Internship II .....	3 credits
EDSA 597	Government and Policy Issues for School District Leaders.....	3 credits
EDSA 598	Functions of Human Capital in Educational Administration. ....	3 credits
<b>Total.....</b>		<b>36 credits</b>

## Advanced Certificate in School District Leadership

The 12 credit Advanced Certificate in School District Leadership will permit qualified applicants who have earned a Master of Science in School Building Leadership and have completed at least 48 graduate credits, to extend the School Building Leadership Certificate to School District Leadership through the completion of the four courses listed below. Candidates must also pass Part I and Part II of the School District Leader Assessment. Three years of teaching or pupil-personnel experience is also required for admission to the program.

### Course Requirements for School District Administrator Advanced Certificate

EDSA 592	School District Administration Internship in Clinical Practice Settings.....	3 credits
EDSA 594	School District Administration .....	3 credits
EDSA 595	Advanced Human Resource Strategies for District Office Administration .....	3 credits
EDSA 596	Special Education Law .....	3 credits
<b>Total .....</b>		<b>12 credits</b>

### Program Progression

Completion of EDSA 594, 595, and 596, is required prior to registration for EDSA 592

## — Course Descriptions —

# Educational Leadership

### **EDSA 510 Using Data for Instruction and Educational Policy**

This class will study the essential concepts, principles, and methods employed in the field of education research. Focus will be on formulation and development of improvement of one problem affecting student achievement for investigation in the student's workplace; survey of the related literature; selection and use of one or more appropriate methods for gathering evidence coupled with statistical analysis for experimental and control groups; interpretation of data; and reporting and implications of the findings. Eighteen hours of fieldwork required. 3 credits.

### **EDSA 511 Perspectives on Leadership**

This course exposes participants to various theories of leadership, to have them examine their own experience in working with a leader, to have them probe their own sources of motivation in seeking to exercise leadership, and to have them develop specific leadership skills and approaches. (For students who completed an equivalent research course.) Fifteen hours of fieldwork required. 3 credits.

### **EDSA 520 Curriculum and Teaching: Theories into Practice**

This course stresses the developmental mental processes, the principles of curriculum development, the role of school personnel, curriculum goals and objectives, the characteristics of excellent teachers, the problems that new teachers face, the mentoring process, what administrators can do to keep good teachers, what students must learn, differentiated instruction, multicultural education, and data driven decision making.

The learning activities for this course are designed to prepare each student with essential knowledge and competencies for effective instructional leadership and curriculum development and the supervision of teachers in implementing effective pedagogical strategies in this millennium. Eighteen (18) hours of fieldwork. (3 credits).

### **EDSA 535 Organization of the Community Relations Program**

This course studies the nature of interest groups in urban and suburban areas seeking to influence schools. Focuses on the role of school administrators in developing school community and school-home programs and the involvement of school and community personnel in a program to further the educational aims of the community. Eighteen hours of fieldwork required. 3 credits.

### **EDSA540 Leadership in Instructional Supervision**

This examines the new standards procedures, processes, and practices specifically related to the administration of the teaching-learning process, an understanding of staff motivation as a contributing factor to the success of the teaching-learning process and will gain insight as to how to integrate technology into all curriculum areas. The observation process is studied in detail. Eighteen hours of fieldwork required. 3 credits.

### **EDSA 551 Organizational Dynamics and Culture of School Systems**

This course is designed for students in K-12 educational leadership. This course will explore the different theories that guide educational leadership practices in school systems. The focus of this course explains organizational administrative behavior in school systems, with special emphasis on structure, politics, decision making, and

quality outcomes. The class will include discussion and analysis of cases, examination of experiences in schools and districts, and the application of theory to practice. Eighteen hours of fieldwork. (3 credits).

### **EDSA 555 Educational Finance and Management**

Federal, state, and local support of education will be analyzed. The influence of economic, political, and demographic factors on the financing of education will be explored. Principles and practices of sound school business management will be emphasized in relation to basic accounting and budget procedures. The construction of individual school budgets and their relationship to the district budget will be considered. Twelve hours of fieldwork. (3 credits).

### **EDSA 560 Legal Aspects of the Administration of Schools**

This course will study the legal framework (National and New York State) within which public education operates. Areas considered are church-state relations, state agencies, local school boards, financing education, tort liability, teacher-personnel administration, the Taylor Law, tenure, desegregation, and the constitutional rights and freedoms of students. Eighteen hours of fieldwork required. (3 credits).

### **EDSA 580 Clinic for School Administrators**

The clinic provides a university setting in which present and prospective administrators can consider current issues, problems and opportunities in contemporary school systems. Areas of review will include productivity and accountability, economic and demographic trends, governance and the changing family structure. Fifteen hours of fieldwork are required. (3 credits).

The clinic provides a university setting in which present and prospective administrators can consider current issues, problems and opportunities in contemporary school systems. Areas of review will include productivity and accountability, economic and demographic trends, governance and the changing family structure. Fifteen hours of fieldwork are required. (3 credits).

### **EDSA 590 School Building Internship I**

### **EDSA 591 School Building Internship II**

The internship experience is intended to provide candidates with a minimum of 500 hours of significant field experiences and clinical internship practices for school building leadership candidates within a school environment to synthesize and apply current knowledge and develop the professional skills specified in the Education Leadership Constituent Council (ELCC) standards.

The internship provides an opportunity for candidates to discover their own strengths, talents, leadership styles, needs, and interests. This training enables candidates (under the auspices of an experienced supervisor and college instructor) to apply supervisory and administrative skills to pragmatic school situations and experience the ongoing responsibilities of a practicing, effective school leader.

The internship is completed in two semesters, EDSA 590 (Internship I) and EDSA 591 (Internship II). Candidates for leadership are expected to fulfill a minimum of 250 hours in each semester, for a total of 500 hours. Internship I and Internship II must be taken during different semesters (fall, spring or summer).

**EDSA 592 Administrative Internship II (District-level Candidates Only)**

This three credit cooperatively guided administrative experience focuses on decision-making and problem solving at the central office level and leads to certification as a School District Leader (SDL). The internship hours in the course are in addition to the hours earned in EDSA 590, School Building Internship I. It requires 250 hours of administrative tasks and activities outlined in an internship proposal designed collaboratively between the intern and the on-site supervisor. The competencies are described in the Handbook for Administrative Interns. The intern will secure an administrative internship in a central/district office and devote no less than fifteen (15) hours a week to internship activities.

**EDSA 594 School District Administration**

This course studies the roles and responsibilities of the superintendent of schools, central office administrators, and the Board of Education. Major topics include: organizational, professional and legal issues in school district administration; the school district administrator and organizational decision-making; emerging responsibilities in working relationships among school district administrators and the board and community; and critical economic, political, and social issues confronting educational leadership in a technological world. Fifteen hours of fieldwork required. 3 credits.

**EDSA 595 Advanced Human Resource Strategies for District Office Administrators**

This course focuses on positions in the central such as superintendent, assistant superintendent or director. Advanced strategies will be provided through lecture, readings, and hands-on activities stressing hiring procedures to ensure a diverse staff. Advanced intervening techniques, performance appraisal, termination, the 3020-A process, and understanding the collective bargaining process. Other topics include transcendental leadership, transformational leadership, legal and ethical issues, contract administration, and grievance procedures. Additionally, the course will provide insight and assistance in the development of caring, critical, reflective professionals responsive to the needs of a diverse society. 15 hours of fieldwork required. 3 credits.

**EDSA 596 Special Education Law**

This course engages school district leadership candidates in an in-depth exploration of the legal issues related to the identification, evaluation, placement, and delivery of services for students with disabilities. The course also examines the current legal frameworks of IDEA, NCLB, and case law to address questions of discipline of students with disabilities. Particular attention is paid to the substantive principles that undergird the procedural requirements and safeguards afforded to students with disabilities and their parents/legal guardians under IDEA. Fifteen hours of fieldwork is required. 3 credits.

**EDSA 597 Governance and Policy Issues for School District Leaders**

To be effective, educational leaders in the 21st century must understand educational policy and the processes by which it is developed, implemented, and assessed. They must have the ability to use power responsibly to advocate for students, families, and schools and to raise their voices on educational issues. This course is a critical inquiry into the policy making process of policies that affect educational institutions, schools and organizations. Candidates will examine policy analysis, conflict theory, political theories, political structures, practical politics, and policy environments at the federal, state, and local levels. The course explores the impact of economics, demographics, political culture, values and ideology. This course will provides knowledge that can empower educational leaders in becoming proactive and influencing policy making in responsible ways. 18 hours of fieldwork required.

### **EDSA 598 Functions of Human Capital in Educational Administration**

This course is designed for those preparing for positions in school administration, with particular emphasis on human resource administration on the building and central office level. The scope of the course will consist of the functions of human capital, specifically in the areas of strategic human planning, recruiting, hiring, evaluating staff; contract administration, negotiations and critical issues of human resource/human capital administration in the 21st century. The following topics will be covered:

- Strategic Human Resources Planning
- Analyzing staffing trends for public school districts
- Identifying policy decisions relative to staffing allocations
- Recruiting, selecting and hiring process for a diverse workforce
- Developing effective Induction, orientation and mentoring programs
- Staff Development/ Adult Learning
- Performance Evaluation
- Rewards/Progressive Discipline/Termination
- Contract Administration
- Critical Issues in the administration of Human Resources
- Legal Issues related to Human Resources

In addition, it is expected that the course will provide insight and assistance in the development of caring, critical and reflective professionals responsive to the needs of a diverse society. Eighteen hours of fieldwork is required. (3 credits).

### **EDSA 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course registration will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

# School of Health and Natural Sciences

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Joan Toglia, Ph.D., *Dean*

Kathleen Golisz, O.T.D., O.T.R., *Associate Dean*

## **HEALTH PROFESSIONAL PROGRAMS:**

Communication Disorders Program

Nursing Administration Program\*

Nursing Education Program\*

Occupational Therapy Program

Physical Therapy Program

Physician Assistant Program

*\*Program also offered fully online*

# MASTER OF SCIENCE IN COMMUNICATION DISORDERS

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## Purpose

Speech-language pathologists provide habilitation and rehabilitation services to individuals across the life span who demonstrate disorders in communication. These disorders may include language, articulation, phonology, voice, motor, memory, fluency, swallowing, attention and/or hearing deficits. The profession is built upon basic and applied physical and social sciences, educational principles and clinical research. The curriculum of this Program offers students a variety of opportunities for academic, clinical, research and specialized area experience reflecting that foundation. The program prepares students to work in a variety of different health care settings including hospitals, rehabilitation centers, outpatient programs, schools, community centers and private practice. Graduates are eligible to begin their Clinical Fellowship (CF) in accordance with requirements of the American Speech-Language-Hearing Association (ASHA) and are eligible to apply for state licensure.

## Objectives

The Master of Science Program in Communication Disorders (CD) offers a comprehensive combination of academic and clinical education for students to become speech-language pathologists in accordance with ASHA certification guidelines and licensure requirements of New York State. The objective of the program is to instill in students the solid theoretical, clinical and research components of speech-language pathology.

### The program seeks to:

- Develop academic and clinical excellence through commitment to teaching, research and service.
- Promote a culture of scholarship and respect of individuals.
- Provide a foundation of knowledge and skills that foster competent, autonomous, clinical practice for the professional lifetime.

## Expectations of the Graduate

Graduates of the Mercy College Master of Science Program in Communication Disorders are expected to:

- Demonstrate understanding of anatomic, biologic, neurologic, physiologic and psychologic bases of speech, language and hearing.
- Demonstrate understanding of the nature of communication disorders.
- Demonstrate knowledge of the professions of Speech/Language Pathology and Audiology.
- Recognize the relevance of cultural and linguistic diversity in all aspects of the profession.
- Exhibit competency in academic and clinical skill areas.
- Exhibit understanding of scientific inquiry and research methods.
- Demonstrate ability to counsel clients and families.
- Demonstrate knowledge of hearing problems across the life span and in a variety of populations.
- Demonstrate knowledge of assessment techniques for identifying hearing loss.
- Demonstrate ability to screen hearing ability according to ASHA guidelines.
- Demonstrate ability to develop and execute appropriate aural rehabilitation programs within the scope of practice of speech-language pathology.

## Undergraduate Prerequisites

- Anatomy and Physiology of the Speech and Hearing Mechanisms
- Phonetics
- Speech and Hearing Science
- Introduction to Communication Disorders (Speech Pathology I)
- Introduction to Audiology
- Normal Speech and Language Development
- Introduction to Linguistics

These seven courses plus the four listed below must have been completed during the last 10 years or are in the process of being completed during the spring semester of the application process.

The following courses must be completed during the application process or within the first year of Graduate School:

- Statistics\*
- Aural Rehabilitation\*
- Physical Science\*\*
- Biological Science\*\*

\* May be taken for undergraduate credit during the first year of graduate study.

\*\* Required for ASHA Certification; must be taken prior to graduation.

Only grades of "C" or better in any of the above-noted 11 courses will be accepted.

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog.

## Application Requirements:

Requirements for matriculation and admission into the Master of Science Program in Communication Disorders include:

1. Transcripts for all undergraduate and graduate programs attended.
2. Minimum GPA of 3.2 in the undergraduate major. Applicants with a lower average may be considered for admission if their last two years of grades show steady improvement. The student may be required to complete a specified number of credits as a part-time student with an overall GPA of 3.0.
3. Minimum GPA of 3.2 in the seven primary prerequisite courses.
4. Completion of online "Prerequisite Checklist."
5. Oral communication skills necessary to provide services to a wide range of clients.
6. Adequate written communication skills.
7. "Personal Statement" in response to the question, "Why do you want to be a speech/language pathologist?" Any or all of the following information may be included: life experiences affecting career choice, future career goals and/or where the applicant sees her/himself in ten years in the field.

The statement is to be double-spaced in a font of 12 and no more than two type-written pages in length.

8. Completion of application.
9. Résumé.
10. Two letters of recommendation, at least one letter must be from Communication Disorders faculty member who has taught the applicant in class and can attest to applicant's capacity to successfully complete graduate study. The other letter must be from a Communication Disorders faculty member who has taught the applicant and/or an academic clinical supervisor (who has supervised the applicant planning for, implementing and documenting speech/language therapy).
11. Submission of entire application packet is due by February 1 (Applications are accepted for fall admission only).

The number of applicants accepted is limited by the training facilities available; therefore, applicants who otherwise meet minimum requirements for matriculation may not necessarily be admitted.

1. Documents will be reviewed by the Admissions Committee of the CD Program.
2. Applications will be reviewed and ranked according to GPA, essay, résumé, and letters of recommendation.
3. Representatives of the CD Admissions Committee will interview highest ranked

applicants before final acceptance decisions are made. Interview requirement may be waived for students in the undergraduate or prerequisite CD programs.

4. Applicants whose native language is not English must submit scores for the Test of English as a Foreign Language (TOEFL). The minimum acceptable TOEFL score is 600.
5. Intent to enroll as full- or part-time student must be indicated on application.
6. Request for acceptance of up to six transfer credits must be submitted at the time of application. A transcript of these courses must be included with course outlines and will be evaluated after acceptance to the program.
7. Students accepted into the program will be required to pay a nonrefundable \$250 deposit at the time of acceptance. This fee will be applied to the fall tuition payment.
8. Students accepted into the program may be required to take a "pre-clinic" workshop for a specified fee. Students can test out of pre-clinic by passing an assessment to be administered at Orientation.

## Advising

Upon acceptance into the Master of Science Program in Communication Disorders, students will be assigned a faculty member who will serve as their advisor. Students accepted into the program will be required to pay a non-refundable deposit of \$250 at the time of acceptance. This fee will be applied to the fall tuition payment. The advisor will meet with students to counsel them on Program and ASHA certification requirements, and to develop a plan of study and a future professional development plan.

## Program Design

The Graduate Program in CD is designed for full-time and part-time students and can be completed in two years and two summers for full-time students. The program consists of academic and clinical components that are organized in a progressive sequence. Courses are primarily offered in the evening. Some courses may be offered in various scheduling formats. Clinical practicum schedules require days, evenings and/or Saturdays. The College defines full-time as nine credits. For the purpose of completing the CD program in two years (including two summers), the student must follow the projected curriculum sequence established by the program. Part-time students must follow the required course projections.

Students who graduate from the program may sit for the National Examination in Speech-Language Pathology (Specialty Area Test of the Praxis Series by the Educational Testing Service). Students then complete their Clinical Fellowship (CF). Upon successful completion of the degree, the examination, and the CF, the individual will be certified as a Speech-Language Pathologist by ASHA.

Successful completion of the educational and clinical requirements of the graduate program will prepare students for eligibility for the New York State License as a Speech-Language Pathologist.

## Degree Requirements

Requirements for the Master of Science Degree in Communication Disorders include:

Required Coursework.....	44 credits
Elective Coursework .....	6 credits
Clinical Education .....	7 credits
<b>Total Credits</b>	<b>57 credits</b>

In order to qualify for graduation, students must demonstrate competency by:

- a) Completing program requirements.
- b) Passing a summative assessment which can be waived with a passing score on the PRAXIS examination. Otherwise students must take a comprehensive exam.

To be eligible for graduation students must complete all coursework with a GPA of 3.0 or better. The words “With Distinction” will appear on the diploma of a student whose GPA, upon meeting all requirements for graduation, is 3.85 or above.

## Curriculum

### Year 1

#### Fall Semester

CMDS 510 Neuroanatomy of Human Communication.....	3 credits
CMDS 515 Advanced Speech and Hearing Science and Instrumentation.....	3 credits
CMDS 520 Language Disorders in Children <sup>(cc)</sup> .....	3 credits
CMDS 555 Diagnostic Process in Communication Disorders.....	4 credits

#### Spring Semester

CMDS 525 Disorders of Articulation and Phonology .....	3 credits
CMDS 530 Advanced Audiology .....	3 credits
CMDS 540 Dysphagia and Acquired Motor Speech Disorders .....	4 credits
CMDS 550 Communication Disorders in Adults.....	3 credits
CMDS 620 Introduction to Clinical Practicum in Speech-Language Pathology .....	1 credit
CMDS 621 Advanced In-House Clinical Practicum in Speech-Language Pathology .....	1 credit

#### Summer Semester

CMDS 505 Professional Issues.....	1 credit
Elective .....	3 credits
CMDS 640 Clinical Practicum in Audiology .....	1 credit

### Year 2

#### Fall Semester

CMDS 535 Fluency Disorders.....	3 credits
CMDS 587 Language, Learning and Literacy in School-Age Children.....	3 credits
CMDS 600 Research Methods in Communication Disorders .....	4 credits
CMDS 611 Research Colloquium I.....	2 credits

CMDS 630\* Clinical Practicum in Speech-Language Pathology III ..... 2 credits

**Spring Semester**

CMDS 545 Voice Disorders..... 3 credits

Elective ..... 3 credits

CMDS 612 Research Colloquium II..... 2 credits

\* CMDS 635 may replace CMDS 625 or 630 to fulfill student teaching experience.

## **Teacher of Students with Speech and Language Disability (TSSLD) Certification**

The program is registered with the New York State Education Department to offer Teacher of Students with Speech and Language Disabilities (TSSLD) certification. Students who wish to obtain the academic and clinical requisites for Initial TSSLD certification must complete the following requirements in addition to program requirements:

1. Twelve credits in Education, which include three credits in Foundations of Education, three credits in Special Education, and six credits in Literacy.
2. Thirty-six credits in Speech/Language Pathology and Audiology.
3. Student Teaching: a minimum of 150 “direct contact” hours.
4. Achievement of passing grades on New York State Teacher Certification exams:
  - a. Educating All Students (EAS) test
  - b. Academic Literacy Skills Test (ALST)
5. Completion of Workshops:
  - a. Child Abuse Identification
  - b. School Violence Prevention
  - c. Human Dignity (DASA)
6. Fingerprint Clearance.

## **Attendance**

Attendance and punctuality in all classes and clinical education assignments is required, unless the student is excused for extenuating and extraordinary life circumstances. A maximum of three undocumented absences from class will result in failure in the course and may jeopardize the student’s standing in the program. Absence from a clinical assignment is subject to the rules and regulations of the institution.

## **Student Classification**

A student will be classified as a matriculant when admitted to the CD Program. Students may attend the program on a full-time or part-time basis. However, all students must fulfill a full-time residency requirement of one semester that may be fulfilled during the summer. Students must complete all degree requirements within five years from the time of acceptance. A maximum of six transfer graduate credits comparable to graduate

courses offered at Mercy College will be accepted. Request for transfer credit must be made at the time of application. Once matriculated, all graduate courses and clinical hours must be completed at Mercy College.

## **Maintenance of Good Academic Standing**

The cumulative GPA for both good academic standing and degree conferral is a 3.0. Grades are subject to review by the faculty advisor and program director at the end of each term. If the academic average falls below 3.0 the student will be placed on academic probation and may be subject to dismissal from the CD program.

## **Clinical Probation and Continuation**

Students who earn a grade of below B in CMD5 620 will be placed on Clinical Probation and will have to repeat CMD5 620 the following semester. Continuation in the program is contingent upon obtaining a grade of B or above in CMD5 620 and CMD5 621. Furthermore, students who fail CMD5 620 or CMD5 621 in the fall or spring semester will not be allowed to register for academic classes in the following semester.

## **Academic Probation**

All students who have a cumulative GPA of below 3.0 will be placed on academic probation and will be subject to dismissal from the program. If a student receives a grade of F or FW in any course, the student may be subject to dismissal from the College.

For all students on probation, future registrations must be reviewed and approved by the Director of the student's program as well as the school dean.

In all subsequent terms in which the student is on probation the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## **Essential Functions**

The program has adopted a list of Essential Functions that outlines the necessary communication, motor, intellectual/cognitive, and behavioral/social attributes deemed necessary for program completion and clinical practice within the field. Students are expected to review this list and sign a form stating that they are or are not capable of performing the skills and abilities listed.

## **Program Accreditation**

The graduate program in Communication Disorders is accredited in Speech-language Pathology by the Council for Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA) 2200 Research Boulevard #310, Rockville, Maryland 20850, 800-498-2071 or 301-296-5700.

## **Maintenance of Matriculation**

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. For cohort programs, registration is required during summer session(s). For non-cohort programs, summer registration is not required. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintenance of Matriculation fee is processed as a registration.

Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintenance of Matriculation fee for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## **Capstone Advisement**

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of their Capstone requirement, they will be given one subsequent term to complete their work. The Maintaining Matriculation registration must be completed for this subsequent term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until all Maintenance of Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record. A student who fails to register for a semester without having obtained a leave of absence is considered to have withdrawn from the College and must apply for re-admission.

## **Transfer Credits**

Graduate courses taken at other institutions prior to admission at Mercy College may, if pertinent to the plan of study, be credited to the graduate degree. Transfer credit is limited to six credits taken within the last five years in which the student has received a grade of B or above.

Transfer courses taken prior to admission will not be computed in the quality point average.

## **Time Limit**

Requirements for the degree must be completed within five years from the candidate's date of matriculation (exclusive of time spent in the Armed Forces). Exception may be made by the director of the program if the student's request demonstrates circumstances beyond his or her control that temporarily interfere with the ability to complete the program on time.

## — Course Descriptions —

# Communication Disorders

### **CMDS 505 Professional Issues in Speech-Language Pathology and Audiology**

*Offered summer semester only*

This course provides an introduction to issues related to the professional practice of speech-language pathology and audiology. These issues affect the delivery of service according to the political, cultural, linguistic, economic, social, health care and educational priorities of the country. The course will acquaint students with strategies for coping with a variety of professional clinical issues and continuous changes in the field. Information pertaining to professional ethics, credentials, contractual aspects of the client-clinician relationship, malpractice, legislation, managed health care, copyright, documentation, patient rights and scope of practice will be included. 1 credit.

### **CMDS 510 Neuroanatomy of Human Communication**

*Offered fall semester only*

*Prerequisite:* Undergraduate course in Anatomy and Physiology of Speech and Hearing Mechanisms

An analysis of the structure and function of the brain and the brainstem germane to speech, language, hearing, auditory perception and related disorders is presented. Classification of brain function, organization of speech and motor function, and specific clinical correlates of CNS dysfunction are included. Additional course fee may apply. 3 credits.

### **CMDS 515 Advanced Speech and Hearing Science and Instrumentation**

*Offered fall semester only*

*Prerequisite:* Undergraduate course in Speech and Hearing Science

A study of the application of acoustic and physiological principles to the production and perception of speech and voice in children and adults is included in this course. Relationship of normal speech and voice production to pathologies found in children and adults is presented. Relationship of normal speech perception to perceptual problems found in children with hearing losses (i.e., conductive and sensorineural hearing loss) is also presented. Applications of various instrumentation in the diagnosis and treatment of these production and perceptual disorders in children are reviewed. 3 credits.

### **CMDS 520 Language Disorders in Children<sup>(co)</sup>**

*Offered fall semester only*

This course will provide students with information regarding theory, processes, development, assessment, and treatment of children with language/communication delays, disorders and differences. Individual and group therapy methods will be discussed as they relate to clinical, home-based and school therapy as well as collaborative classroom environments. Theoretical and clinical issues will be presented and discussed using evidenced-based practice research. 3 credits

### **CMDS 525 Disorders of Articulation and Phonology**

*Offered spring semester only*

Application of the study of the underlying phonological and articulatory systems involved in language learning, language use and the foundations of literacy from preschool to school-age children. Units include research in normal articulation and

phonological development, the oral-motor and articulatory processes and their impact on the phonological systems. Options for clinical and school environments in assessment, treatment principles and facilitative techniques that pertain to children acquiring native language, culturally and linguistically diverse, and individuals with speech-language disorders will be provided. 3 credits.

### **CMDS 530 Advanced Audiology**

*Offered spring semester only*

*Prerequisite: CMDS 510*

This course will prepare the speech language pathology student with an understanding of advanced principles governing audiology, inclusive of central auditory processing problems and their effects on language and reading. In addition to the ability to read and understand audiometric data, students will also be able to discuss the impact of hearing loss on the individual's speech communication ability, as well as potential linguistic, social and cultural effects. An overview of the educational audiologist will be provided, along with the essential aspects of classroom noise measurement and management and the use of personal and sound field FM systems. 3 credits.

### **CMDS 535 Fluency Disorders**

*Offered fall semester only*

This course will provide a study of fluency and its disorders. Diagnosis and management of children and adults who demonstrate fluency disorders (e.g., developmental stuttering, cluttering, neurogenic stuttering) will be explored. Differential diagnosis of stuttering and cluttering (a language-based fluency disorder) will be particularly helpful to the school-based clinician who is treating school-age children with a variety of speech and language problems. Cultural and linguistic differences among individuals will be discussed. 3 credits.

### **CMDS 540 Dysphagia and Acquired Motor Speech Disorders**

*Offered spring semester only*

*Prerequisite: CMDS 510*

Diagnosis and treatment of motor speech disorders, with primary emphasis on dysphagia and secondary emphasis of dysarthria and apraxia are presented. The use of augmentative systems for persons with severe motor speech dysfunction will be included. In-depth exploration of instrumentation used in dysphagia assessment will be provided. Although the course is primarily adult-oriented, attention will be given to oral motor assessment across the life span. Several multicultural issues that relate to treatment of clients with dysphagia and motor speech disorders will be explored. This course requires several offsite clinical assignments. 4 credits.

### **CMDS 545 Voice Disorders**

*Offered spring semester only*

*Prerequisite: CMDS 515*

A study of normal and disordered phonatory processes of voice are included. Attention is given to procedures, materials, and instrumentation used in diagnosis and treatment of individuals of all ages with voice disorders. Specific management of children in educational settings, laryngectomies, clients with neurogenic disorders and the geriatric population will be discussed. 3 credits.

**CMDS 550 Communication Disorders in Adults**

*Offered spring semester only*

*Prerequisite:* CMDS 510

Differential diagnosis, treatment, historical perspective and theories of aphasia and related disorders in adults are included. Developments in neurogenic rehabilitation such as psychosocial and functional approaches, as well as evidenced-based practice, and practical clinical applications of theoretical issues are emphasized. The social, emotional, perceptual, physical, and cognitive factors associated with atypical aging and their effects on communication will also be studied. The role of professionals who work with these adult populations, as well as family interaction will be included. Issues relating to patients and families from a variety of cultures will be discussed. 3 credits

**CMDS 555 Diagnostic Process in Communication Disorders**

*Offered fall semester only*

Theoretical and practical approaches to the evaluation of speech, language and hearing disorders across the life span are identified. Procedures for intake and case history, selection criteria for assessment methods, consideration of cultural and linguistic variables, test scoring and interpretation, and report writing will be presented. Diagnostic variables and requirements related to school-age populations will be included. Emphasis will be placed on the use of diagnostic information to develop an intervention plan. Students will be required to administer several diagnostic tests. 4 credits.

**CMDS 587 Language, Learning and Literacy in School-Age Children**

*Offered fall semester only*

*Prerequisite:* CMDS 520

This course will integrate the study of students who are language-learning disabled and of the multifaceted role of the Speech-Language Pathologist (SLP) in school settings. A focus of the course will be the impact of language disorders in school-age children and adolescents on their acquisition of academic skills required for the development of literacy skills, written language, cognitive, and social aspects of communication. An emphasis will be placed on the relationship between spoken and written language and the roles and responsibilities of the school-based SLP related to reading and writing in school-age children and adolescents. A comprehensive overview of service delivery models; collaborative management strategies; informal and formal assessment; national and state legislation and regulations; rights and responsibilities of staff, parents and teachers; and Individualized Educational Plan (IEP) planning will be provided. 3 credits.

**CMDS 600 Research Methods In Communication Disorders**

*Offered fall semester only*

*Prerequisite:* a statistic course

This course encompasses the study of research design and methods used in speech-language pathology and audiology. The critical analysis of research and professional and scientific writing will be emphasized. The course will include development of a proposal for a research project. This proposal will be done as a group project for the class to use as a basis for generating an application for the Institutional Review Board (IRB). In addition, students will complete the on-line course offered by the NIH in the Protection of Human Subjects in research. Research to be addressed includes the developmental processes, speech and language acquisition and disabilities, multicultural issues, diagnostic and intervention strategies in clinical and school environments, instructional and assistive technology, validation of instructional strategies and program evaluation. A scheduled series of labs will instruct students in the application of statistics in communication research analysis. 4 credits.

### **CMDS 611 Colloquium I**

*Offered fall semester only*

*Corequisite:* CMDS 600

As a follow-up to the Research Methods course, this course is designed to facilitate successful participation as an investigator in a research project. Students will develop a research project, either individually or in small collaborative groups, in conjunction with a faculty mentor. In this course, students will develop the following components of research: literature review, research design and methodology, and initial data collection including initial consultation with statistician. If course requirements are not completed, students will be registered for CMDS 890 Capstone Continuation. 2 credits.

### **CMDS 612 Colloquium II**

*Offered spring semester only*

*Prerequisite:* CMDS 611

This course is a continuation of the research project began in CMDS 611. In this course, students will develop the following components of the project: continue data collection, analyze data including statistical analysis, develop results, and discuss findings. Students are required to present the final project, including a Power Point presentation, to a group of faculty and peers. If course requirements are not completed, students will register for CMDS 890 Capstone Continuation. 2 credits.

### **CMDS 620 Introduction to Clinical Practicum in Speech-Language Pathology**

*Prerequisite:* Completion of 25 observation hours and determination of eligibility by Clinic Director

The first of a two-course sequence, this practicum serves as an introductory experience in the prevention, evaluation, and treatment of clients across the life span with communication disorders. Students will have an opportunity to apply theoretical information, clinical diagnostic and treatment models, as well as relevant research findings to the clinical process. The practicum is conducted in the Mercy College Speech and Hearing Center and is supervised by Communication Disorders faculty and clinical educators. A seminar class will meet weekly to review clinical procedures, conduct peer supervision, and discuss professionally related topics. Additional course fee may apply. 1 credit.

### **CMDS 621 Advanced In-House Clinical Practicum in Speech-Language Pathology**

*Prerequisite:* Successful completion of CMDS 620 (a grade of B or better) and determination of eligibility by Communication Disorders Clinical educators

This course serves as continuation of the two-course, in-house practicum experience in the prevention, evaluation, and treatment of clients across the life span with communication disorders. In this second course, clients assigned to student clinicians will increase in complexity, students will conduct evaluations in a team setting, and a greater degree of independence in session planning and implementation will be expected. The practicum is conducted in the Mercy College Speech and Hearing Center (with the possibility of community outreach) and is supervised by Communication Disorders faculty and clinical educators. Additional course fee may apply. 1 credit.

### **CMDS 630 Clinical Practicum In Speech-Language Pathology III**

*Prerequisites:* CMDS 625 or 635

Supervised clinical practicum and seminar with children and/or adults located off-campus at affiliated practicum sites. 2 credits.

### **CMDS 635 School-based Clinical Practicum In Speech-Language Pathology**

*Prerequisite:* CMDS 620 and CMDS 621

Supervised clinical practicum in a school setting equivalent to a student teaching experience is required. May be used to fulfill child-based clinical externship requirement. 2 credits.

### **CMDS 640 Clinical Practicum In Audiology**

Supervised clinical practice in assessment of disorders of the auditory system is observed and practiced. This practicum is designed to meet the certification requirements for the minor area of study. The course may be repeated. *Prerequisite:* CMDS 530 Advanced Audiology and undergraduate course in aural rehabilitation. 1 credit.

### **CMDS 800 Preclinic**

*Offered fall and spring semesters*

A six-hour pre-clinic workshop may be required for incoming Communication Disorders graduate students to develop knowledge of clinical procedures as well as the mechanics of clinical writing. A placement exercise is administered during Orientation to determine which students will be exempt from enrolling in this workshop. There is no credit assigned to this workshop, however, an additional fee is required.

### **CMDS 890 Capstone Continuation**

Students who have completed all coursework but have not completed their capstone project within the required term must register for this course each subsequent term until the project is completed. This course carries no credit, but cost is equivalent to one credit. Only two consecutive terms of capstone continuation registration is permitted.

### **CMDS 891 Clinical Practicum Continuation**

Students who have not successfully fulfilled the requirements for Clinical Practicum (i.e., CMDS 620, 621, 625, 635, or 630) will register for CMDS 891 each term. No credit, but cost is equivalent to 1/2 credit.

### **CMDS 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee per term is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

## **ELECTIVES**

### **CMDS 590 Special Topics in Communication Disorders**

*Offered spring and summer semesters*

Students may select two elective courses on topics pertinent to Communication Disorders. Topics include: Adult Neurogenic Disorders; Autism Spectrum Disorders / Early Intervention; Alternative Augmentative Communication / Pediatric Feeding; Motor Apraxia / Sensory Integration Disorders; Auditory Processing Disorders; Bilingualism, Counseling. 3 credits.

# NURSING PROGRAMS

Peggy C. Tallier, M.P.A., Ed.D., RN, *Program Director*

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## Overview

The Master of Science Degree Program in Nursing prepares nurses for roles in advanced leadership and education. Graduate study in nursing is grounded in the theoretical and research bases of the discipline, which provide a foundation for advanced practice and doctoral work.

## Graduate Nursing Program Goals

The graduate nursing program is designed to prepare students in nursing administration and nursing education to:

- a. Assume leadership roles to enact change and improve quality outcomes
- b. Commit to lifelong learning to advance a culture of excellence.
- c. Build, lead, and coordinate collaborative interprofessional teams
- d. Design and implement innovative nursing practices
- e. Navigate and integrate care services across the health care system
- f. Translate evidence into nursing practice and disseminate knowledge
- g. Prepared for doctoral study

## Expectations of the Graduate

Graduates of the Mercy College Master of Science Degree Programs in Nursing will be expected to do the following:

1. Assess findings from nursing, bio-psychosocial fields, genetics, public health, quality improvement and organizational sciences for the continued betterment of advanced nursing practice across diverse settings
2. Develop leadership behaviors that emphasize interprofessional collaboration, systems thinking, and business and financial acumen toward the improvement of health care systems
3. Design advanced nursing practices that recognize regulation and national benchmarks to identify actual or potential failures in processes and systems and create a just culture which ensures continuous quality improvement and safety
4. Participate in or lead collaborative teams in evidence based practice, quality improvement initiatives, and ethical conduct of research using translational research to generate and disseminate knowledge to improve care outcomes
5. Evaluate the use of safe and effective information technologies to support decision making, coordination of care, education of health care staff, clients and caregivers in order to achieve optimal health outcomes

6. Promote health and guide the health delivery system using advocacy and policy processes that advance values and improve health outcomes of populations and the health care delivery system
7. Lead and coordinate interprofessional teams across care environments in order to reduce barriers, facilitate access to care and improve health outcomes
8. Design and implement evidence-based clinical prevention strategies that are patient centered and culturally responsive to promote health, prevent disease and reduce risk among individuals and populations at the local, national and global levels
9. Construct a variety of care experiences using informatics to evaluate nursing outcomes, and assist diverse clients to manage within a complex health delivery system while understanding the foundations of nursing care and the art and science of nursing practice as it relates to individuals, families and populations with a commitment to life-long learning

## **Admission Requirements**

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog.

## **Program Requirements**

Requirements for matriculation and admission into the Master of Science Programs in Nursing include the following:

1. A completed Mercy College application
2. Baccalaureate transcript with a nursing major from a professionally accredited program (or for baccalaureate degrees in other fields, see the Bridge Program below)
3. Copy of current RN registration in the U.S.A.

## **Bridge Admission Requirements**

RNs with bachelor's degrees in a field other than nursing may apply for admission to the master's programs. All admission and program requirements to the master's programs must be met. The applicant must complete the following courses with a grade of B or above prior to admission into the graduate programs:

1. NURS 371: Statistics for Nurses
2. NURS 363: Nursing Research
3. NURS 401: Community Health Nursing: Advocacy for Population Health
4. NURS 502: Computer Technology or NURS 510 or NURS 503 (one graduate course only)

## **Advisement**

Upon admission students are assigned a faculty advisor. The faculty advisor or the program director is available to meet with the student to assess the credit requirements necessary for completion of the program and to develop a long-term plan of study.

## Transfer Credits

Graduate courses taken at other institutions prior to admission at Mercy College may, if pertinent to the plan of study, be credited to the graduate degree. Transfer credit is limited to six credits taken within the last five years in which the student has received a grade of B or above.

Transfer courses taken prior to admission will not be computed in the quality point average.

## Maintenance of Matriculation

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. For non-cohort programs, summer registration is not required. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintenance of Matriculation fee is processed as a registration.

Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintenance of Matriculation fee for each missed term. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## Capstone Advise ment

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of their Capstone requirement, they will be given one subsequent term to complete their work. The Maintaining Matriculation registration must be completed for this term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project.

A student's degree will not be released until all Maintenance of Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## Practicum Requirements

All students must complete the following in order to start the practicum experiences. Copies of these documents/clearances must be submitted electronically to the faculty member who is assigned to teach the course. For items #1-3 name each file (document) with your last name and document type, for example: Jones Malpractice Insurance

1. Current malpractice insurance that extends through practicum period
2. Current BCLS
3. Copy of current NY State RN license verification from New York State Office of Professions website or any other State within the U.S.A. in which you will engage in the practicum experience
4. Completed background check and drug screen: See website below. Associated fees for these clearances must be paid by the student.
  - Go to [www.certifiedbackground.com](http://www.certifiedbackground.com), select "student", then enter the package code for the Mercy College Nursing Program (Code MH11 for both the background check and drug test). Follow the procedures detailed on the website.
  - Send an email to your faculty when both clearances have been completed. Faculty will check the web portal and verify that you have been cleared. DO NOT submit copies of the drug screen and background check unless you are requested to do so by your faculty.

When a clinical education contract is in place, and you have been cleared by the community / health agency (i.e., background and drug testing), you will be informed by your faculty of any additional requirements for your preceptor site that may include health clearance, required education, etc. It is the student's responsibility to provide all documents needed for clinical/health care clearance.

The agency may request any / all of the following PRIOR TO starting the on-site practicum:

1. Lab report with titers for MMR Varicella Hepatitis B, C
2. Proof mask fitting; Vaccination for seasonal flu, T-Dap, Hepatitis B, pneumonia or declination, color vision screening. Note: some agency polices require mask use with flu declination.
3. Recent PPD or negative chest X-ray
4. HIPAA, infection control &/or corporate compliance education verification.

It is recommended that you start assembling copies of lab values and documentation of necessary requirements. Upon confirmation of necessary requirements from the agency, name each file (document) with your last name and document type, for example: Jones Titers.

## **Maintenance of Good Academic Standing**

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completing a certain number of credits as stipulated by their respective program. Grades are subject to review by the faculty advisor and program director at the end of each term. If the academic average falls below 3.0 the student will be placed on academic probation.

## **Academic Probation**

All students who have a GPA below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F in any course the student may be subject to dismissal from the College.

For all students on probation, future registrations must be reviewed and approved by the Director as well as the school dean.

In all subsequent terms in which the student is on probation the student is required to achieve a term of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## **Degree Requirements**

To be eligible for graduation students must complete all coursework with a GPA of 3.0 or better. The words "With Distinction" will appear on the diploma of a student whose GPA, upon meeting all requirements for graduation, is 3.75 or above.

## **Time Limit**

Requirements for the degree must be completed within five years from the candidate's date of matriculation (exclusive of time spent in the Armed Forces). Exception may be made by the director of the program if the student's request demonstrates circumstances beyond his or her control that temporarily interfere with the ability to complete the program on time.

# MASTER OF SCIENCE IN NURSING/ NURSING ADMINISTRATION

## Overview

The Nursing Administration Program prepares nurse administrators for interprofessional practice in today's complex, changing, dynamic health care environment. Application of advanced nursing management principles is applied in the final practicum course.

## Program Design

The program is designed for both full and part-time students taking three to nine credits per semester. The curriculum is organized so that the core courses are offered prior to the specialization courses. Specialization courses are offered prior to the practicum course. All courses are offered either on site or online.

## Capstone Requirement

The Nursing Administration Program requires completion of a written comprehensive Capstone project as part of the degree requirements.

## Degree Requirements

Requirements for the Nursing Administration Program include:

Core .....	15 credits
Specialization.....	21 credits
<hr/>	
<b>Total.....</b>	<b>36 credits</b>

## Nursing Administration Curriculum

### I. Core

NURS 502 Computer Technology <sup>(cc)</sup> .....	3 credits
NURS 503 Health Policy .....	3 credits
NURS 510 Diversity .....	3 credits
NURS 514 Philosophical and Theoretical Foundations of Nursing .....	3 credits
NURS 520 Research Perspectives and Methods .....	3 credits

### II. Specialization

NURS 601 Capstone - Part I.....	3 credits
NURS 602 Capstone - Part II .....	3 credits
NURS 642 Nursing and Health Care Management .....	3 credits
Or	
NURS 643 Nursing and Human Resources Management for the Health Care Organization.....	3 credits
NURS 644 Nursing and Health Care Financing .....	3 credits

NURS 646	Strategic Planning for the Health Care Organization for Nurse Administrators.....	3 credits
NURS 648	Measuring and Enhancing Organizational Performance in Health Care Delivery Systems for Nurse Administrators .....	3 credits
NURS 700	Nursing Administration Practicum and Role Development.....	3 credits
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	<b>Total .....</b>	<b>36 credits</b>

# MASTER OF SCIENCE IN NURSING/ NURSING EDUCATION

## Overview

The Nursing Education Program prepares Nurse Educators for faculty positions in Associate and Baccalaureate Degree Programs, and for staff development positions in health care agencies. Students are prepared to use state of the art technology in the planning, implementing and delivery of educational programs.

## Program Design

The program is designed for both full- and part-time students taking three to nine credits per semester. The curriculum is organized so that the core courses are offered prior to the specialization courses. Specialization courses are offered prior to the practicum course.

## Capstone Requirement

The Nursing Education Program requires completion of a written comprehensive Capstone project as part of the degree requirements.

## Degree Requirements

Requirements for the Nursing Education Program include:

Core .....	15 credits
Specialization.....	21 credits
<hr/>	
<b>Total.....</b>	<b>36 credits</b>

## Nursing Education Curriculum

### I. Core

NURS 502 Computer Technology <sup>(cc)</sup> .....	3 credits
NURS 503 Health Policy .....	3 credits
NURS 510 Diversity .....	3 credits
NURS 514 Philosophical and Theoretical Foundations of Nursing .....	3 credits
NURS 520 Research Perspectives and Methods .....	3 credits

### II. Specialization

NURS 601 Capstone - Part I.....	3 credits
NURS 602 Capstone - Part II .....	3 credits
NURS 604 Integrated Health Assessment for Nurse Educators .....	3 credits
NURS 606 Curriculum Process .....	3 credits
NURS 609 Instructional Strategies.....	3 credits
NURS 614 Student Evaluation .....	3 credits
NURS 700 Nursing Education Practicum and Role Development.....	3 credits

<b>Total.....</b>	<b>36 credits</b>
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## — Course Descriptions —

# Nursing

### **NURS 502 Computer Technology<sup>(cc)</sup>**

*Prerequisites:* Matriculation in graduate nursing program or permission of Nursing Program director

This course integrates a variety of innovative computer technologies that support nursing and evidence-based practice. The course emphasizes computer technology needed for research, nursing administration and nursing education. This course also addresses nursing informatics for the advanced practice nurse. Principles of distance learning, use of the internet and the integration of computer technologies are explored. 3 credits. This is a core course and it must be taken at Mercy College.

### **NURS 503 Health Policy**

*Prerequisite:* Matriculation in graduate nursing program or permission of Nursing program director

This course is designed to provide an overview of the politics and economics of health care. Key policy issues are presented as well as the organization of the health care system, health care financing and barriers to care. Special emphasis is placed on the role of the masters prepared nurse in shaping health care policy. 3 credits.

### **NURS 510 Diversity**

*Prerequisite:* Matriculation in graduate nursing program or permission of Nursing Program director

This course examines diversity in culture, ethnicity, religion, social class, gender and sexual orientation and the influence such diversity has on health behaviors. An understanding and appreciation of the varied perspectives and experiences will enable both the Nurse Educator and Nurse Administrator to provide competent care, educate patients and students, develop organizations and affect changes on local, national and international level. 3 credits.

### **NURS 514 Philosophical and Theoretical Foundations of Nursing**

*Prerequisite:* Matriculation in graduate nursing program or permission of Nursing Program director and NURS 502, 503

This course explores the development of nursing as a scholarly discipline. Theories and models related to the phenomena of concern to nursing are explored and evaluated with application made to nursing practice, education and administration. Students develop an understanding of the ethical and moral issues relevant to contemporary nursing. 3 credits.

### **NURS 520 Research Perspectives and Methods**

*Prerequisite:* NURS 371 or undergraduate statistics within the past seven years, NURS 502, 503, 510, 514

This course focuses on the principles and methods of quantitative and qualitative research as applied to nursing and the ethical implications inherent in conducting research. The steps of the research process are examined in-depth by critically analyzing published studies of interest to nursing. The vital role of research in evidenced based practice, quality management and outcomes evaluation is explored. 3 credits.

### **NURS 525 Independent Study**

This is an original course of study planned by the student in conjunction with a graduate faculty member to provide the graduate student the opportunity to pursue an area of educational interest or to conduct a project that advances professional preparation. 1–3 credits.

### **NURS 601 Capstone–Part I**

*Prerequisite:* NURS 502, 503, 510, 514, 520

This capstone course is devised for students to synthesize their nursing education by beginning, under the guidance of a faculty mentor, a capstone project. In this course, students identify a topic of interest related to nursing education or nursing administration. Once the topic is identified, students develop proposal that includes purpose, significance, literature review and methodology. The proposal will be written and formatted according to the Nursing Program and American Psychological Association Guidelines. 3 credits.

### **NURS 602 Capstone–Part II**

*Prerequisite:* NURS 502, 503, 510, 514, 520, 601

This capstone course is devised for students to synthesize their nursing education by beginning, under the guidance of faculty, a capstone proposal. In this course, students complete the research proposal started in Capstone Part I, and focuses on the research methodology, design, and IRB. The research proposal will be written and formatted according to the American Psychological Association (APA) guidelines (6th edition). 3 credits.

### **NURS 604 Integrated Health Assessment for Nurse Educators**

*Prerequisite:* NURS 502

This course enhances physical assessment skills necessary for the Nurse Educator. Assessment goals and strategies are developed for application with students in acute and primary care settings. Written, oral and curricular presentations aid in the teaching of students. 3 credits.

### **NURS 606 Curriculum Processes**

*Prerequisite:* NURS 502, 503, 510, 514, 520

This course focuses on curriculum development and evaluation within the context of continuously evolving nursing, health care and educational systems. The mission and philosophy of the educational setting are considered, as are external accreditation criteria. Program and course design and evaluation models and procedures are examined. 3 credits.

### **NURS 609 Instructional Strategies**

*Prerequisite:* NURS 502, 503, 510, 514, 520, 606

This course provides an overview of educational theory, methods and strategies for classroom, clinical and online instruction. The influence of student diversity on the teaching/learning process is examined. Ethical and legal issues inherent in classroom and clinical teaching are explored. Methods to assess teaching effectiveness are examined. 3 credits.

### **NURS 614 Student Evaluation**

*Prerequisites:* NURS 502, 503, 510, 514, 520, 606

This course focuses on evaluating student performance in classroom, laboratory, and clinical settings. Major emphasis is on the examination of current evaluation models, the establishment of measurable outcomes and the development and critique of tools designed to evaluate classroom and clinical performance. 3 credits.

**NURS 642 Nursing and Health Care Management**

*Prerequisite:* NURS 502, 503, 510, 514, 520

This course focuses on the responsibility of nursing administrators for decisions affecting health care services. Such decisions are shared by many people, including nursing administrators, at several organizational levels. This course will study the management of health care services and lead the student to better insights about organizational design and behavior. Today's health care managers are faced with many challenges: consumer demands for comprehensive services, payers' desires for efficiency and cost control, requests for the latest technologies with a renewed emphasis on quality care. Nurse administrators must pursue strategic goals to ensure progress. Such challenges call for excellent management and imaginative leadership that embrace customer mindedness, financial strength and productivity. 3 credits.

**NURS 643 Nursing and Human Resource Management for the Health Care Organization**

*Prerequisite:* NURS 502, 503, 510, 514, 520

This course presents an examination of the role and responsibilities of nurse administrators in human resource management in health care; job analysis and evaluation; compensation administration; performance evaluation; employee benefit programs; labor relations; motivation; training programs. 3 credits.

**NURS 644 Nursing and Health Care Financing**

*Prerequisite:* NURS 502, 503, 510, 514

The course will present financial transactions that are typical for a health care organization and the construction of the financial statements. By comparing the results of these statements with industry benchmarks, the student nurse administrator will be able to determine if the organization is financially strong or weak as compared to its peers. Cash flow and expense budgets will be developed and the methods to track and report on their results will be evaluated. The latest developments in health care finance such as contract negotiations will be considered. 3 credits.

**NURS 646 Strategic Planning of the Health Care Organization for Nurse Administrators**

*Prerequisite:* NURS 502, 503, 510, 514, 520, 644

This graduate course in Health Care Strategic Planning for Nurse Administrators will focus on the analysis of the principles of strategic planning in the health care industry; how it has evolved; study of the external organizational strategies; internal capability analysis; formulation of organizational strategies; feasibility studies; development of operational plans, programs, and activities; resource allocation and utilization; critical elements of strategic planning; evaluation of strategic planning results; why strategic planning is a necessity; national, state, area wide and local strategic planning; the methods by which institutions evaluate and control opportunities to achieve goals and objectives in a highly competitive and resource-restrained health care environment with both free market and regulated marked characteristics; strategic planning as the basic tool for institutional survival. 3 credits.

**NURS 648 Measuring and Enhancing Organizational Performance in Health Care Delivery Systems for Nurse Administrators**

*Prerequisite:* NURS 502, 503,510,514,520, 644

This course is designed to enable the student to understand and be able to apply concepts and processes of quality improvement in health care delivery systems. Particular emphasis will be placed on the history and role of the Joint Commission. Quality-oriented concepts such as Core Measures, PRO, TQM, CQI, PI, DRG, Managed Care, and Outcomes Measurements will also be addressed. 3 credits.

**NURS 700 Nursing Education OR Administration Practicum and Role Development**

*Prerequisite:* NURS 502, 503, 510, 514, 520 and NURS 601, 602, 604, 606, 609, 614 for Nursing Education; or NURS 601, 602, 642 or 643, 644, 648 for Nursing Administration; permission from program director

Students develop advanced practice roles either as an administrator or educator. Students work with staff or nursing students to develop advanced nursing practice roles within institutions and to broaden accountability for solving health problems and promoting quality care for patients and their families in primary, secondary and / or tertiary settings or educational institutions. The application of research knowledge and skills is emphasized. Additionally, students identify and discuss issues encountered in the development and implementation of advanced nursing practice roles. Role theory is utilized to understand role change and adaption to role stress. This course is taken concurrently with the practicum 2 hrs. clinical/ 1 hr. lecture / 120 practicum hours. 3 credits.

**NURS 890 Capstone Continuation**

Students who have completed all coursework but have not completed their capstone project within the required subsequent term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit.

**NURS 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course registration will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

# MASTER OF SCIENCE IN OCCUPATIONAL THERAPY

Jeanine Stancanelli, O.T.D., O.T.R., *Interim Program Director*

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## Purpose

Occupational therapy is a health, education and rehabilitation profession that helps people maximize potential and build skills that are important for independent functioning, health, well-being and participation in communities. Occupational therapy practitioners work with people of all ages who may need specialized assistance in learning skills to enable them to lead independent, productive and satisfying lives.

Occupational therapy includes: (1) administering and / or interpreting standardized and non-standardized assessments for the purpose of identifying areas of function and / or dysfunction; (2) evaluation and treatment of motor, cognitive, sensory, psychosocial impairments contributing to difficulty in daily living; (3) customized treatment programs aimed at improving abilities to carry out daily life activities within the home, community, school, or work; (4) comprehensive evaluation of home and job environments and recommendations on necessary adaptations and environmental modifications to prevent injury or enhance independent functioning; (5) design, training and recommendations in the use of specialized tools, adaptive equipment, assistive technology and orthotics; (6) teaching methods that prevent injury or promote and maintain healthy habits and routines; and (7) the provision of consultative, educational or research services.

Occupational therapists work with people experiencing daily living problems that may result from the effects of normal aging, disability or illnesses such as stroke, spinal cord injuries, cancer, autism, cerebral palsy or developmental problems, congenital conditions, and mental illness. Occupational therapists work in a wide range of practice settings including hospitals, rehabilitation centers, nursing facilities, home health agencies, outpatient rehabilitation programs, psychiatric facilities, private and public schools, community centers and private practices. There are expanding opportunities for occupational therapists in the areas of health promotion and prevention within private practices, industry, social and public or community agencies.

## Objectives

The Graduate Program in Occupational Therapy is a full-time 60-credit weekend program designed to prepare graduates to apply for licensure in Occupational Therapy and to practice at an entry level. Classes are completed in 20 months and are followed by twenty-four weeks of full-time clinical fieldwork. Entry into the M.S. degree program requires a bachelor degree and prerequisite courses. Students without a bachelor degree can apply for a B.S. in Health Sciences that includes prerequisites or pre-professional occupational therapy courses.

The Occupational Therapy Program is organized around development stages and incorporates three strands of knowledge within courses in the curriculum. The strands are 1) the importance of engagement in occupation in promoting health and participation; 2) client centered occupational therapy evaluation and intervention approaches focused on the interaction of the person, environment and occupation; and 3) exploration and application of available evidence based knowledge and information to support critical thinking and clinical decision making. All three strands contain themes that are reflective of the program's philosophy and mission. The program provides students with entry-level proficiency in occupational therapy practice with people of all ages, cultures and disabilities. The program places a strong emphasis on encouraging clinical reasoning and critical thinking and is designed to reinforce the self-directed learning style inherent in the professional role. The Occupational Therapy Program is committed to preparing practitioners who can competently fulfill responsibilities of the professional role within a changing health care world.

## Expectations of the Graduate

Upon completion of the program, graduates are expected to:

- Master entry-level proficiencies in occupational therapy knowledge and practice skills with individuals of all ages.
- Display professional behaviors, cultural competence, ethical values and a commitment to maintaining currency with professional knowledge and practice.
- Use a dynamic process of inquiry to guide evidence based clinical decisions to competently fulfill the responsibilities of the occupational therapist's role within a complex and changing health care environment.
- Demonstrate a commitment to advocate with professional colleagues for diverse populations of clients' access to health, educational, and rehabilitative services to foster life and community participation.

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog.

## Program Requirements

The Occupational Therapy Program begins in the fall of each academic year. Applications are accepted for consideration from May 15th through July 10th. To apply to the occupational therapy program students must submit:

1. A completed graduate college application.
2. A bachelor's degree transcript from an accredited college or university or a minimum of 90 undergraduate credits (including 48 credits of general education requirements).
3. A personal statement addressing why the applicant has chosen occupational therapy as a career.
4. Two letters of professional reference (with required letter of recommendation form).
5. A course prerequisite form.

Students with a minimum of 90 undergraduate credits can apply to the program for provisional acceptance up to one year in advance of entry into the program. **The bachelor's degree must be completed before beginning the master's program.** The prerequisite GPA as well as the overall GPA or GPA from the last degree will be considered in the admission process.

- Admission applications will be accepted between May 15th and July 10th. Requirements for admission include completion of at least 20 credits of prerequisite courses by the end of the summer term of application (including at least two science courses) and a prerequisite GPA of 3.0. Students with an overall GPA of 3.0 or higher from the last degree (or overall GPA if the bachelor's degree is in progress) will be given preference in the admission process. Preference is also given to students with additional prerequisite coursework completed and grades of B or above in at least two core HLSC Science courses.
- All students must present a realistic plan to complete remaining prerequisite courses prior to enrollment into the program (admission prerequisite completion checklist form must accompany application). Students are required to complete all prerequisite courses listed below prior to starting the Graduate Program in Occupational Therapy. Acceptance is provisional upon successful completion of remaining prerequisites with a prerequisite GPA of 3.0 and a grade of B- or higher in HLSC 344 Group Process and a grade of C or higher in prerequisites.

A maximum of 35 students will be accepted into each class.

Students may transfer general prerequisite courses from other colleges that are considered equivalent as evaluated by the admissions department. Students may be required to provide a copy of the course outline and required assignments for review by the Occupational Therapy Program Admissions Committee. Program Specific Prerequisites should be taken at Mercy College within the last five years. Exceptions may require a competency exam and/or additional documentation at the time of application.

## GENERAL PREREQUISITES

Anatomy & Physiology I and II with a Lab including vertebrae dissection (BIOL 130 and 131)**.....	8 credits
Social and Behavioral Sciences (Intro to Sociology, Anthropology or Cultural Diversity).....	3 credits
Abnormal Psychology (PSYN 212).....	3 credits
Developmental Psychology (PSYN 233).....	3 credits
Statistics for the Social and Behavioral Sciences (BHSC 370) ..... OR a Statistics course at the 200 level or higher	3 credits

## PROGRAM SPECIFIC PREREQUISITES

Group Process for Health Professionals (HLSC 344).....	3 credits
Overview of Occupational Therapy Practice (HLSC 210).....	3 credits
Human Anatomy with Cadaver (BIOL 303) .....	4 credits
Pathology for Rehabilitation (HLSC 302) .....	3 credits
Clinical Kinesiology and Applied Physics (HLSC 314).....	4 credits
Applied Neuroscience for the Rehabilitation Professional (HLSC 410).....	4 credits

Standard Safety Precautions for the Health Care Professional (HLSC 205).....	1 credit
Introduction to Professional Literature and Scientific Writing (HLSC 225).....	1 credit
Scientific Writing (HLSC 402).....	2 credits
Introduction to Occupational Therapy (HLSC 420).....	3 credits
(OTAs take for two credits)	

*\*\* General Bio I or II (4 credits with a lab) including with a grade of B or higher from a four-year institution, can substitute for A&P II for students with a bachelor's degree.*

The prerequisite courses are offered at Mercy College days, evenings and weekends. Please note that students must qualify to take ENGL 111 to be admitted into a prerequisite science course.

The grades of any repeated program specific prerequisite courses will be averaged together into the GPA. Students currently repeating a program specific prerequisite course will have the standing grade for that course included in their admission GPA until the new grade is averaged with the existing grade. Grades lower than C in prerequisite courses are not accepted.

**Students without a bachelor's degree** (for further information please refer to the Undergraduate Catalog) To be eligible for a bachelor's degree in Health Science, students must complete a minimum of 30 undergraduate credits at Mercy College and 18 credits in the major concentration of Health Sciences. All of the required Occupational Therapy Program prerequisite courses can be used to fulfill the requirements for the Bachelor of Health Science Degree. The following sequence is recommended for students who meet application criteria and plan to complete remaining courses within a year (full-time schedule). Prerequisite courses may also be taken on a part-time schedule, however, once students apply to the program, they need to present a plan to complete remaining prerequisite courses and bachelor degree requirements within one year.

Suggested sequence for students planning to complete the below required courses within one year (sequence may also be taken on a part time basis).

Ninety undergraduate credits is completed (including 48 credits of general education).

**Fall**

Human Anatomy (BIOL 303).....	4 credits
Group Process for Health Professionals (HLSC 344) .....	3 credits
Statistics (PSYN 370).....	3 credits
Overview of OT Practice (HLSC 210).....	1 credit
Standard Safety Precautions for the Health Care Professional (HLSC 205).....	1 credit

**Spring**

Clinical Kinesiology and Applied Physics (HLSC 314).....	4 credits
Applied Neuroscience for the Rehabilitation Professional (HLSC 410).....	4 credits
Introduction to Professional Literature and Scientific Writing (HLSC 225).....	1 credit
Scientific Writing (HLSC 402).....	2 credits
Elective .....	2-3 credits

**Summer (these courses are also offered in the spring term)**

Pathology for Rehabilitation (BIOL 302/HLSC 302) ..... 3 credits

Introduction to Occupational Therapy (HLSC 420)..... 3 credits

*Award B.S. here for students who do not already have a B.S. degree. Students must have a B.S. and required prerequisites before entering the Graduate Program in Occupational Therapy.*

**Program Application**

Applications must include the following components:

1. Two references on the Mercy College Occupational Therapy Recommendation Form; (one from an occupational therapist or work supervisor and one from faculty of a prerequisite course). The recommendations must be recent (not over six months old). Each reference should be in sealed envelopes with the referee’s signature over the seal.
2. A two-page typewritten personal goal statement on why the applicant has chosen occupational therapy as a career.
3. A résumé of professional and educational experiences.
4. Official transcripts from all colleges attended.
5. A written plan for completion of remaining prerequisite courses.

**Admission Procedure**

1. Prospective students are required to meet with an admissions counselor for evaluation of transfer credits prior to submitting an application to the Occupational Therapy Program.
2. An application form and general information regarding eligibility for the Master of Science Degree Program is available online or from the Admissions Office or the Occupational Therapy Program Office at the Dobbs Ferry Campus.
3. All candidates for the Occupational Therapy Program must first be admitted into Mercy College. A separate application form for the Occupational Therapy Program, accompanied by an application fee, should be submitted between May 15th and July 10th for admission decision to begin the Occupational Therapy Program during the fall trimester one year later. Applications from qualified applicants may continue to be processed after the application deadline if there are available spaces in the program.
4. Selected applicants will be invited to interview with representatives of the Graduate Program Admissions Committee.
5. Each applicant’s records will be presented to the Admission Committee of the program. The final admission decision is based on a combination of GPA, references, interview, and written essays. Candidates will be notified as to their acceptance into the next Occupational Therapy class in September. All acceptances will be provisional. Provisional acceptance requires that students complete the remaining prerequisite courses and bachelor degree courses with a minimum GPA of 3.0 and a grade of C or better within one-year to enter the program.
6. Students accepted into the program will be required to pay a non-refundable deposit of \$250 at the time of acceptance. This fee will be applied to the fall tuition payment.

7. Students requesting deferral of admission will need to re-apply the next academic year, unless waived by the program director.

## Transfer Credits

Up to six credits of graduate occupational therapy coursework taken at another institution may be credited towards the occupational therapy degree, if equivalent in content, to Mercy College occupational therapy courses. Permission to transfer credits must be requested at the time of admission and official transcripts and course descriptions must be submitted to the program director for evaluation of equivalency. Students may be required to provide a copy of the course outline and required assignments for review by the Occupational Therapy Program Admissions Committee.

## Program Design

The professional program in Occupational Therapy is a full-time weekend program that takes approximately two years and three months to complete. The program is divided into six trimesters of academic work. Classes are held every other weekend from 6 p.m. to 8:30 p.m. on Friday evenings and 9 a.m. to 5:30 p.m. on Saturday and 9 a.m. to 5 p.m. on Sunday. The student is required to take nine to eleven hours per semester in the designated sequence. The student is also required to complete a research seminar, splinting course, and assistive technology course during the summer between the first and second years and a capstone project during the second year of the program. The summer weekend courses are scheduled between May and July and do not always follow the alternating weekend schedule. Since the program involves a full-time graduate course load, it is not recommended that students work for more than 25–30 hours per week.

The curriculum is organized around the life-span stages of childhood, adolescence, adulthood and geriatrics. Concepts related to health, learning, the impact of illness and occupational therapy practice are integrated within each life-span stage. The program provides an intense learning experience and is especially designed for the motivated adult learner.

The program incorporates a variety of learning methods including a mixture of lecture, discussion, small group problem solving, hands on experiences and problem based learning (PBL). In PBL, students meet in small groups with a faculty facilitator to discuss clinical cases. The case context drives learning, requires students' active participation and involvement in the learning process, and reflects the actual process occupational therapists engage in within practice. The cases require students to call upon previous learned knowledge from prerequisite courses, engage in independent and self-directed learning, and use a variety of learning resources. PBL allows students to learn the content specified for the course by applying clinical reasoning and inquiry skills.

Each life-span module is linked to a Level I Fieldwork course designed to connect theory to practice. Students are assigned to various clinical and community settings for a minimum of seven weekdays each fall and spring trimester. Level I Fieldwork in Pediatrics is completed in settings such as children's specialized hospital and rehabilitation centers, private practices, school based practices, special education schools, pediatric units in general hospitals, and outpatient clinics. Level I Fieldwork in Adolescence is completed in residential care facilities for children and youth with emotional disabilities or after school programs for impoverished and "at-risk" youth that are located primarily in the counties surrounding the college. Accommodations may be made for students outside of the tri-state area. Level I Fieldwork in Adults is completed with a physically disabled

population in hospitals and rehabilitation centers, private practices, outpatient clinics. The final Level I Fieldwork course in Geriatrics is completed in community settings typically in social based adult day programs for individuals with dementia.

A total of 24 weeks of Level II Fieldwork experiences is required for students to graduate and be eligible for national certification and state licensure. This fieldwork is usually completed at the end of the curriculum sequence as two full-time 12-week placements. Modifications, such as part time (i.e., three-day-a-week schedule) or placement in three practice sites (e.g., 12 weeks in physical disabilities, eight weeks in pediatrics, and eight weeks in mental health) may be possible depending on a student’s GPA, work schedule and availability of fieldwork sites with contracts with Mercy College. Part time fieldwork experiences may limit the populations and settings in which the fieldwork can be completed, and will lengthen the time needed to complete the program, but for some students offers the opportunity to balance educational requirements with work or family responsibilities. Specialty or third affiliations are offered in focused areas such as hand rehabilitation or pediatric early intervention after the student completes the basic fieldwork experiences. All fieldwork placements must be successfully completed within 24 months of the didactic course work unless the program Faculty Review Committee grants an extension for extenuating circumstances. Participating in a Level II fieldwork frequently involves a commitment commensurate to a full-time job.

### Degree Requirements :

Requirements for the Master of Science Degree in Occupational Therapy include:

Professional Courses .....	48 Credits
Clinical Education.....	12 Credits
<b>Total*</b> .....	<b>60 Credits</b>

*\* Including completion of Comprehensive Capstone Project*

### Curriculum

#### First Year - Fall Term

(Every other Friday 6–8:30 p.m.; Saturday 9 a.m.–5:30 p.m.; Sunday 9 a.m.–5 p.m.)

OCTR 500 Models in Occupational Therapy Practice <sup>(cc)</sup> .....	3 credits
OCTR 503 Applied Research.....	1 credit
OCTR 505 Childhood and Occupational Therapy Practice .....	5 credits
OCTR 506 Level I Fieldwork in Pediatric Occupational Therapy .....	1 credit
OCTR 507 Problem Based Learning in Pediatric Health.....	1 credit

#### First Year - Spring Term

(Every other Friday 6–8:30 p.m., Saturday 9 a.m.–5:30 p.m., Sunday 9 a.m.–5 p.m.)

OCTR 510 Adolescence and Occupational Therapy Practice .....	5 credits
OCTR 511 Level I Fieldwork with Adolescent Clients.....	1 credit
OCTR 512 Problem Based Learning in Adolescent Health.....	1 credit
OCTR 515 Occupational Therapy Assessment & Treatment I Pediatrics and Adolescence.....	3 credits

#### First Year - Summer Term

(May-August, 15 weekend days 8:30 a.m.–5:30 p.m.)

OCTR 516 Occupational Therapy Assessment & Treatment II Assistive Technology .....	3 credits
OCTR 517 Occupational Therapy Assessment and Treatment III Splinting ...	1 credit
OCTR 525 Quantitative & Qualitative Research Methods for Occupational Therapy .....	3 credits
Advanced Topics I (Course number determined by capstone option) .....	2 credits
(meets once a month through the 2nd year)	

**Second Year - Fall Term**

(Every other Friday 6–8:30 p.m., Saturday 9 a.m.–5:30 p.m.; Sunday 9 a.m.–5 p.m.)

OCTR 605 Adulthood and Occupational Therapy Practice .....	5 credits
OCTR 606 Level I Fieldwork in Adult Physical Disabilities Settings.....	1 credit
OCTR 607 Problem Based Learning in Adult Health .....	1 credit
OCTR 610 Occupational Therapy Assessment & Treatment IV–Adults.....	3 credits

**Second Year - Spring Term**

(Every other Friday evening 6–8:30 p.m., Saturday 9 a.m.–5:30 p.m., Sunday 9 a.m.–5:00 p.m.)

Advanced Topics II (Course number determined by capstone option).....	1 credit
OCTR 615 Geriatrics and Occupational Therapy Practice.....	3 credits
OCTR 616 Level I Fieldwork with Older Adult Clients.....	1 credit
OCTR 617 Problem Based Learning in Geriatric Health.....	1 credit
OCTR 619 Occupational Therapy Assessment & Treatment V Cognition and Occupation .....	2 credits
OCTR 620 Occupational Therapy Management & Leadership .....	3 credits

**Second Year - Summer Term**

(Fieldwork Hours Arranged at Site)

Advanced Topics III (Course number determined by capstone option) .....	1 credit
OCTR 623 Clinical Education II - first placement (12 weeks) .....	4 credits

**Second Year - Fall Term**

(Fieldwork Hours Arranged At Site)

OCTR 625 Clinical Education II - second placement (12 weeks) .....	4 credits
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**Total Credits..... 60 credits**

## OCCUPATIONAL THERAPY PROGRAM POLICIES

### Grading

Incomplete grades will be granted only under extenuating circumstances and for no more than 25 percent of total course assignments or examinations within a term. Students will contract, in writing, with the course instructor regarding the completion of coursework within a time specified by the program Faculty Review Committee. Students may not register for any further occupational therapy courses without permission from the program director. Failure to complete the work in accord with the contract-specified time will automatically result in failure for the course.

## **Clinical Education Grades**

If a student fails any clinical education course, the decision to allow the course to be repeated will be determined by a Faculty Review Committee. If the student is allowed to repeat the clinical experience and fails again, he / she will be dismissed from the program. If the student is not allowed to repeat the clinical experience, matriculated status will be withdrawn. A student may only withdraw from a clinical education experience for extenuating circumstances approved by a Faculty Review Committee.

Students who are not meeting required standards or competencies of a Level II clinical education experience will be required to suspend work towards the completion of their master's capstone project to enable them to focus their efforts on successful completion of the clinical experience. This will require the student to register for OCTR 890 Capstone Continuation and possibly delay their graduation date.

## **Essential Functions**

The Program has adopted a list of Essential Functions that outlines the necessary communication, motor, intellectual/cognitive, and behavioral/social attributes deemed necessary for program completion and clinical practice within the field. The list of these essential functions is available upon request from the program. Students are expected to review this list and sign a form stating that they are or are not capable of performing the skills and abilities listed.

## **Attendance**

Attendance and punctuality in all classes and clinical education assignments is required, unless the student is excused for extenuating and extraordinary life circumstances (documentation may be required). If absence is due to illness, a note signed by a M.D. may be required. Missing one weekend day per trimester is equivalent to missing three to four classes in a traditional program and may jeopardize a student's standing in the program. Course instructors or clinical instructors must be notified in advance regarding absences. Failure to do this will result in a review of the situation by the faculty and program director. Possible results may include a written warning and/or additional assignments. Students who miss more than one full day (or the equivalent of one full day) will be subject to review with possible dismissal from the program. Absence of more than the equivalent of one weekend may result in a non-passing grade regardless of the circumstances.

If a student misses a test or exam without previously contacting the instructor, the situation will be reviewed by the faculty and may result in a grade of F for that test or exam.

## **Fieldwork Level I Attendance Policy**

Absences of more than one fieldwork day (even if rescheduled) are considered excessive and may result in a non-passing grade for the fieldwork course. Students are expected to attend fieldwork for the entire scheduled day unless they are ill or have an extenuating circumstance. Students who are ill should use their judgment when deciding if they should attend fieldwork. Students are required to complete a total of at least seven days of fieldwork each fall and spring term. Students must meet the minimum required hours (forty-two hours) to successfully complete each Fieldwork Level I experience. Students assigned to fieldwork sites that have less than a six-hour workday must complete a minimum of 42 hours. Students assigned to sites with six or more hour workdays must complete seven days.

## Student Classification

A student will be classified as a matriculant in the professional program upon full-time enrollment at Mercy College and admission to the program by the Admissions Committee of the program. Students must maintain an overall 3.0 or better in the program. Absence for more than one weekend (two days) may result in a non-passing grade for all professional courses.

## Program Accreditation

The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). ACOTE's contact information is: ACOTE, c/o Accreditation Department, American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, P.O. Box 3122, Bethesda, MD 20824-1220. ACOTE's phone number is (301) 652-2682. ACOTE's website is [www.acoteonline.org](http://www.acoteonline.org) and e-mail is [accred@aota.org](mailto:accred@aota.org). Graduates of the Occupational Therapy Program will be eligible to sit for the national certification examination of the occupational therapist administered by the National Board of Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (O.T.R.). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

## Advising

Upon acceptance into the program, an assigned faculty member will advise the student in the Master of Science Degree Program in Occupational Therapy. The program director or associate director is available to meet with students to counsel them on their standing in the program, the requirements necessary for the completion of the program, and to develop long-term plans of study and future professional directions.

## Course Load

The Master of Science Degree Program in Occupational Therapy is a full-time weekend program that takes approximately two years, three months to complete. The student is required to take nine–eleven credits per trimester. Course work may be completed in six trimesters. During the final two trimesters while completing the Level II fieldwork experiences, the student registers for 4.5–5 credits and is considered a part-time student. The required 24 weeks of fieldwork must be completed within 24 months following the completion of the didactic component of the program unless the program Faculty Review Committee grants an extension for extenuating circumstances.

## Maintenance of Matriculation

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. For cohort programs, registration is required during summer session(s). For non-cohort programs, summer registration is not required. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintenance of Matriculation fee is \$100 per session and is processed as a registration.

Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintenance of Matriculation fee of \$100 for each missed session. Maintenance of matriculation without attending classes

is limited to one year. After three terms, a student is required to reapply for admission and if accepted come under any new regulations. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## Capstone Advisement

Occupational therapy students register for the Advanced Topics course series that leads to the completion of the capstone requirement. This course series ends in summer of the second year. After this semester is over, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until all Maintenance of Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## Maintenance of Good Academic Standing

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completing a certain number of credits as stipulated by their respective program. Grades are subject to review by the faculty advisor and program director at the end of each term. If the academic average falls below 3.0 the student will be placed on academic probation.

If a student receives a grade of C in any course, the course must be repeated before permission to continue the curriculum sequence is granted. A student can only repeat one course in the curriculum if he/she has received a grade of C. If a student fails any Clinical Education course, a decision to allow the course to be repeated will be determined by a Program Faculty Review Committee.

If the scores from any category of the Professional Development Form (PDF) fall in the "Unsatisfactory" category, or the student's total score is a 27/30 or below, the student must meet with his or her advisor to discuss their plan for improvement. This plan will be reviewed by the program director and will be placed in the student's file in the Occupational Therapy Program office. Additional details on the Professional Development Form and process are located in the Program Student Manual.

If the program notes a pattern of inappropriate or unprofessional behavior, these behaviors will be brought to the student's attention through professional development feedback forms, faculty memos, advising notes, or fieldwork evaluations. The student will develop a professional plan to demonstrate improved professional behaviors. This plan may include recommendations such as self-reflective journaling, professional counseling, etc. If the student fails to develop the required plan, follow through with the recommendations, or remediate the problematic behaviors, the student will be reviewed by occupational therapy faculty. The student may be prohibited from participating in future fieldwork experiences until he/she demonstrates consistent appropriate professional behaviors. Students whose behaviors are potentially disruptive to therapeutic client relationships, or are potentially disruptive to the operation of the clinical facility may be dismissed from the Occupational Therapy Graduate Program.

## **Academic Probation**

All students who have a cumulative GPA of below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F or FW in any course the student may be subject to dismissal from the College.

For all students on probation, future registrations must be reviewed and approved by the Director of the student's program as well as the school dean.

In all subsequent terms in which the student is on probation the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## **Graduation Requirements**

To be eligible for graduation students must complete all required course work with a cumulative GPA of 3.0 or higher. The coursework includes the completion of capstone and clinical education requirements.

## **Essential Functions**

The program has an Essential Function Form that outlines the necessary behavioral/communicative, psychomotor, cognitive and self-care skill deemed essential for completion of the program and performance as a competent occupational therapist. This form is signed by the student stating they are or are not capable of performing the skills and abilities that are listed.

## – Course Descriptions – Occupational Therapy

### **OCTR 500 Models of Occupational Therapy Practice<sup>(cc)</sup>**

*Offered fall trimester only*

This course provides the conceptual foundations for occupational therapy practice. Students will study various occupation-based models in occupational therapy and will develop an understanding of the way in which theory and models of practice guide occupational therapy evaluation and treatment and provide a framework for understanding the client and the client's response to intervention. Concepts of client-centered practice will be discussed throughout the course. The influence of contextual factors on occupational performance will be emphasized. Students will learn to identify the underlying assumptions, similarities and differences between different practice models. The course will also provide an introduction and overview of the clinical reasoning process involved in selecting assessment tools and interventions. Skills in occupational and activity analysis, which were initially introduced in the Introduction to Occupational Therapy course, will be further expanded and refined. Professional skills in interviewing, treatment planning, goal setting, and documentation will be linked with practice models. Students will learn to analyze clinical cases from the perspective of different models and develop the ability to articulate a rationale for occupational therapy assessment and treatment. This course requires student participation in online discussions. 3 credits.

### **OCTR 503 Applied Research**

*Offered fall trimester only*

The purpose of this course is to provide the student with an introduction to the basic language, logic and methods of research, as they relate to occupational therapy. Specifically, the course will provide the student with a basic understanding of evidence-based practice, research ethics and the literature review. These skills will establish a foundation to initiate research projects that will be developed in future courses. This course will begin the process to enable the student to become an informed consumer of occupational therapy research. 1 credit.

### **OCTR 505 Childhood and Occupational Therapy Practice**

*Offered fall trimester only*

This course reviews the biopsychosocial components of human growth and development and the occupational functioning of typically developing children from birth to age 9. The effect that impairment can have on children's health, occupational development, and occupational participation is then explored. Methods of assessing children's capacities to participate fully in their present and developing occupations including assessing the underlying performance skills and performance patterns that underlie competent occupational performance are studied and practiced. Intervention approaches designed to facilitate occupational participation and performance within the contexts of children's social, physical, and cultural environments are introduced, studied and practiced. Models of health care, educational, and community practice are explored as they affect occupational therapy service provision for children. Students develop basic skills in movement and activity analysis/synthesis, clinical observation, interviewing, and assessment techniques. They also learn an evidence-based approach to selection of appropriate practice frameworks and intervention strategies. Students learn to design

appropriate intervention plans and study how to methodically select, modify and adapt intervention activities to promote the occupational participation and performance of children with disabilities. They learn to document assessment results, interpret assessment findings, set goals for intervention and plan appropriate intervention strategies and activities based upon assessment results. Student readings, assignments, class discussions and activities foster the integration of course knowledge with the students' concurrent educational experiences in OCTR 506 (Fieldwork I Practicum Experiences: Facility/School or Hospital Based Programs) and OCTR 507 (Problem-Based Learning in Child Healthcare). 5 credits.

### **OCTR 506 Level I Fieldwork in Pediatric Occupational Therapy**

*Offered fall trimester only*

Level I Fieldwork is required by the Accreditation Council of Occupational Therapy Education and includes those experiences designed to enrich didactic coursework connected with the pediatric developmental module with the Graduate Occupational Therapy Program. Level I Fieldwork is an opportunity to begin to integrate academic learning with clinical practice through directed observation and participation in selected aspects of the occupational therapy process in school, hospital-based, and home-based settings. Students are assigned to individual occupational therapy supervisors who they observe in the supervisor's clinical site. Students, under structured supervision, participate in therapeutic interactions with individual pediatric clients as appropriate. The focus is on the development of clinical observation skills and designing individualized occupation based sessions for clients. Fieldwork experiences are structured around the assignments provided by the instructors, with emphasis on developing basic professional behavior; meeting patient/clients with a variety of diagnoses and degree of impairments; identifying general rehabilitation goals and methods utilized to achieve these outcomes in their fieldwork placement; and actively engaging in the supervisory process. Students are encouraged to identify personal reactions and feelings in relation to the fieldwork experience. This course requires student participation in online discussions. 1 credit.

### **OCTR 507 Problem-Based Learning in Child Health**

*Offered fall trimester only*

This Problem-Based Learning (PBL) course facilitates learning through small group discussion and analysis of real-life clinical scenarios related to the developmental stage of childhood. Students engage in communication, collaboration, and clinical reasoning during the process of understanding the relationship between the person, environment, and occupations. Cases typically encompass not only a given diagnosis, but also the impact of biological processes, environment and lifestyle on the individual, the community and society. Students are required to support clinical decisions with available evidence. This course requires student participation in online discussions. 1 credit.

### **OCTR 510 Adolescence and Occupational Therapy Practice**

*Offered spring trimester only*

This course reviews the biopsychosocial components of human growth and development, typical occupational roles, and environments of persons in the developmental stages from late childhood through late adolescence. Students examine how children with and without disabilities weather the transition into adolescence and how adolescents with and without disabilities manage the transition into adulthood. Occupation-based methods of promoting healthy transitions and adaptation through adolescence into adulthood are

studied, analyzed, and applied to typical adolescents and to adolescents with psychiatric and physical disabilities. Current issues in community and school mental health and related occupational therapy practice are also discussed. Students continue to refine their skills in client-centered interviewing, observation, assessment, goal setting, activity analysis, and intervention planning including developing occupation-based groups. They continue to apply an evidence-based approach to the selection of appropriate practice frameworks and intervention planning. Student readings, assignments, class discussions and activities foster the integration of course knowledge with the students' concurrent educational experiences in OCTR 511 (Level I Fieldwork with Older Children and Adolescent Clients in a Mental Health Setting) and OCTR 512 (Problem-Based Learning in Adolescent Health). 5 credits

### **OCTR 511 Level I Fieldwork with Older Children and Adolescent Clients in a Mental Health Setting**

*Offered spring trimester only*

Level I Fieldwork is required by the Accreditation Council of Occupational Therapy Education and includes those experiences designed to enrich didactic coursework connected with the adolescent developmental module with the Graduate Occupational Therapy Program. Level I Fieldwork is an opportunity for students to integrate academic learning about occupation-based group intervention with actual practice in developing and leading therapeutic groups for an assigned group of older children or adolescent clients. Students refine their skills in client-centered interviewing and goals setting, activity analysis, clinical observation, administering assessments, developing and leading occupation-based group leadership skills. This course requires student participation in online discussions. 1 credit.

### **OCTR 512 Problem-Based Learning in Adolescent Health**

*Offered spring trimester only*

This Problem-Based Learning (PBL) course facilitates learning through small group discussion and analysis of real-life clinical scenarios related to the developmental stage of adolescence. Students engage in communication, collaboration, and clinical reasoning during the process of understanding the relationship between the person, environment, and occupations. Cases typically encompass not only a given diagnosis, but also the impact of biological processes, environment and lifestyle on the individual, the community and society. Students are required to support clinical decisions with available evidence. This course requires student participation in online discussions. 1 credit.

### **OCTR 515 Occupational Therapy Assessment and Treatment I**

*Offered spring trimester only*

This course focuses on the process of occupational therapy evaluation and intervention with a pediatric population. It is designed to provide hands-on practice with different occupational therapy assessment tools as well as provide opportunities to observe, and analyze and design clinical interventions from various frames of reference. Treatment approaches including neurodevelopmental treatment, sensory integration, motor learning, cognitive/perceptual and biomechanical approaches are explored in depth and the integration of these approaches in treatment is emphasized. Treatment modalities such as adaptive equipment and environmental modifications are also explored in depth. Students develop interviewing strategies, observation skills and test administration skills as well as the ability to design and implement treatment plans and to work

collaboratively with other disciplines. Clinical reasoning activities encourage students to view cases presented from multiple frames of reference based on clinical conditions, sociocultural and environmental factors as well as from systems perspective e.g. health care, education and community based. 3 credits.

### **OCTR 516 Occupational Therapy Assessment and Treatment II - Assistive Technology**

*Offered summer trimester only*

This course will focus on the use of assistive technology in occupational therapy across the age span from childhood to adulthood, taking into consideration a wide range of client factors and activity limitations. It is designed to provide students with the opportunity to become aware of technology and equipment resources available to the occupational therapist, to gain experience in evaluation and intervention techniques using technology as well as experience in the recommendation and design of technology devices. Assistive technology will be presented as an integral part of comprehensive evaluation and intervention in a variety of occupational therapy frames of reference. Students will develop skilled observation techniques, specific skills, as well as the ability to design and implement intervention plans that incorporate assistive technology. Students will utilize problem solving and clinical reasoning skills to interpret evaluation data, design and implement treatment in collaboration with clients and families, taking sociocultural and environmental factors into consideration. 3 credits.

### **OCTR 517 Occupational Therapy Assessment and Treatment III - Splinting**

*Offered summer trimester only*

This course delivers a concentrated presentation of one of the biomechanical treatment approaches utilized in occupational therapy intervention - splinting. Students will gain in-depth knowledge and learn the principles and techniques utilized in the fabrication and/or selection of static and dynamic splints. Selection of splints based on evidence and clinical reasoning will be examined. Students will design, fabricate, and fit splints to improve and enhance occupational performance based on scientific principles of kinesiology, biomechanics, and physics. Practical application of theory, assessment, treatment planning, and supervision of the occupational therapy assistant will be discussed. Provide design, fabrication, application, fitting, and training in orthotic devices used to enhance occupational performance and training in the use of prosthetic devices, based on scientific principles of kinesiology, biomechanics, and physics. 3 credits.

### **OCTR 525 Qualitative and Quantitative Research Methods for Occupational Therapy**

*Offered summer trimester only*

This course will address the important concepts of qualitative and quantitative research including the theoretical assumptions underlying the research process and procedures, and the value of research in occupational therapy. Students will learn how to critically analyze research in occupational therapy; interpret studies related to occupational therapy; and understand how research results inform occupational therapy practice. The major components of a research protocol (literature review, research design, data collection, statistical analysis, and the research report) will be reviewed and students will design a research proposal, collect data, analyze data using SPSS, and report results. 3 credits.

### **OCTR 605 Adulthood and Occupational Therapy Practice**

*Offered fall trimester only*

This course examines the major life roles, tasks, contexts and environments of adulthood with an emphasis on analyzing the effect of life-stage challenges, illness and acquired impairments on occupational performance. Using a client-centered process, students gain in-depth knowledge and learn skills for identifying physical and psychosocial factors related to a variety of general medical surgical conditions and neuromotor impairments influencing engagement in meaningful occupation. Practical application of theory, evaluation and intervention approaches, and documentation are presented. An emphasis is placed on viewing clinical problems from a holistic perspective, generating a comprehensive evaluation plan, developing an occupation-based intervention approach based on clinical reasoning and available evidence that promotes health and participation through engagement in occupations. This course requires student participation in online discussions. 5 credits.

### **OCTR 606 Level I Fieldwork in Adult Settings**

*Offered fall trimester only*

Level I Fieldwork is required by the Accreditation Council of Occupational Therapy Education and includes those experiences designed to enrich didactic coursework connected with the adulthood developmental module within the Graduate Occupational Therapy Program. Level I Fieldwork is an opportunity to begin to integrate academic learning with clinical practice through directed observation and participation in selected aspects of the occupational therapy process in facility or hospital based settings. Students are assigned to individual occupational therapy supervisors who they observe in the supervisor's clinical site. Students, under supervision, participate in therapeutic interactions with clients as appropriate, developing their clinical observation skills and ability to design client-centered occupation-based sessions to achieve desired outcomes. The fieldwork experience also emphasizes developing basic professional behavior and actively engaging in the supervisory process. Students are encouraged to identify personal reactions and feelings in relation to the fieldwork experience. This course requires student participation in online discussions. 1 credit.

### **OCTR 607 Problem Based Learning in Adult Health**

*Offered fall trimester only*

This Problem Based Learning (PBL) course facilitates learning through small group discussion and analysis of real-life clinical scenarios related to the developmental stage of adulthood. Students engage in communication, collaboration, and clinical reasoning during the process of understanding the relationship between the person, environment, and occupations. Cases typically encompass not only a given diagnosis, but the impact of biological processes, environment and lifestyle on the individual, the community and society. Students engage in concept mapping activities to explore the complexity of the cases and are required to support clinical decisions with available evidence. Students are exposed to electronic documentation to prepare for clinical practice. Pre-requisites include successful completion of all prior coursework. Co-requisites: OCTR 605, 610 or Permission of Program Director. 1 credit.

### **OCTR 610 Occupational Therapy Assessment and Treatment IV**

*Offered fall trimester only*

This course reviews occupational therapy evaluation and intervention with adult clients with biomechanical impairments. The possible activity limitations and participation restrictions resulting from such impairments and their contributing psychosocial factors

are considered from various theoretical perspectives. Client centered evaluation and intervention approaches to a variety of orthopedicpsychosocial conditions are examined through lecture and application to case scenarios. An emphasis is placed on viewing clinical problems from different perspectives and on generating alternative approaches to evaluation and providing meaningful, occupation based interventions to the adult client with biomechanical disorders. This course requires online student participation. 3 credits.

### **OCTR 615 Geriatrics and Occupational Therapy Practice**

*Offered spring trimester only*

This course examines the major life roles, occupations, and environments of the older adult. This course introduces students to those elements that contribute to making the age of maturity productive and filled with meaningful occupation. Emphasis is on evidence based occupational therapy evaluation and intervention for activity limitation and participation restrictions commonly associated with the aging process due to musculoskeletal, cardiovascular, neurological and psychosocial impairments. Issues related to chronic and terminal illness are explored. Recognition and importance of the role of occupational therapy in the community is emphasized. Client centered practice and the use of meaningful occupation, roles and goals of the older adult are examined in relation to promoting health and wellness. Skills for assessing the older persons' functional performance and intervention methods to teach self-help and maintain independent daily living skills are explored. This course explores the therapeutic relationship with the geriatric population and their families and investigates the role of occupational therapy in assessment and intervention of family and caregiver needs. This course requires online student participation. 3 credits.

### **OCTR 616 Level I Fieldwork with Older Adult Clients**

*Offered spring trimester only*

Level I Fieldwork is required by the Accreditation Council of Occupational Therapy Education and includes those experiences designed to enrich didactic coursework connected with the geriatric developmental module with the Graduate Occupational Therapy Program. Level I Fieldwork is an opportunity for students to integrate academic learning about occupation-based group intervention with actual practice in developing and leading therapeutic groups for an assigned group of older adult clients. Students refine their skills in client-centered interviewing and goals setting, activity analysis, clinical observation, administering assessments, developing and leading occupation-based group leadership skills. Students are required to support clinical decisions with available evidence. This course requires student participation in online discussions in which students are encouraged to identify personal reaction and feelings in relation to the fieldwork experience and respond to peers regarding their experiences and reactions. 1 credit.

### **OCTR 617 Problem Based Learning in Geriatric Health**

*Offered spring trimester only*

This Problem Based Learning (PBL) course facilitates learning through small group discussion and analysis of clinical cases related to the developmental stage of late adulthood. Students engage in communication, collaboration, and clinical reasoning during the process of forming questions, investigating possible answers, and understanding the relationships among the person, environment, and occupations. Cases typically encompass not only a given diagnosis, but also the impact of biological processes, environment and lifestyle on the individual, the community and society. Students engage in concept mapping activities to explore the complexity of the cases and are required to support clinical

decisions with available evidence. Students are exposed to electronic documentation to prepare for clinical practice. Pre-requisites include successful completion of all prior coursework. Co-requisites: OCTR 615, 619 or Permission of Program Director. 1 credit.

### **OCTR 619 Occupational Therapy Assessment and Treatment V — Cognition and Occupation**

*Offered spring trimester only*

This course examines the role of cognition in engagement in occupation, adaptation, participation and quality of life. Students practice observing and analyzing cognitive perceptual components of occupational performance in everyday activities. The impact of dysfunction on all areas of life including social participation, behavior, personality, emotional responses, and activities of daily living (ADL) will be highlighted. Limitations in cognitive perceptual abilities will be addressed within the context of various theoretical perspectives and approaches. Practical application of theory, evaluation and intervention to a variety of clinical conditions involving cognitive, perceptual symptoms will be examined. Clinical scenarios will be discussed in small discussion groups as well as a large class. An emphasis is placed on viewing clinical problems from different perspectives and on generating alternative approaches to assessment and treatment of the client with cognitive difficulties. Evidence-based practice and clinical reasoning will be integrated throughout the course. 2 credits.

### **OCTR 620 Occupational Therapy Management and Leadership**

*Offered spring trimester only*

The course focuses on the managerial skills and organizational knowledge essential for professional occupational therapy practice. The course emphasizes the development of basic skills in supervisory relationships, professional identity, leadership and management skills. Using authentic learning cases, students will explore the realities of the current health care system as well as emerging trends, different models of health care and the impact of organizational, political and economic realities on occupational therapy practice. Students explore available evidence (e.g., literature, laws and regulations, professional standards, association documents, etc.) to support practice and management decisions. This course is intended to enhance student knowledge and skills in preparation for fieldwork and one's career in the profession. In order to assist students to integrate essential organizational, professional and ethical concepts into their habits and behavior, the course will include the following tracks: (1) values and ethics of professional practice, (2) service delivery models of practice, (3) service management, (4) supervision of occupational therapy teams, (5) communication and advocacy, and (6) professional responsibilities of occupational therapy practitioners. This course requires participation in an online discussions and completion of e-learning modules using the Blackboard platform. 3 credits.

### **OCTR 623 Clinical Education II (first placement)**

This first Level-II fieldwork provides students with an in-depth, supervised experience in delivering occupational therapy services to clients in a specific population and setting. Students focus on the application of meaningful occupation, administration, and management of occupational therapy services under the supervision of a registered occupational therapist. The fieldwork experience promotes growth in the student's clinical reasoning and reflective practice along with exploration of the values and beliefs that enable the student to prepare for ethical professional practice. Sixty days (minimum of 6.5 hour day or 400 hours) or 12 weeks full-time Level II Fieldwork Experience is required for this placement. Hours for student attendance are determined by the clinical site in coordination with the occupational therapy program and may include some weekend or

evening hours. The time commitment is equivalent to a full-time job. Part-time fieldwork experiences are arranged upon mutual agreement between the fieldwork site, OT Program, and OT student and must be at least 50 percent of a full-time equivalent at the site and in compliance with state regulations. This course requires student participation in online discussions. 4 credits.

#### **OCTR 625 Clinical Education II (second placement)**

This second Level-II fieldwork provides students with an in-depth, supervised experience in delivering occupational therapy services to clients from a different population and setting than the first Level-II placement. Students focus on the application of meaningful occupation, administration, and management of occupational therapy services under the supervision of a registered occupational therapist. The fieldwork experience promotes the continued growth in the student's clinical reasoning and reflective practice along with continued exploration of the values and beliefs that enable the student to prepare for ethical professional practice. Sixty days (minimum of 6.5 hour day or 400 hours) or 12 weeks full-time Level-II Fieldwork Experience is required for this placement. Hours for student attendance are determined by the clinical site in coordination with the occupational therapy program and may include some weekend or evening hours. The time commitment is equivalent to a full-time job. Part time fieldwork experiences are arranged upon mutual agreement between the fieldwork site, OT Program, and OT student and must be at least 50% of a full-time equivalent at the site and in compliance with state regulations. This course requires student participation in online discussions. 4 credits.

#### **OCTR 635 Specialty Fieldwork II (optional)**

Specialty fieldwork is an opportunity to explore in greater depth an area of interest or to develop clinical skills in an area of practice that has a more narrow focus than the required Level II fieldwork experiences (e.g. technology, hand rehabilitation, burns, neonatology, etc.). The specialty fieldwork is completed after students have completed the entire didactic portion of the curriculum and two required generalized Level II fieldwork experiences. This optional fieldwork earns one credit per month of full-time practice. 1-3 credits.

#### **ADVANCED TOPIC COURSE SERIES (STUDENTS SELECT ONE COURSE SERIES UPON FACULTY ADVISEMENT)**

##### **OCTR 636/637/638 Advanced Topics in Pediatric Occupational Therapy**

In this series of courses, students have the opportunity to gain in-depth knowledge and experience in a specialized area of occupational therapy practice. Students work in small groups to investigate and study the issues, related theory, and professional evidence based literature within a special topic area within pediatrics. Students are then provided with opportunities to support program development or the research process related to the specific practice issue(s) studied, analyzed and critiqued. Students observe related clinical/educational practice as appropriate and then work closely with faculty members and community clinicians/stakeholders to develop and create clinical/educational materials, assist professionals in program analysis or development, or participate in a clinical research study. Students also explore how their work may be extended for expanded OT practice or further research to support the everyday functioning of consumers. Students register for a series of courses over the course of one academic year to complete requirements for this advanced topics section of curriculum. 4 credits total (2 credits OCTR 636, 1 credit OCTR 637, 1 credit OCTR 638).

**OCTR 639/640/641 Advanced Topics in Occupational Therapy Adult Rehabilitation**

In this course, students have the opportunity to gain in-depth knowledge and experience in a specialized area of occupational therapy practice. Students work in small groups to investigate and study the professional literature and issues within a special topic area within occupational therapy rehabilitation with adult clients. Students are provided with opportunities to support program development or the research process related to the specific practice issue(s) studied, analyzed and critiqued. Students observe related occupational therapy practice as appropriate and work closely with faculty members and community clinicians/ stakeholders to develop and create clinical / educational materials, assist professionals in program analysis or development, or participate in a research study. Students also explore how their work may be extended to support occupational therapy practice in the selected area. Students will read about and discuss programs in specialized areas of practice (e.g., lymphedema, orthopedics, mental health, etc.) at the individual, group, and population level, for people with and without disabilities, and in a variety of environments. The course series, completed over the course of one academic year, guides the student in the development of a program or research activity related to an advanced practice issue in a chosen practice area/setting. 4 credits total (2 credits OCTR 639, 1 credit OCTR 640, 1 credit OCTR 641).

**OCTR 642/643/644 Advanced Topics in Occupational Therapy Neurorehabilitation**

In this course, students have the opportunity to gain in-depth knowledge and experience in a specialized area of occupational therapy practice. Students work in small groups to investigate and study the professional literature and issues within a special topic area within occupational therapy based neurorehabilitation. Students are provided with opportunities to support program development or the research process related to the specific practice issue(s) studied, analyzed and critiqued. Students observe related occupational therapy practice as appropriate and work closely with faculty members and community clinicians/ stakeholders to develop and create clinical / educational materials, assist professionals in program analysis or development, or participate in a research study. Students also explore how their work may be extended to support occupational therapy practice in the selected area. Students will read about and discuss programs in neurorehabilitation at the individual, group, and population level in a variety of environments. The course series, completed over the course of one academic year, guides the student in the development of a program or research activity related to neurorehabilitation in a chosen practice area/setting. 4 credits total (2 credits OCTR 642, 1 credit OCTR 643, 1 credit OCTR 644).

**OCTR 645/646/647 Advanced Topics in Community Health and Wellness**

In this course, students have the opportunity to gain in-depth knowledge and experience in a specialized area of occupational therapy practice. Students work in small groups to investigate and study the professional literature and issues within a special topic area within community wellness such as older driver safety, fall prevention, or aging in livable communities. Students are provided with opportunities to support program development or the research process related to the specific practice issue(s) studied, analyzed and critiqued. Students observe related occupational therapy practice as appropriate and work closely with faculty members and community clinicians/ stakeholders to develop and create clinical / educational materials, assist professionals in program analysis or development, or participate in a research study. Students also explore how their work may be extended to support occupational therapy practice in the selected area. Students will

read about and discuss programs in community health and wellness at the individual, group, and population level, for people with and without disabilities, and in a variety of environments. The course series, completed over the period of one academic year, guides the student in the development of a program or research activity related to a health issue in a chosen practice area/setting. 4 credits total (2 credits OCTR 645, 1 credit OCTR 646, 1 credit OCTR 647).

**OCTR 699 Independent Study in Occupational Therapy**

This is an original course of study planned by the student in conjunction with a graduate faculty member for the purposes of providing the opportunity for the graduate student to pursue a particular practice or content area of interest or to conduct a project that advances professional preparation. 1–3 credits.

NOTE: Clinical Education must be successfully completed within 24 months of the didactic course work.

**OCTR 890 Capstone Continuation**

Students who have completed all coursework but have not completed their advanced topics capstone project within the required one term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit. Students may only register for OCTR 890 Capstone Continuation for a maximum of two trimesters.

**OCTR 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course registration will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

# DOCTOR OF PHYSICAL THERAPY

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## Purpose

Physical Therapy, which is the care and services provided by or under the direction and supervision of a physical therapist, includes:

1. Examining and evaluating patients with health-related conditions, impairments, functional limitations and disability in order to determine a diagnosis, prognosis and intervention.
2. Alleviating impairments and functional limitations by designing, implementing and modifying therapeutic interventions.
3. Preventing injury, impairments, functional limitations and disability, including promoting and maintaining fitness, health, and quality of life in all age populations.
4. Engaging in consultation, education and research. (Adopted by the APTA Board of Directors, March 1995).

Physical Therapists (PTs) are health care professionals who diagnose and treat people of all ages with medical problems or health-related conditions that limit their ability to perform functional activities in their daily lives. PTs also help to prevent conditions associated with loss of mobility through fitness and wellness programs designed to promote healthy and active lifestyles. PTs examine individuals and develop treatment plans utilizing techniques that promote the ability to move, reduce pain, restore function, and prevent disability. They provide care in a variety of settings, including, hospitals, clinics, schools and sports facilities.

## Objectives

The Physical Therapy Program at Mercy College is an accredited 3 + 3.5 full-time weekend program designed to prepare graduates to practice with entry-level proficiency and to obtain licensure in Physical Therapy; graduates of the program are granted a dual B.S. in Health Science/Doctor of Physical Therapy (DPT). Students are required to complete 60 General Education credits, a minor concentration (15 credits of upper level coursework in a designated area), the Physical Therapy prerequisites and the Physical Therapy curriculum. Students who already hold a bachelor's degree are only required to complete the prerequisite courses and the Physical Therapy curriculum.

The curriculum is based on a developmental, life span model that considers the unique needs of each individual. The program is dedicated to the promotion of high standards of physical therapy practice, education, collaboration and research in accordance with guidelines established by the American Physical Therapy Association.

The Physical Therapy Program encourages the motivated, self-directed student to use critical thinking and problem solving skills to integrate theoretical knowledge with clinical and research applications. Collaboratively, the faculty and students strive to develop and implement progressive learning methods to respond to the changing needs of the health care profession as it strives to better serve the community.

The Physical Therapy Program is committed to developing skills and competencies needed by future professionals. Its dedicated faculty has both academic and clinical experience to instill in students a spirit of inquiry, and to provide them with high quality clinical educational experiences.

## **Program Goals:**

1. Students are expected to master entry-level proficiencies in physical therapy knowledge and practice skills with individuals of all ages.
2. Students are expected to display professional behaviors, cultural competence, ethical values and a commitment to remain current with professional knowledge and practice.
3. Students are expected to demonstrate competency in applying methods of scientific inquiry and/or evidence-based learning to guide clinical/professional/scientific decision making within the physical therapy profession.
4. Students are expected to analyze the implications of social, political, demographic and economic trends on physical therapy practice.

## **Course Load**

The Doctorate of Physical Therapy degree is a full-time weekend program that takes approximately three years and four months to complete. The student is required to take eight to twelve credits per trimester. Course work may be completed in 10 trimesters.

## **Program Requirements**

Students are required to complete a minimum of 90 credits to be considered for acceptance. These credits must include the 60 credits of required general education courses, a minor concentration (15 credits of upper level coursework), and the prerequisites for Physical Therapy.

Students who have successfully completed at least seven prerequisite courses listed below with a minimum prerequisite and cumulative undergraduate GPA of 3.0 are eligible to apply to the program. All prerequisite courses must be successfully completed prior to entry into the Physical Therapy Program. No more than one prerequisite science courses can be taken during the summer before entering the program.

Volunteer or work-related experience in physical therapy is required. A maximum of thirty students will be accepted into each class.

Please note that no more than 75 credits can be accepted from a two-year college. Students with foreign credentials and whose first language is not English are required to complete six credits of college-level English composition to satisfy the dual degree requirements and complete the TOEFL (as per College policy). Those who already hold a B.A./B.S. degree are only required to complete the prerequisite courses and the Physical Therapy curriculum. After successful completion of the first year of the program, students are able to apply for a Bachelor of Science in Health Science degree. After successful completion of the final program coursework, students will be awarded a Doctor of Physical Therapy degree.

## Physical Therapy Undergraduate Prerequisites

Anatomy and Physiology I and II	4 credits each
Biology I	4 credits
Chemistry I and II	4 credits each
Physics I and II	4 credits each
Developmental Psychology	3 credits
Statistics	3 credits
Practicum in Physical Therapy *	2 credits

\* *Graduates of an accredited Physical Therapist Assistant Program are not required to take this course, which is only open to students accepted into the Physical Therapy Program.*

*All science coursework needs to have a lab component.*

NOTE: No student will be admitted into a prerequisite science course if that student does not qualify to take EN 111 at the same time. Courses taken elsewhere will be evaluated for equivalency and transfer credit by the Admissions Department.

The grades of any repeated prerequisite courses taken within the last five years will be averaged together when computing the prerequisite GPA. Students currently repeating a prerequisite course will have the standing grade for that course included in their admission GPA until the new grade is averaged with the existing grade. All prerequisite courses must be completed with grades of C or better prior to entry into the program. A prerequisite GPA of 3.0 or higher is required (consisting of the seven most recent prerequisite science courses along with the most recent course that is not a prerequisite or an internship).

## Program Admission Requirements

General information regarding eligibility for the Graduate Program in Physical Therapy may be obtained from the Physical Therapist Centralized Application Service (PTCAS) at [www.ptcas.org](http://www.ptcas.org). Information may also be obtained by contacting the Physical Therapy Program Office at 914-674-7828.

The following is required of all applicants (all documentation must be received by PTCAS no later than January 15th):

1. Completion of an application packet on PTCAS ([www.ptcas.org](http://www.ptcas.org)). Candidates with GPA of 3.6 or higher can submit applications by October 15 for consideration for early decision.
2. Have a minimum prerequisite GPA of 3.0, which includes the seven most recent science prerequisite courses along with the most recent course that is not a prerequisite or an internship.
3. Have a cumulative GPA of 3.0.
4. Official Transcripts of all colleges attended sent to PTCAS (baccalaureate degree transcript if achieved).
5. GRE scores sent to PTCAS. The Mercy College GRE Physical Therapy Code is 0656. This is different than Mercy College's general GRE code. Mercy's required minimum for the GRE analytical writing section is a 3.0.
6. Volunteer/work experience forms demonstrating at least eighty hours of volunteer or work-related experience. The volunteer hours must be in a minimum of two different settings.

7. Two references on the Mercy College Physical Therapy Recommendation Form (one letter should be from a registered physical therapist or a work supervisor and one letter should be from an instructor of a prerequisite course). The recommendations should give evidence of academic and professional qualifications for graduate study, and should be no more than one year old.
8. Students with foreign credentials and whose first language is not English are required to complete six credits of college-level English composition to satisfy the dual degree requirements and complete the TOEFL (as per college policy).
9. On site Interview

## Admission Procedure

- All candidates for the Graduate Program in Physical Therapy must file an application with PTCAS at [www.ptcas.org](http://www.ptcas.org). Completed applications have to be submitted to PTCAS no later than January 15th. The program begins in September. A complete PTCAS application includes: graduate application form, application fee, official transcripts of all colleges attended, GRE official score, essay, letters of recommendation and work experience forms.
- Please refer to the graduate admissions requirements for additional information regarding immunization and international students.
- Selected applicants will be invited to interview with representatives of the Graduate Program Admissions Committee.
- Candidates will be notified about Admission decisions by the end of March for entry to the Physical Therapy Program for the following fall.
- Offers of admission are extended only for the academic year stated. Students accepted into the program will be required to pay a non-refundable deposit of \$500.00 at the time of acceptance, which will be applied to the fall tuition payment.
- Applicants can only apply to the program three times.

## Program Design

The professional program in Physical Therapy is a full-time weekend program that takes approximately three years, four months to complete. The program is divided into ten trimesters of academic work. Classes are generally held on nine to 12 weekends within the fall, spring and summer semesters, between the hours of 5 p.m. to 9 p.m. on Friday, 9 a.m. to 6 p.m. on Saturday, and from 8 a.m. to 5 p.m. on Sunday. Students are required to take a minimum of eight credits each semester. Since the program involves a full-time graduate course load, it is recommended that students work for no more than thirty hours per week.

Practical skills are developed through four full-time eight-week clinical education assignments. Basic Clinical Education is completed between the second and third years, and Advanced Clinical Education I, II and III are taken at the completion of the third year. All clinical education requirements must be successfully completed within 24 months of the didactic coursework. The professional program contains a total of 96 credits.

NOTE: While attempts are made to address students' needs, optimal Clinical Education assignments may be a distance from students' homes, thus requiring significant travel or the need for housing accommodations. Students are responsible for the cost of travel

and accommodations.

## Degree Requirements

Requirements for the Doctor of Physical Therapy include:

Professional Courses .....	84 credits
Clinical Education.....	12 credits
<b>Total.....</b>	<b>96 credits</b>

## Physical Therapy Curriculum

The physical therapy curriculum builds upon itself therefore students most complete the coursework in sequence. (Each term is a prerequisite for the consecutive term.)

### YEAR ONE:

#### 1st Semester

HLSC 205 Safety Precautions for Health Professionals.....	1 credit
BIOL 303 Human Anatomy with Cadaver.....	3 credits
PHTR 507 Human Gross Anatomy Laboratory .....	2 credits
PHTR 509 Physiology .....	3 credits
PHTR 511 Rehabilitation Research I.....	2 credits

#### 2nd Semester

PHTR 506 Kinesiology .....	4 credits
HLSC 410 Applied Neuroscience for the Rehab Professional .....	4 credits
PHTR 500 Introduction to Physical Therapy Measurement <sup>(cc)</sup> .....	2 credits
PHTR 508 Applied Physiological Foundations of Exercise.....	1 credit

#### 3rd Semester

PHTR 516 Patient/Client Management I.....	3 credits
PHTR 525 Pathology for Rehabilitation .....	3 credits
PHTR 566 Introduction to Teaching and Learning.....	1 credit
PHTR 505 Pharmacology for Physical Therapy.....	1 credit
PHTR 520 Motor Learning and Control.....	1 credit

### YEAR TWO:

#### 4th Semester

PHTR 535 Childhood and Physical Therapy Practice .....	6 credits
PHTR 536 Childhood and Problem-Solving Application .....	1 credit
PHTR 541 Patient/Client Management II.....	3 credits

#### 5th Semester

PHTR 545 Adolescence and Physical Therapy Practice .....	5 credits
PHTR 546 Adolescence and Problem-Solving Application .....	1 credit
PHTR 531 Rehabilitation Research II.....	2 credits
PHTR 556 Physical Therapy: Ethics, Values and Practice.....	1 credit
PHTR 561 Patient/Client Management III.....	3 credits

**6th Semester**

PHTR 567	Teaching and Learning Applications in Physical Therapy .....	1 credit
PHTR 605	Basic Clinical Education.....	3 credits
PHTR 611	Rehabilitation Research III .....	2 credits

**YEAR THREE:**

**7th Semester**

PHTR 616	Adulthood and Physical Therapy Practice .....	3 credits
PHTR 617	Adulthood and Physical Therapy Practice II.....	3 credits
PHTR 618	Adulthood and Problem-Solving Application .....	1 credit
PHTR 619	Medical Differential Diagnosis .....	2 credits
PHTR 621	Radiology for Physical Therapy .....	1 credit

**8th Semester**

PHTR 627	Maturity and Physical Therapy Practice I.....	3 credits
PHTR 628	Maturity and Physical Therapy Practice II.....	3 credits
PHTR 631	Maturity and Problem-Solving Application .....	1 credit
PHTR 630	Case Study Clinical Problem Solving .....	3 credits

**9th Semester**

PHTR 620	Professional Management and Administration.....	3 credits
PHTR 700	Advanced Clinical Education I.....	3 credits
PHTR 705	Advanced Clinical Education II.....	3 credits
PHTR 709	Research Externship I.....	2 credits

**YEAR FOUR:**

**10th Semester**

PHTR 710	Research Externship II.....	2 credits
PHTR 720	Advanced Clinical Education III .....	3 credits
PHTR 621	Radiology for Physical Therapy .....	1 credit
PHTR XXX	Professional Practice Preparation .....	1 credit

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**Total..... 96 credits**

**Physical Therapy Program Policies**

**Academic Advisement**

Upon acceptance into the Physical Therapy Program, each student will be assigned a faculty member who will serve as his or her advisor. The advisor will offer counsel on issues related to requirements for program completion, the development of long-term plans of study and future professional direction, and academic standing in the program.

**Attendance**

Attendance and punctuality in all classes and clinical education assignments is required, unless the student is excused for extenuating and extraordinary life circumstances. If absence is due to illness, a note signed by an M.D. should be submitted. Missing one weekend day per semester is equivalent to missing three to four classes in a traditional program and may jeopardize a student’s standing in the program. Course instructors or

clinical instructors must be notified in advance regarding absences. Failure to do this will result in a review of the situation by the Faculty Review Committee. Possible results of absenteeism may include a written warning and/or additional assignments. If a student misses a test or exam without previously contacting the instructor, the situation will be reviewed by the faculty and may result in a grade of F for that test or exam.

Absence from any clinical education assignment must be made up or may result in a failing grade in the course.

## **Academic Integrity**

Cheating and plagiarism are contrary to the purpose of any educational institution and must be dealt with severely if students' work is to have any validity. Plagiarism is the appropriation of words or ideas of another without recognition of the source. Professors reserve the right to use all appropriate and available resources to verify originality and authenticity of all submitted coursework. An instructor who determines that a student has cheated or plagiarized will give an F for the assignment and may give a grade of F for the course. Additionally the faculty member will submit a written report of the incident to the program director and executive dean for academic engagement and planning. Plagiarism and cheating will be grounds for dismissal depending on the circumstances. The matter is dealt with by the instructor and the student, in consultation with the director of the graduate program, the school dean, and the executive dean for academic engagement and planning.

## **Background Checks**

In order to participate in clinical education, a criminal background check may be required. The majority of clinical sites now require students to pass a background check prior to starting their affiliation. It is the student's responsibility to perform this and supply the necessary documentation to the clinical facility well in advance of the start date of their affiliation. Policies regarding criminal background checks vary from facility to facility. Some facilities require students to have the background check performed on site or be a specific company. Some facilities require fingerprinting and/or drug screening in addition. It is the student's responsibility to contact the Clinical Coordinator of Clinical Education (CCCE) to find out the specific procedure at that facility and to have it completed and submitted within the specific time frame for the facility. If a facility has no preference, the ACCE will provide the student with an acceptable company. Cost of the background check is the student's responsibility. A student may be required to have more than one background check performed during the course of the program.

## **Clinical Education Grades**

All clinical education courses are graded on a pass/fail basis. If a student fails any Clinical Education course, the decision to allow the course to be repeated will be determined by a Faculty Review Committee. If the student is allowed to repeat the affiliation and fails again, they will be dismissed from the program. If the student is not allowed to repeat the affiliation, matriculated status will be withdrawn.

A student can only withdraw from a clinical education assignment for extenuation circumstances approved by a Faculty Review Committee. A student cannot withdraw from a clinical education assignment more than once.

A student will not be allowed to enter into Advanced Clinical Education if they are on probation.

## Essential Functions

The program has an Essential Function Form that outlines the necessary behavioral/communicative, psychomotor, cognitive and self-care skill deemed essential for completion of the program and performance as a competent physical therapist. This form is signed by the student prior to starting the program stating they are or are not capable of performing the skills and abilities that are listed.

## Graduation Requirements

To be eligible for graduation students must complete all required course work with a GPA of 3.0 or higher. The coursework includes the completion of research and clinical education requirements.

Requirements of the B.S./DPT in Physical Therapy must be completed within five years from the date of the matriculation into the professional program. All clinical education must be completed within 24 months of completion of didactic course work. Exceptions may be made by the director of the program if the candidate demonstrates circumstances beyond the student's control that temporarily interfere with the ability to complete the program on time.

## Incomplete Grades

To request an incomplete grade, students must develop a written contract with the course instructor regarding the completion of coursework within a specified time not to exceed the start of the next semester. Incomplete grades will be granted only under extraordinary circumstances such as a severe illness, death of a family member, etc. Students may not register for any further Physical Therapy courses without permission of a Faculty Review Committee. Failure to complete the work in accord with the contract-specified time will automatically result in failure for the course.

## Leave of Absence

A leave of absence will only be granted for extraordinary life circumstances after a full review by the Faculty Review Committee. The student must submit a written request including supporting documentation that will be reviewed by the Faculty Review Committee. If the leave of absence is granted, the student must maintain matriculation in the program by registering for Maintenance of Matriculation. The student must pass a yearly competency exam for clinically related coursework before attending a clinical affiliation. If the student fails the competency exam, they must remediate the previous coursework through independent study and/or auditing courses until they are able to pass the competency test. The maximum time a student can be on a leave of absence is one year. If the student requires more than one year, their matriculation status will be dropped and in order to return they need to apply for readmission.

## Maintenance of Matriculation

It is expected that students will fulfill the requirements for their graduate degree by registering for all successive sessions. For cohort programs, registration is required during summer session(s). For non-cohort programs, summer registration is not required. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintenance of Matriculation fee is \$100 per session and is processed as a registration. Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintenance of Matriculation

fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## Capstone Advisement

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity, which is the Colloquium requirement in the Physical Therapy Program. Students who do not complete their Colloquium project by the end of the 10th term must register for PHTR 711 Research Externship Continuation. Research Externship Continuation has a Capstone Continuation fee (equal to the cost of one graduate credit) which will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until all Maintenance of Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## Maintenance of Good Academic Standing

The cumulative GPA for both good academic standing and degree conferral is a 3.0. Grades are subject to review by the faculty advisor and program director at the end of each term. If the term or cumulative program GPA falls below 3.0, the student will be placed on academic probation. A GPA will not be rounded for purposes of determining academic standing.

If a student receives a grade of C in any course, the course must be repeated before permission to continue the curriculum sequence is granted. A student can only repeat a course one time if he/she has received a grade of C. If a student receives a grade less than a B on the repeated course, the student will be dismissed from the program. A student is only allowed to repeat one course in the DPT curriculum. A grade less than a C in any undergraduate or graduate course required in the DPT curriculum will result in dismissal from the Physical Therapy Program. Students may appeal the dismissal; however if the dismissal is upheld by the Graduate Academic Policy Committee, a student may not reapply to the DPT program.

Students will be rated by faculty on their professional development (generic abilities) each semester during the program. If a student does not achieve the expected level of development, a plan of action will be developed by the student and faculty advisor. If a student has not achieved the stated expected level of development prior to beginning clinical education, a plan of action will be developed by the faculty review committee and reviewed with the student. The clinical education assignment will not begin until the student demonstrates an ability to achieve the expected level of development. See the Program Student Manual for additional details.

A rating of "unacceptable" in any area of professional development/generic ability will be reviewed by the program Faculty Review Committee. If improvement is not made following a plan of action, the student may be dismissed from the program.

The Physical Therapy Program is responsible for insuring that all students are competent and safe to enter the clinical education portion of the Program. To do so, students must demonstrate competencies by passing designated lab practical or examinations. Students must receive a grade of 73 or above on all specified examinations and lab practical of a class. The designated lab practical examinations and/or examination will be on the course syllabus.

## **Academic Probation**

Any student whose cumulative program or term GPA falls below 3.0 (without rounding) after any given trimester will be placed on academic probation. While on academic probation the student is required to achieve a term GPA of 3.0 or higher in the next term of enrollment. If the student is not able to achieve a cumulative program GPA of 3.0 within two terms, the student will be dismissed from the program. A student must have a cumulative program GPA of 3.0 or higher by the end of term 5 to be able to register for Basic Clinical Education. A student must have a cumulative program GPA of 3.0 or higher by the end of term 8 to be able to register for Advanced Clinical Education.

If a student receives a grade of C in any required course in the DPT curriculum, the course must be repeated before permission to continue the curriculum sequence is granted. A student can only repeat a course one time if he/she has received a grade of C. If a student receives a grade less than a B on the repeated course, the student will be dismissed from the program. A student is only allowed to repeat one course in the DPT curriculum. The student must also pass a competency exam for clinically related coursework previously taken before attending a clinical affiliation. Any student who fails the competency exam must remediate the previous coursework through independent study and/or auditing courses until he is able to pass the competency test.

A grade lower than a C in any undergraduate or graduate course required in the DPT curriculum will result in dismissal from the Physical Therapy Program and may result in dismissal from the College. Once a student is dismissed from the Program he/she may not re-apply to the DPT Program.

## **Program Accreditation**

The Physical Therapy Program is accredited by the Commission of Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE/APTA). Information about accreditation can be obtained from APTA at 800-999-APTA.

## – Course Descriptions – Physical Therapy

### **PHTR 500 Introduction to Physical Therapy Measurement<sup>(co)</sup>**

*Offered spring trimester only*

The course consists of lecture and laboratory exposure to basic physical therapy measurements. Principles of joint range of motion, postural assessment, muscle flexibility, and strength testing are included. Students are expected to be able to perform postural assessments, goniometric evaluations and manual muscle testing in standard and modified positions. 2 credits.

### **PHTR 505 Pharmacology for Physical Therapy**

*Offered summer trimester only*

This course provides the physical therapy student with knowledge on how drugs interact with the human body. Basics concepts of pharmacokinetics are introduced and the major classifications of drugs commonly prescribed to patients referred to physical therapy are covered, as are possible side effects and implications for rehabilitation. Special emphasis is placed on drugs affecting the nervous system, cardiovascular system, respiratory system and musculoskeletal system. 1 credit.

### **PHTR 506 Kinesiology**

*Prerequisites: BIOL 303, PHYS 160, PHTR 507*

*Offered spring trimester only*

This course will provide students with a sound working knowledge of several aspects of theoretical and clinical kinesiology including osteokinematics, arthrokinematics, biomechanics, and bone and muscle palpation. Joint structure and function as well as properties of muscle function (e.g., synergists, agonists, antagonists, active and passive insufficiency, length/tension relationship) will be stressed. Students will learn a variety of techniques for evaluation and testing human motion and, in the laboratory portion of the course will practice surface anatomy and palpation and measurement of normal movement. Abnormal and compensatory movement due to injury or disease will be studied by viewing videos of patients. Principles of biomechanics will be presented and tested in hands-on-activities and problems that include calculations of torque, composition and resolution of forces. Additional course fee applies. 4 credits.

### **PHTR 507 Human Gross Anatomy Laboratory**

*Offered fall trimester only*

This laboratory course will focus on regional anatomy emphasizing the relationship between various structures including bones, muscles, neurological system, vascular system, internal organs and related relevant structures. Students will apply anatomical knowledge to clinical cases emphasizing physiological and pathophysiological function. The laboratory is designed to facilitate the study of human gross anatomy through the dissection of human cadavers and examination of skeletal materials and anatomical models. 2 credits (5 hours/week). Additional course fee may apply.

**PHTR 508 Applied Physiological Foundations of Exercise**

*Offered spring trimester only*

This course will explore the applied physiological foundations of exercise. This course will move from substrates and their effects on exercise, through metabolic processes, to energy systems. Various exercise states will be identified, and the body's immediate response and long-term adaptation will be explored. Nutrition and its impact on movement will be detailed. Information from metabolic gas analysis will be coupled with other clinical tests and measures to design exercise programs. The course will culminate in the application of principles of exercise physiology in the prescription/ progression of exercise for health and prevention across the lifespan and in the treatment of various patients and at risk populations. Current research will provide the basis for examining the evidence underlying principles of exercise for various populations across the lifespan. 1 credit.

**PHTR 509 Physiology**

*Offered fall trimester only*

This course is a continuation of human anatomy (BIOL 303). Students will continue their detailed study of the human body, dealing with the remaining organ systems of the body: digestion, respiration, circulation, immunity, urinary and osmoregulation, hormone secretion and function, and reproduction. Additional course fee may apply. 3 hrs. lect., 3 credits.

**PHTR 511 Rehabilitation Research I**

*Offered fall trimester only*

This is the first course in a three course sequence designed to develop the doctor of physical therapy student as a researcher, an advanced consumer of research, and an evidence based practitioner. This course provides a thorough introduction to research methodology and evidence based practice. Students will learn to search the literature, critically analyze studies, and apply research results to clinical practice. The course will emphasize critical thinking and will include an introduction to the scientific method, the research process, study designs, research validity, research ethics and critical appraisal. 2 credits

**PHTR 516 Patient/Client Management I**

*Offered summer trimester only*

This course reviews the history of the profession and prepares the student to participate in today's varied health care environments. Professional ethics, values and responsibilities will be introduced. Students will develop professional skills including clinical reasoning, effective communication, interview skills, system screening and proper documentation. Specific tests and measures will be covered such as vital signs, sensory and balance testing. The course is designed to foster attitudes and abilities in students so they will have a commitment to continuing personal professional growth, including learning through self-directed and independent study. 3 credits

**PHTR 520 Motor Learning and Control**

*Prerequisite: HLSC 410*

*Offered summer trimester only*

This course provides an introduction to normal motor learning and motor control. Motor control is considered from analysis of neural mechanisms and systems; biomechanical and kinesiological aspects; and behavior and functional considerations. Issues related to the analysis and learning of motor skills are presented. 1 credit.

### **PHTR 525 Pathology for Rehabilitation**

*Offered summer trimester only*

This course examines the effects of pathological conditions on individuals across the lifespan. It explores pathology as it relates to the rehabilitation potential for patients with disorders of the cardiopulmonary, endocrine, genitourinary, gastrointestinal, hepatic, integumentary, musculoskeletal and renal systems. Students investigate the etiology, epidemiology, clinical presentation, medical and surgical management of patients with pathologies of the systems outlined above and the impact of the disorders on rehabilitation management. 3 credits.

### **PHTR 531 Rehabilitation Research II**

*Offered spring trimester only*

This is the second course in the three course research sequence and builds upon content from Rehabilitation Research I. The focus of this course is on practical concepts needed for research implementation. Topics covered include biostatistics, statistical software, data collection, epidemiology, and outcomes research. Evidence based practice and practical application are emphasized throughout. 2 credits

### **PHTR 535 Childhood and Physical Therapy Practice**

*Offered fall trimester only*

The concentration of this course is the study of the developmental stages of childhood. The course will compare and contrast typical and atypical development, including the most prevalent pediatric disorders. Students will develop the clinical skills needed to perform assessment and develop intervention strategies. Laboratory experiences include demonstration of typical and atypical development, assessments and intervention techniques. 6 credits.

### **PHTR 536 Childhood and Problem-Solving Application**

*Corequisite: PHTR 535*

*Offered fall trimester only*

The concentration of this course is the application of critical thinking and problem-solving as it pertains to the issues encountered in the developmental stage of childhood. The course involves online discussion in which students engage in clinical decision-making to develop solutions for case studies. 1 credit

### **PHTR 541 Patient/Client Management II**

*Offered fall trimester only*

This course will consist of lecture and laboratory exposure to a variety of basic physical therapy examination and interventions. Students will utilize the evaluation process utilizing the patient/client management format from the Guide to Physical Therapist Practice. Prior examination skills will be expanded upon along with new skills including: gait and movement analysis. Students will conduct and write a mock physical therapy evaluation, and develop a therapeutic exercise program based on these findings. Principles and application of therapeutic exercise and Proprioceptive Neuromuscular Facilitation (PNF) will be presented. Students will be expected to demonstrate competence in the integration of health, wellness and fitness for clients of special populations. Students will also be expected to demonstrate competence in basic PNF techniques, and basic exercise prescription to improve: ROM/flexibility, stability, strength, power, function, balance, and endurance. Students will be expected to demonstrate basic transfer techniques, assessment and prescription of appropriate gait assistive devices, draping and positioning

techniques, and evaluating the work environment incorporating sound principles of body mechanics in all class activities. Evidence based practice and clinical applications will be emphasized in all units. 3 credits

### **PHTR 545 Adolescence and Physical Therapy Practice**

*Offered spring trimester only*

The concentration of this course is the study of adolescence. The course reviews the multiple problems in the transition from childhood to adulthood. The most common causes of impairment/disability encountered in this age group are examined including spinal cord injury, traumatic brain injury, and other musculoskeletal, neurological and cardiopulmonary disorders. Students are exposed to the impact of these disorders on the patient's social, functional and family life. Students develop the clinical skills needed to perform assessment and develop intervention strategies. Practicum experiences include demonstration and review of assessments and intervention techniques. 5 credits.

### **PHTR 546 Adolescence and Problem-Solving Application**

*Corequisite: PHTR 545*

*Offered spring trimester only*

The concentration of this course is the application of critical thinking and problem solving as it pertains to the issues encountered in the developmental stage of adolescence. The course involves online discussion in which students engage in clinical decision-making to develop solutions for case studies. 1 credit.

### **PHTR 556 Physical Therapy: Ethics, Values and Practice**

*Offered spring trimester only*

This course builds upon professional ethics, values and responsibilities introduced in previous courses, reinforcing them through application to clinical situations in order to prepare students for entry into clinical internship. Students will practice effective coping and communication skills, as well as explore issues related to the code of ethics and core values of professionalism. Practice management issues such as billing and payment for services rendered, effective documentation and legal requirements will be covered. Students will be exposed to issues such as fraud and abuse as they relate to utilization of physical therapist services along with abuse of vulnerable populations. Career development of the physical therapist as a leader, teacher, and advocate will be explored in multiple settings to prepare the student for the evolving health care environment. 1 credit

### **PHTR 561 Patient/Client Management III**

*Offered spring trimester only*

This course offers lecture and laboratory exposure to a variety of entry-level physical therapy assessment and intervention techniques. Assessment of the musculoskeletal, neurologic and integumentary systems will be explored. Interventions geared towards connective tissue, pain, edema, and neural recovery will be covered. Basic manual therapy techniques such as myofascial techniques and joint mobilization of the peripheral joints will be covered. Biophysical agents to be covered through lecture and laboratory experiences will include: mechanical compression, spinal traction, continuous passive motion, lasers, EMG, biofeedback, diathermy, extracorporeal shockwave therapy, superficial heat and cold, iontophoresis, phonophoresis and electrical stimulation. Evidence based practice and clinical applications will be emphasized in all units. 3 credits

**PHTR 566 Introduction to Teaching and Learning**

*Offered summer trimester only*

This course is designed to explore the educational role of physical therapists as learners and educators with a focus on the education of health professionals, clients, families and community members. Emphasis is placed on teaching, learning and motivation theories, learning styles and needs, and their applicability in the clinical, professional and academic environments. Topics will include human learning theories; cultural and gender differences; and developing behavioral for use in the classroom, community, and clinical facilities. Students will explore the role of the clinical instructor as a teacher/supervisor in preparation for future participation in clinical education activities. 1 credit.

**PHTR 567 Teaching and Learning Application in Physical Therapy**

*Offered summer trimester only*

This course is designed to explore the educational role of physical therapists as learners and educators with a focus on the education of health professionals, clients, families and community members. Emphasis is placed on teaching strategies and learning styles and their applicability in the professional and academic environments. Topics will include the implications that age, culture, and gender have on learning; developing instructional strategies and media; and exploring assessment tools for use in the classroom, community, and clinical facilities. 1 credit.

**PHTR 605 Basic Clinical Education**

*Offered summer trimester only*

This is a full-time eight-week internship occurring after the first year of professional coursework. It occurs in a variety of physical therapy practice sites under the supervision of a licensed physical therapist. Students are provided with an opportunity to apply the didactic material of the first two semesters, practice clinical reasoning, assessment and application of basic treatment techniques, and utilize appropriate therapist/patient interaction. Successful completion of this clinical education is required to continue with the physical therapy curriculum. 3 credits.

**PHTR 611 Rehabilitation Research III**

*Offered summer trimester only*

This is the third course in the three course research sequence and builds upon content from Rehabilitation Research I and II. The focus of this course is on advanced topics in research and evidence based practice. Topics covered include methodological research, measurement theory, and clinically relevant statistics. Students will learn how to examine study results from a variety of perspectives. 2 credits

**PHTR 616 Adulthood and Physical Therapy Practice I**

*Offered fall trimester only*

This course examines the maturational stages of adulthood with emphasis upon musculoskeletal and neurological changes with development. In-depth examination of functional disorders and other conditions involving the musculoskeletal and neurological systems of the peripheral limbs and associated influence from the spine are explored. The impact of these disorders on the functional capacity for performance of life tasks are also evaluated. Also covered are the application and practice of examination, evaluation and intervention techniques as well as diagnosis for the peripheral joints. 3 credits.

**PHTR 617 Adulthood and Physical Therapy Practice II**

*Offered fall trimester only*

This course examines the maturational stages of adulthood with emphasis upon musculoskeletal and neurological changes with the spine and related joints. In-depth examination of functional disorders and other conditions involving the musculoskeletal and neurological systems of the spine are completed. Examination and intervention for women's health issues are also discussed. Exploration of the impact of these disorders on the functional capacity for performance of life tasks is completed. This course also covers the application and practice of examination, evaluation and intervention techniques as well as diagnosis for the spine. 3 credits.

**PHTR 618 Adulthood and Problem-Solving Application**

*Corequisite: PHTR 616 and PHTR 617*

*Offered fall trimester only*

The concentration of this course is the application of critical thinking and problem solving as it pertains to the issues encountered in the developmental stage of adulthood. The course involves online discussion in which students engage in clinical decision-making to develop solutions for case studies. 1 credit.

**PHTR 619 Medical Differential Diagnosis**

*Offered fall trimester only*

The physical therapist's role as an independent practitioner working in a collaborative medical model requires the ability to identify signs and symptoms of systemic disease that can mimic neuromusculoskeletal dysfunctions. The content of this course includes a discussion of physical therapy diagnosis, interviewing techniques, and a review of systemic origins of neuromusculoskeletal pain. This course enables the student to recognize clinical manifestations that warrant a referral to another member of the health care team. 2 credits.

**PHTR 620 Professional Management and Administration**

*Offered summer trimester only*

This course involves the study of administrative and organizational knowledge essential to the professional practice. Students are exposed to issues such as changes in the health care environment; managed care and reimbursement. The course also addresses issues in bioethics; legal aspects of physical therapy; technology; program planning and marketing. The course integrates professional concepts and reinforces professional competencies. 3 credits.

**PHTR 621 Radiology for Physical Therapy**

*Offered fall trimester only*

This course covers the basic elements of clinical interpretation, and indications of imaging techniques. Various imaging modalities including plane film X-ray, magnetic resonance, computerized tomography and radioisotope imaging are covered. Selection protocols for each are discussed to acquaint the student with advantages and disadvantages of each method and the type of information each technique best presents. This course focuses on the clinical interpretation and practical integration of imaging data into rehabilitation treatment regimen design and communication with other medical professionals. 1 credit.

### **PHTR 627 Maturity and Physical Therapy Practice I**

*Offered spring trimester only*

The normal developmental process of aging is covered as are abnormal adjustments to aging; psychological dysfunction; and ethical issues associated with aging. The most common causes of cardiovascular and pulmonary dysfunction encountered in the elderly are examined including atherosclerosis, pulmonary disease, cardiac disease, diabetes, peripheral vascular disease and wound care. Diagnostic testing, appropriate physical therapy examination skills and physical therapy interventions for each of the above are also covered. 3 credits.

### **PHTR 628 Maturity and Physical Therapy Practice II**

*Offered spring trimester only*

This course will focus on the common dysfunctions involving the neurological and musculoskeletal systems in the elderly population. Diagnostic tests, examination and physical therapy intervention will be covered. Students will be expected to integrate knowledge of the normal and abnormal aging process (covered in maturity I). 3 credits.

### **PHTR 630 Case Study Clinical Problem Solving**

*Offered spring trimester only*

In this course, students synthesize processes and strategies to promote effective clinical reasoning and problem solving. Case studies are used with a variety of diagnoses, settings, and age groups to facilitate the development of clinical reasoning skills. Students are expected to utilize the didactic knowledge gained throughout the curriculum as they work with simulated patients through the entire course of treatment from chart review, evaluation, treatment planning and instruction, written documentation and discharge planning. 3 credits.

### **PHTR 631 Maturity and Problem-Solving Application**

*Corequisite:* PHTR 627 and PHTR 628

*Offered spring trimester only*

The concentration of this course is the application of critical thinking and problem solving as it pertains to the issues encountered in the developmental stage of maturity. The course involves online discussion in which students engage in clinical decision-making to develop solutions for case studies. 1 credit.

### **PHTR 699 Independent Study**

This course provides students with an opportunity to complete a special project or area of study, designed by the student, faculty member and program director to maximize a current educational experience covering material not currently offered as a regular course. 1–3 credits.

### **PHTR 700 Advanced Clinical Education I**

This full-time eight-week internship occurs after the second year of professional coursework under the supervision of a licensed physical therapist. Students are provided with an opportunity to integrate the comprehensive didactic material of the full two years of professional coursework as well as utilizing advanced assessment and treatment techniques, documentation and clinical reasoning. 3 credits.

**PHTR 705 Advanced Clinical Education II**

This eight-week internship occurs under the supervision of a licensed physical therapist and provides students with an opportunity to enhance the clinical skills gained during previous internships. Upon completion of this clinical education experience, the student is expected to function at or above the minimum entry-level competence of physical therapists. 3 credits.

**PHTR 706 Clinical Education Continuation**

Students whose clinical education placements extend into the fall semester must maintain matriculation by registering for this course. 6 credits.

**PHTR 708 Specialty Clinical Education:**

This course allows students to gain experience in a supervised clinical education placement in an area of physical therapy specialization (i.e., neonatal, advanced orthopedics, cardiopulmonary, burns). 1–3 credits.

**PHTR 709 Research Externship I**

Physical Therapy Externship I provides students with individual mentorship and group supervision by a Mercy Mentor. The course is designed to facilitate successful participation as an investigator in a physical therapy research project. Students work either individually or in small groups (up to four students) on their specific research project and meet periodically over the course of the academic year with their Mercy Mentor to review their work and plan future objectives. Discussions revolving around the research process are designed to provide students with guidance and support. The program's emphasis on critical thinking and active problem solving in clinical practice is further reinforced through the research component of the curriculum. During the research externship, faculty and experienced clinicians serving as on-site research mentors who provide ongoing supervision. There is an emphasis on using clinical reasoning concepts throughout the research process and to function effectively as a collaborative member of a research team. Students are expected to complete their research plan and data collection as part of Physical Therapy Externship I (PHTR 709).

Clinical research begins with the identification of a topic of interest, from which one or more questions are raised. Questions are based upon a thorough understanding of the topic in question. Questions can be formulated from studies in the literature that offer conflicting results, studies that leave a gap in the clinical knowledge or studies that open the door to future research by posing more questions based on what has already been done. Once the student is familiar with the topic and has formulated sound research questions the next step is to pose research hypotheses, based upon a theoretical framework, about the particular research questions. Methods are then developed to test these hypotheses and the study is carried out.

The Doctor of Physical Therapy Program places great emphasis on critical thinking and active problem solving in clinical practice. A thorough understanding of (and the ability to apply) clinical research literature is tremendously important to this process. The more students are exposed to research, the greater their understanding will be when they become a practicing clinician. 2 credits.

### **PHTR 710 Research Externship II**

Physical Therapy Externship provides students with individual mentorship and group supervision by a Mercy Mentor. The course is designed to continue and complete the students participation as an investigator in a physical therapy research project. Students work either individually or in small groups (up to four students) on their specific research project and meet periodically over the course of the academic year with their Mercy Mentor to review their work and plan future objectives. The Physical Therapy Program's emphasis on critical thinking and active problem solving in clinical practice is further reinforced through the research component of the curriculum. In Research Externship, faculty and experienced clinicians serving as on-site research mentors provide ongoing supervision. There is an emphasis on using clinical reasoning concepts throughout the research process and to function effectively as a collaborative member of a research team. Students are expected to complete their data analysis and produce a peer reviewed level paper (based on submission guidelines for PT Journal) as part of Research Externship II.

Clinical research begins with the identification of a topic of interest, from which one or more questions are raised. Questions are based upon a thorough understanding of the topic in question. Questions can be formulated from studies in the literature that offer conflicting results, studies that leave a gap in the clinical knowledge or studies that open the door to future research by posing more questions based on what has already been done. Once the student is familiar with the topic and has formulated sound research questions the next step is to pose research hypotheses, based upon a theoretical framework, about the particular research questions. Methods are then developed to test these hypotheses and the study is carried out.

The Physical Therapy Program places great emphasis on critical thinking and active problem solving in clinical practice. A thorough understanding of (and the ability to apply) clinical research literature is tremendously important to this process. The more students are exposed to research, the greater their understanding will be when they become a practicing clinician. 2 credits.

### **PHTR 711 Research Externship Continuation**

Students who have not completed their research project by the required timeline must register for each term until their project is completed. Equivalent of 1 credit.

### **PHTR 720 Advanced Clinical Education III**

This eight-week internship occurs under the supervision of a licensed physical therapist and provides students with an opportunity to enhance the clinical skills gained during previous internships and allows students to refine and cultivate skills with clients across the lifespan with interdisciplinary team members. Upon completion of this clinical education experience, the student is expected to function at or above the minimum entry-level competence of physical therapists. 3 credits.

### **PHTR 890 Capstone Continuation**

Students who have completed all coursework but have not completed their capstone project within the required one term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to only credit. Only two consecutive terms of capstone continuation registration permitted.

**PHTR 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of Matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

*Note: All physical therapy classes may require an online component and students are expected to have internet access and to participate in online discussion.*

**PRE-PROFESSIONAL COURSES**

**HLSC 203 Practicum in Physical Therapy**

This course is offered as a combination of online study and in-class instruction. Students are provided with an overview of the field of Physical Therapy through independent work, observational experiences and small group discussions. Students become familiar with medical terminology typical of that encountered in the profession. The interaction of physical therapists with other members of the health care team is explored. This course is required for students accepted into the professional program who are not physical therapist assistants. 2 credits.

**ELECTIVES**

**PHTR 590 Special Topics in Physical Therapy**

A variety of topics pertinent to Physical Therapy will be offered. 1 credit.

# MASTER OF SCIENCE IN PHYSICIAN ASSISTANT

Lorraine Cashin, M.P.S., PA-C, *Program Director*

Brian C. Baker, MD, J.D., *Associate Director*

## Purpose

The Graduate Physician Assistant program educates students to become highly-educated and qualified physician assistants. Physician assistants are health professionals licensed to practice medicine with physician supervision. Physician assistants perform a wide array of medical duties and work in a variety of medical settings, ranging from primary care to various subspecialties. Physician assistant education also prepares graduates to practice in emergency medicine or any surgical subspecialty. Physician assistants are able to attend to many medical emergencies, act as first or second assistants in major surgery and provide pre and postoperative care.

The Physician Assistant program at Mercy College embodies the principles of primary care medicine incorporating the biopsychosocial model of medical education. With this model, students learn to incorporate knowledge from biologic science, while integrating psychological and social factors with population/ community-based medicine in order to deliver comprehensive primary health care. It utilizes broad-based medical knowledge incorporating internal medicine, pediatrics, obstetrics & gynecology, emergency medicine and psychiatry. Graduates of this program are educated to practice in any field of medicine they choose.

## Objectives

The Graduate Physician Assistant program is a full-time program designed to prepare graduates to pass the National Commission on Certification of Physician Assistants (NCCPA) examination and to practice clinical medicine at an entry-level. The program grants a dual B.S. degree in Health Sciences and a Master of Science degree in Physician Assistant Studies. Those students who do not have a baccalaureate degree must first complete 90 credits, including all general education requirements. All students must complete 33 credits of specific prerequisite courses prior to beginning the physician assistant curriculum.

The Mercy College Physician Assistant Program emphasizes research and writing skills as well as skills necessary to practice clinical medicine. As a master's degree-awarding program, many of the required natural science courses are completed before entering the program, which enables the curriculum to focus on the advanced study of medicine and public health. It further allows for a three-month study on the principles of community and population-based research, ending with the presentation of a capstone project based on participation in a community-based research initiative.

## Expectations of the Graduate

The Mercy College Physician Assistant Program is designed to provide students with the skills needed to practice at an entry-level proficiency with their clinical supervisors while observing all appropriate ethical and legal boundaries. Upon completion of the program, graduates are expected to:

- Master entry-level proficiencies in physician assistant knowledge and practice skills with emphasis on the biopsychosocial approach to community based medicine toward individuals across the entire life span.
- Display professional behaviors, cultural competence, ethical values and a commitment to maintaining currency with professional knowledge and practice.
- Use a dynamic process of inquiry to guide evidence-based clinical decisions to competently fulfill a physician assistant's responsibilities within a complex and changing health care environment.
- Demonstrate a commitment and ability to advocate with professional colleagues for access by a diverse population to health care education to foster life and community integration after illness .
- Analyze the implications of current health care policy and identify various health care delivery systems.

**Specifically, graduates are required to perform the following tasks with competence:**

- Elicit a detailed and accurate history and perform an appropriate physical examination on any patient within any setting; distinguish acute from chronic problems and delineate health maintenance needs.
- Record findings in a uniform, concise, clear and legally competent manner.
- Determine appropriate diagnostic tools, and interpret the results of routine laboratory procedures, radiographic and electrocardiographic studies.
- Develop treatment plans for common medical problems, including written medical orders.
- Perform routine medical procedures such as injections, immunizations, suturing, wound care, intravenous catheterization, cast application and incision and drainage of superficial infections.
- Perform patient rounds in acute and long-term inpatient care settings, record patient progress notes and pertinent case summaries, develop and implement patient management plans.
- Assist in the provision of continuity of care in clinic and office based care settings.
- Counsel and educate patients regarding prescribed therapeutic regimens, health maintenance and disease prevention, normal growth and development, family planning, lifestyle risks, lifestyle adjustments due to illness and other health concerns.
- Perform independent evaluations and initiate therapeutic procedures in life-threatening events.
- Maintain knowledge of referral mechanisms for medical and psychosocial concerns. Facilitate referral to community resources, social service agencies and other health care providers as appropriate.

## Technical Standards of the Graduate

To be a physician assistant, you must possess a number of abilities and skills. Therefore, to successfully complete the Mercy College Physician Assistant Program, each student must be able to:

### Intellectual

- Acquire information from written documents and visualize info as presented in images from paper, film, slides and video
- Comprehend X-ray, EKG, and other graphic images with or without assistive devices
- Exercise good judgment
- Complete all responsibilities attendant to the diagnosis and care of patients properly

### Observation

- Observe patient accurately, at a distance and close at hand, with or without standard medical instrumentation
- Speak to, hear and observe a patient in order to elicit information

### Communication

- Communicate effectively with patients and their families in both written and oral modalities
- Communicate effectively and efficiently in oral, written, and electronic format with members of the health care team

### Sensory/Motor Coordination

- Possess motor skills necessary to perform palpitation, percussion, auscultation and other diagnostic and therapeutic maneuvers
- Perform basic laboratory tests and emergency therapeutic procedures including airway management, placement of intravenous catheters, cardiopulmonary resuscitation, application of pressure to control bleeding and suturing of wounds
- Tolerate physically taxing workloads

### Social and Behavioral

- Develop mature, sensitive and effective relationships with patients
- Describe changes in mood, activity and posture and perceive nonverbal communication in patients
- Function effectively under stress
- Adapt to changing environments
- Display flexibility and learn to function in the face of uncertainties inherent in the practice of clinical medicine
- Possess good interpersonal skills in order to be an integral member of a medical team

**Problem Solving/Critical Thinking**

- Measure, calculate, reason, analyze, integrate, synthesize and comprehend three-dimensional relationships including spatial relationships of structures according to standard medical care

**Application Criteria**

General information regarding eligibility for the Graduate Physician Assistant Program and an application form may be obtained from the Centralized Application Service for the Physician Assistant (CASPA) at [www.caspaonline.org](http://www.caspaonline.org). Information may also be obtained by contacting the Physician Assistant Program Office at 914-674-7635.

Students who have earned an overall minimum GPA of 3.0 and a GPA of 3.2 in the CASPA-designated science courses are eligible to initiate the application process. All prerequisite courses must be successfully completed prior to entry into the Physician Assistant Program. A minimum of 500 hours of direct patient care (volunteer or work) experience in a health care setting, are required for the PA Program. Additionally, 250 hours of the 500 hours must be completed in a primary care setting, e.g., outpatient internal medicine, family medicine, pediatrics or OB/GYN. All applicants are required to submit the following to CASPA:

1. A completed Mercy College application.
2. A completed CASPA application which includes official transcripts, letters of recommendation, a personal statement, and evidence of a minimum of 500 hours of direct patient care (volunteer or work) experience in a health care setting, 250 of which must be completed in a primary care setting.
3. A supplemental college application to the program and fee.

At least one letter of reference must be from a registered physician assistant, physician or a work supervisor. The recommendations should give evidence of academic and professional qualifications for graduate study. Recommendations should be dated within six months from the date of the application.

Applicants who do not have a baccalaureate degree must have completed 90 credits, including all general education requirements. Please note that no more than 75 credits can be from a two-year college.

At least two of the following prerequisite courses (human physiology, microbiology, biochemistry) MUST be completed at a four-year institution. The prerequisite advanced human biology course MUST be completed at a four-year institution. See the Curriculum section below for the complete list of prerequisite courses.

Human physiology, microbiology and biochemistry must be completed within five years of beginning the program. Students who have completed these courses more than five years prior to the beginning of the program must repeat the course(s).

All applications will be reviewed and ranked according to the overall GPA and the GPA of the CASPA-designated science courses. Qualified applicants will be invited for a personal interview with representatives of the Graduate Program Admissions Committee. Decisions will be based on applicant academic achievement, health care experience, interview, essay and letters of recommendation.

Students with foreign credentials and whose first language is not English are required to complete six credits of college-level English composition to satisfy the dual degree requirements, or successfully pass the English CLEP exam.

## **Admission Procedures**

All candidates for the Graduate Physician Assistant program must file an application with CASPA at [www.caspaonline.org](http://www.caspaonline.org). Completed applications should be submitted by November 1. The program begins in early June.

Selected applicants will be invited to interview with representatives of the Graduate Program Admissions Committee.

Offers of admission are extended only for the academic year stated. Students accepted into the program will be required to pay a non-refundable deposit of \$800.00 at the time of acceptance, which will be applied to the summer tuition payment.

## **Program Accreditation**

The Graduate Physician Assistant Program is fully accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA).

## **Student Advisement**

Upon acceptance into the Physician Assistant Program, each student will be assigned a faculty member who will serve as his or her advisor. The advisor will offer counsel on issues related to requirements for program completion, the development of long-term plans of study and future professional direction, and academic standing in the program.

## **Program Design**

The Graduate Physician Assistant Program is a full-time weekday program that takes 27 months to complete. It is possible that some evening and weekend sessions will be held during the first three terms. The program is divided into three terms of didactic instruction, three terms of clinical rotations and a final term for the master's Capstone project. The didactic phase of the program will be taught during the day, Monday through Friday. For the clinical or second year, students will be required to take on-call shifts, including nights and weekends, as required by the clerkship objectives and by the hosting institution.

Students move through the curriculum as a cohort. There is no opportunity for part-time study. Transfer credit for courses previously completed will not be accepted. Each term contains a full course load, so working full-time or part-time is not advised. A comprehensive financial aid program is available through the Mercy College financial aid office.

## **Attendance**

Attendance and punctuality in all classes and clinical education assignments is required, unless the student is excused for extenuating and extraordinary life circumstances. If absence is due to illness, a note signed by an M.D. must be submitted. A maximum of three undocumented absences from class will result in failure in the course and may jeopardize the student's standing in the program. Course instructors or clinical instructors must be notified in advance regarding absences. If a student misses a test or exam without previously contacting the instructor, the situation will be reviewed by the faculty and may result in a grade of F for that test or exam. Absence from a clinical assignment is subject to the rules and regulations of the institution.

## **Background Checks**

In order to participate in clinical education a criminal background check may be required. The majority of clinical sites now require students to pass a background check prior to

starting their affiliation. It is the student's responsibility to perform this and supply the necessary documentation to the clinical facility well in advance of the start date of their affiliation. Policies regarding criminal background checks vary from facility to facility. Some facilities require students to have the background check performed on site or by a specific company. Some facilities require fingerprinting and/or drug screening in addition to a background check. It is the student's responsibility to contact the Clinical Coordinator to find out the specific procedure at that facility and to have it completed and submitted within the specific time frame for the facility. If a facility has no preference, the Clinical Coordinator will provide the student with an acceptable company. Cost of the background check is the student's responsibility. A student may be required to have more than one background check performed during the course of the program.

## **Academic Probation**

Any student whose cumulative program or term GPA falls below 3.0 (without rounding) after any given semester will be placed on academic probation. In all subsequent terms in which the student is on academic probation the student is required to achieve a term GPA of 3.0 or better. If a term GPA of 3.0 or higher is not achieved the student will be dismissed from the program. If the student is not able to achieve a cumulative program GPA of 3.0 within two terms, the student will be dismissed from the program. A student must have a cumulative program GPA of 3.0 or higher by the end of the didactic year to be able to register for Clinical Clerkship courses. A student must have a cumulative program GPA of 3.0 or higher by the end of the clinical year to be able to register for the research semester courses. If a student receives a grade of F or FW in any course the student will be subject to dismissal from the program. Once a student is dismissed from the Program he or she may not re-apply to the PA Program.

For all students on probation, future registrations must be reviewed and approved by the director of the student's program as well as the graduate dean.

## **Academic Integrity**

The Physician Assistant Program maintains a zero-tolerance policy regarding cheating and plagiarism. Plagiarism is the appropriation of words or ideas of another without recognition of the source. Professors reserve the right to use all appropriate and available resources to verify originality and authenticity of all submitted coursework. An instructor who determines that a student has cheated or plagiarized will give an F for the assignment and may give a grade of F for the course. Additionally the faculty member will submit a written report of the incident to the program director and executive dean for academic engagement and planning. Plagiarism and cheating will be grounds for dismissal depending on the circumstances. The matter is dealt with by the instructor and the student, in consultation with the director of the graduate program, the school dean, and the executive dean for academic engagement and planning.

## **Maintenance of Matriculation**

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. For cohort programs, registration is required during summer session(s). For non-cohort programs, summer registration is not required. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintenance of Matriculation fee is \$100 per session when student does not enroll in classes and is processed as a registration. The course number in all programs is 899.

Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintenance of Matriculation

fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## Capstone Advisement

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of his/her Capstone requirement, he/she will be given one subsequent term to complete his/her work. The Maintaining Matriculation registration must be completed for this subsequent term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. The course number in all programs is 890. Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until all Maintenance of Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## Maintenance of Good Academic Standing

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completion of six credits. Please note certain graduate programs may have more stringent program policies. Please check the specific program regulations. Grades are subject to review by the faculty advisor and program director at the end of each term. If the academic average falls below 3.0 the student will be placed on academic probation.

## Degree Requirements

To be eligible for graduation students must complete all coursework with a GPA of 3.0 or better. The coursework includes the completion of research and clinical education requirements. The words "With Distinction" will appear on the diploma of a student whose GPA, upon meeting all requirements for graduation, is 3.75 or above.

## CURRICULUM

### Prerequisite courses:

#### BIOLOGY

General Biology I (BIOL 160 or equivalent) .....	4 credits
General Biology II (BIOL 161 or equivalent) .....	4 credits
Human Physiology for Biomedical Sciences (BIOL 309 or equivalent) .....	4 credits
Microbiology (BIOL 265 or equivalent) .....	4 credits
Advanced Human Biology (BIOL 317 or equivalent)* .....	3 credits

\* This must be taken at a four-year institution.

#### CHEMISTRY

General Chemistry I (CHEM 160 or equivalent) .....	4 credits
General Chemistry II (CHEM 161 or equivalent) .....	4 credits
Elements of Biochemistry (BIOL 226 or equivalent is accepted; CHEM 354 is recommended) .....	3 credits

#### MATHEMATICS

Statistics (MATH 122 or another 3 credit Math course) .....	3 credits
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## CURRICULUM COURSE REQUIREMENTS

### YEAR I:

#### **Summer — 12 weeks**

PHAS 500 Gross Anatomy <sup>(cc)</sup> .....	4 credits
PHAS 502 Pathophysiology.....	3 credits
PHAS 503 Fundamentals of Clinical Medicine I.....	2 credits
PHAS 513 PA Seminar .....	2 credits

#### **Fall Semester — 15 Weeks**

PHAS 504 Fundamentals of Clinical Medicine II.....	4 credits
PHAS 506 Patient Interviewing .....	1 credit
PHAS 509 Pharmacology I.....	3 credits
PHAS 514 Evidence-Based Medicine .....	2 credits
PHAS 518 EKG and Radiology .....	2 credits
PHAS 530 Spanish I .....	1 credit
PHAS 532 Physical Diagnosis I.....	2 credits
PHAS 540 Clinical Laboratory Procedures I.....	2 credits

#### **Spring Semester — 5 Weeks**

PHAS 505 Fundamentals of Clinical Medicine III.....	5 credits
PHAS 510 Pharmacology II .....	3 credits
PHAS 512 Preventive Medicine, Public Health, and Epidemiology .....	2 credits
PHAS 528 Communication in Medical Encounter.....	2 credits
PHAS 529 Clinical Decision Making and Problem Solving.....	3 credits
PHAS 531 Spanish II .....	1 credit
PHAS 533 Physical Diagnosis II.....	2 credits
PHAS 541 Clinical Laboratory Procedures II.....	2 credits

### **YEAR II:**

#### **Summer through Spring — 48 weeks**

PHAS 612 Clinical Clerkship I .....	4 credits
PHAS 613 Clinical Clerkship II.....	4 credits
PHAS 614 Clinical Clerkship III.....	4 credits
PHAS 615 Clinical Clerkship IV .....	4 credits
PHAS 616 Clinical Clerkship V.....	4 credits
PHAS 617 Clinical Clerkship VI .....	2 credits
PHAS 618 Clinical Clerkship VII.....	2 credits
PHAS 619 Clinical Clerkship VIII.....	4 credits
PHAS 620 Clinical Clerkship IX.....	2 credits

### **YEAR III:**

#### **Summer - 12 weeks**

PHAS 700 Seminar in Community Health Research .....	3 credits
PHAS 701 Epidemiological Methods.....	3 credits
PHAS 702 Master's Project Seminar.....	6 credits

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**Total..... 90 credits**

## — Course Descriptions — Physician Assistant

### **PHAS 500 Gross Anatomy<sup>(co)</sup>**

*Offered summer trimester only*

This course provides students with a thorough understanding of anatomy of the human body with a strong emphasis on the body cavities and organ systems including thorax, abdomen and pelvis. A study of the extremities and musculoskeletal systems is included. The student will be provided with a more thorough understanding of normal human anatomy and its variations, surgical interventions and disease sequelae that are encountered in the dissecting laboratory. 4 credits.

### **PHAS 502 Pathophysiology**

*Offered summer trimester only*

This course is designed to promote the understanding and application of fundamental disease processes in clinical settings. Students will study the essential mechanisms and sequence of events leading to the development and functional changes associated with the disease process. General concepts of diseases, including etiology, pathogenesis, morphology, and biochemistry will be discussed. General pathophysiological concepts including cell injury, necrosis, inflammation, wound healing, and neoplasia will also be taught. A review of anatomy and physiology will be incorporated in this course. 3 credits.

### **PHAS 503 Fundamentals of Clinical Medicine I**

*Offered summer trimester only*

The principles of clinical care will be taught through the intensive study of the symptoms, anatomy, physiology, etiology, epidemiology, history, physical examination findings, diagnosis and treatment of disease states. Counseling, management and patient education issues will be explored. Clinical case discussions through weekly case presentations and case write-ups will be included. The internal medicine components in this course are rheumatology, gastroenterology, genetics, and ophthalmology. 3 credits.

### **PHAS 504 Fundamentals of Clinical Medicine II**

*Offered fall trimester only*

The second in the yearlong series, this course is a continuation of the principles of clinical care. Fundamentals of Clinical Medicine II will cover the major areas of internal medicine: cardiology, endocrinology, hematology, psychiatry, neurology, infectious diseases and pulmonology. Weekly case presentations and write-ups utilizing the Subjective, Objective, Assessment Plan (SOAP) format are essential in this course. 4 credits.

### **PHAS 505 Fundamentals of Clinical Medicine III**

*Offered spring trimester only*

An exploration of clinical care concentrating on disorders found in common specialties such as surgery, emergency medicine, pediatrics, geriatrics, obstetrics and gynecology, dermatology, otolaryngology and nephrology. A study of the principles of prescription writing and actual prescriptive order writing are incorporated in the weekly case presentations and write-ups. 6 credits.

**PHAS 506 Patient Interviewing**

*Offered fall trimester only*

Patient Interviewing is the first in a series of courses concentrating on the behavioral aspects of primary care medicine through the integration of individual, family and community concerns, an approach commonly used in primary care medicine. Patient Interviewing will teach students the skills needed in interviewing, history taking and medical note writing. Communication skills, including cross-cultural competencies, self-reflection and clinician bias will be discussed. Patient-centered care and patient education will be an integral part of this course. Class participation and role-playing is required in order to develop these skills. 2 credits.

**PHAS 509 Pharmacology I**

*Offered fall trimester only*

This course presents a study of the mechanisms of drug action in the treatment of disease, including the determinants of bioavailability such as uptake, distribution, metabolism and elimination, and drug-receptor interaction and competition. The basis of therapeutic and adverse effects of each class of drug will be discussed by system. The modification of drug action and adverse effects will also be discussed. 3 credits.

**PHAS 510 Pharmacology II**

*Offered spring trimester only*

The therapeutic and adverse effects of each class of drug will continue from the previous course. The process through which the government regulates drug approval and other relevant concerns will be addressed during this course. 3 credits.

**PHAS 512 Preventive Medicine and Public Health**

*Offered spring trimester only*

Fundamental concepts in preventive medicine and public health will be introduced in this course. Topics include control and prevention of communicable diseases relevant to the U.S. population, toxicology; occupational health; environmental health; prevention of chronic conditions; and violence as a public health problem. Students will also learn about the organization of the health care system in the U.S. and other countries and will familiarize themselves with administrative, ethical and legal issues important for Public Health practice. 2 credits.

**PHAS 513 Physician Assistant Seminar**

*Offered summer trimester only*

The history of the Physician Assistant profession, role socialization, credentials, rules and regulations governing clinical responsibilities and dynamics of membership on a health care team will be discussed in this seminar. The seminar will further explore the social dimensions of health care; literature will be used to define our role as health care providers. Controversies in the profession and current issues in health care will be raised. 2 credits.

**PHAS 514 Evidence-Based Medicine**

*Offered fall trimester only*

A critical evaluation of journal articles and the practice of using research to answer clinical questions will be explored during this course. Articles concerning treatment, diagnosis, prognosis and harm will be discussed in detail as well as statistical methods used to validate findings. Techniques of critical appraisal will be stressed. 2 credits.

### **PHAS 518 EKG and Radiology**

*Offered fall trimester only*

Basic concepts needed to read electrocardiographs (EKG) and radiographic studies will be introduced. The basic principles of radiology and imaging techniques and procedures such as plain radiographs, ultrasound, computed tomography and MR images will be reviewed. Normal and abnormal findings on these commonly ordered studies will be emphasized. Practice in reading and interpreting electrocardiograms will also be covered. 2 credits.

### **PHAS 528 Communication in the Medical Encounter**

*Offered spring trimester only*

This course is the continuation of PHAS 506, Patient Interviewing. It focuses on the clinician-patient encounter. This course will focus on developing and refining communication and interviewing skills. The importance of establishing rapport with patients and creating an atmosphere that promotes empathy and supports good listening skills will be emphasized. Topics will include learning how to promote healthy behavior and apply motivational interviewing; discuss difficult news with patients and engage in conversations regarding care at the end of life. Sensitive topics such as domestic violence; eating disorders and sexuality will be discussed as well as interviewing across the life span. Throughout the course students will be asked to reflect on those aspects of the clinician-patient encounter that are most personally challenging. 2 credits.

### **PHAS 529 Clinical Decision Making and Problem Solving**

*Offered spring trimester only*

This course is designed to foster the critical clinical thinking skills necessary to develop patient databases and differential diagnoses for medical problems encountered in the primary care setting. Emphasis is on correlation of historical information, physical findings, and pertinent laboratory results to formulate a diagnosis and a patient management plan. Students will develop these skills through analyzing and presenting clinical cases. 3 credits.

### **PHAS 530 Medical Spanish I**

*Offered fall trimester only*

This course is designed to impart the language skills and vocabulary necessary for communication with Spanish speaking people in a variety of health care related situations. No previous knowledge of Spanish is required. Emphasis will be on conversation. 1 credit.

### **PHAS 531 Medical Spanish II**

*Offered spring trimester only*

Building upon the foundation of knowledge gained in Medical Spanish I, this course is designed to continue to impart medical vocabulary and practical language skills to conduct medical interviews and physical examinations in the clinical setting. 1 credit.

### **PHAS 532 Physical Diagnosis I**

*Offered fall trimester only*

This course will explore the principles and skills required to perform a complete physical examination and special diagnostic maneuvers. A combined lecture and laboratory format is utilized. Using an organ systems approach, emphasis is on normal adult physical findings. The examination of children, adolescents, and the elderly will also be discussed. This forms the basis for correlating pathologic findings and underlying diseases. Students will also learn to accurately integrate and record historical and physical findings in written format. 2 credits.

**PHAS 533 Physical Diagnosis II**

*Offered spring trimester only*

Building upon the foundation of knowledge gained in Physical Diagnosis I, this course continues to explore the principles and skills required to perform a complete physical examination and special diagnostic maneuvers. A combined lecture and laboratory format is utilized. Using an organ systems approach, emphasis is on normal adult physical findings. The examination of children, adolescents and the elderly will also be discussed. This forms the basis for correlating pathologic findings and underlying diseases. Students will continue learning to accurately integrate and record historical and physical findings in written format. Actual gynecological and female breast examinations on live models are integrated in this course. 2 credits.

**PHAS 540 Clinical Laboratory Procedures I**

*Offered fall trimester only*

This laboratory-based course is designed to teach students technical procedures frequently encountered in primary care, emergency medicine, and surgical settings such as sterile technique, intravenous cannulization, suturing, urethral catheterization, and endotracheal and nasogastric intubation. Key concepts will be discussed in lectures, demonstrations and supervised laboratory practice. 2 credits.

**PHAS 541 Clinical Laboratory Procedures II**

*Offered spring trimester only*

Building upon the foundation of knowledge gained in PHAS 540 Clinical Laboratory Procedure I, this course will provide the student with the basic knowledge to analyze and determine normal and abnormal blood serum tests, arterial blood gases, and urine laboratory tests. This course will enhance the student's ability to correlate the clinical significance of changes in the normal values of common laboratory tests to formulate the correct diagnosis. 2 credits.

**PHAS 612 - 620 Clinical Clerkship I, II, III, IV, V, VI, VII, VIII, IX**

Nine supervised clinical courses provide students with hands-on clinical experience and evaluation into the care for pediatric and adult patients. Students are actively engaged in the delivery of care in inpatient, outpatient and long term care settings. The 6 week long clerkship experiences offer training in internal medicine, pediatrics, surgery, emergency medicine, obstetrics and gynecology, and primary care. These clerkships are equal to 4 credits each. Students also complete 3 week long clerkship experiences in psychiatry and a chosen field of medicine to explore or to gain intensive experience in one of the core practice areas of medicine. This elective clerkship placement must be approved by the Physician Assistant Program. These elective clerkships are equal to 2 credits each. During these clerkships, students evaluate medical and surgical patients and follow their daily progress; thereby developing the ability to elicit history and physical findings, correlate those findings along with the patients' physiologic and biochemical data and emotional state in order to formulate a plan for patient management. Students are also given opportunities to develop skills and demonstrate competency in performing and interpreting certain medical procedures and tasks. Students also receive instruction and evaluation in professional competencies including relating to colleagues, communicating with patients, understanding the PA role and limitations, self-confidence, reliability, dependability, attitude and appearance. 2-4 credits

**PHAS 700 Seminar in Community Health Research**

*Offered summer trimester only*

Methodological and practical guidelines on how to assess approach and address community health problems and to develop effective and culturally appropriate interventions, for application to the program's Masters Project. Students will learn to design, produce, and administer survey questionnaires, which are important tools of primary data collection at the community level. 3 credits.

**PHAS 701 Epidemiological Methods**

*Offered summer trimester only*

An introduction to biostatistics and epidemiology with application to medical and biological research will be covered. Topics will include an overview and history of epidemiology, study designs, rates and proportions, contingency tables, measures of association, confounding and effect modification, infectious disease, epidemic surveillance, and evaluation of clinical tests. Practical application will consist of analysis of data collection and analysis and as well as reviews of current literature. Students will be trained in the use of SPSS. 3 credits.

**PHAS 702 Master's Project Seminar**

Using research sites provided by the program, students will collect and analyze data concerning a community based health program. Findings will be presented in a published format before the full program faculty. 6 credits.

**PHAS 890 Capstone Continuation**

Students who have completed all coursework but have not completed their capstone project within the required one term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit. Only two consecutive terms of capstone continuation registration permitted.

**PHAS 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

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# School of Liberal Arts

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Tamara Jhashi, Ph.D., *Dean*

**DEPARTMENT OF LITERATURE AND LANGUAGE**

David Kilpatrick, Ph.D., *Chair*

English Literature\*

**DEPARTMENT OF MATHEMATICS AND COMPUTER SCIENCES**

Zhixiong Chen, Ph.D., *Chair*

Cybersecurity\*

*\*Program also offered fully online*

# MASTER OF ARTS IN ENGLISH LITERATURE

Christopher Loots, Ph.D., *Program Head*

914-674-7423

cloots@mercy.edu

## Purpose

The Master of Arts in English Literature program at Mercy College offers a rigorous and accessible learning opportunity for those with teaching and/or scholarly aspirations, as well as for those who hope to enrich their intellectual and creative lives. Students in the program learn advanced methodologies of literary criticism while engaging with major authors and writers from British, American, and other traditions. Graduates of this 30-credit program are qualified to apply to most full-time community college English faculty openings, and to teach as an adjunct at most four-year colleges. The degree may also be a stepping stone to a PhD.

## Objectives

Students will be exposed to a broad range of major genres, authors and texts from diverse cultural and historical traditions. Students will develop their writing, critical thinking and information literacy skills through seminar discussions and the submission of essays and research papers. The English Literature program seeks to develop independent and creative thinkers who are culturally literate and effective communicators, prepared to pursue careers inside and outside academe.

## Student Learning Outcomes (SLOs):

By the end of the program students are expected to be able to:

1. Demonstrate critical thinking and interpretive skills reflecting knowledge and comprehension of important British literary texts.
2. Demonstrate critical thinking and interpretive skills reflecting knowledge and comprehension of important American literary text.
3. Demonstrate critical thinking and interpretive skills reflecting an awareness of theoretical trends and criticism.
4. Demonstrate knowledge of some of the literary traditions, and/or cultural situations, and /or historical eras from which the literature referenced in SLO1, SLO2, and SLO3 emerged.
5. Create original research topics, research primary and secondary sources on those topics using digital databases, and produce writings on those topics which demonstrate clear grammatical prose and accurate style.

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog.

## Program Requirements

1. Baccalaureate transcript, either:
  - a) B.A. or B.S. in English or a humanities discipline (minimum of 15 credits in English Literature beyond basic composition and literature) with an average GPA of 3.0 or better in the major field.
  - b) B.A. or B.S. in a related subject area with a minor (minimum of 15-credits) in English Literature or a humanities discipline with an average GPA of 3.0 in the student's major and minor fields.

OR

- c) B.A. or B.S. in another discipline demonstrating the potential to succeed in a graduate program. Such students may be required to take in preparation for entering the program some or all of the following undergraduate courses: English 200 (Poetics), English 205 (Survey of English Literature I), and English 206 (Survey of English Literature II).
2. Two letters of reference indicating personal and professional qualifications for graduate study.
3. Statement-of-purpose essay or a scholarly paper.

Once an applicant has submitted all required credentials, the completed application will be evaluated by a committee consisting of the program director and two faculty members.

## Four-Plus-One Program

The English Program's Four-Plus-One option offers a unique opportunity to qualified Mercy College undergraduates in English Literature who wish to pursue their master's degree at an accelerated pace. If they meet the admissions criteria for the master's program in English, including a 3.0 GPA, they may apply in the first semester of their junior year to the M.A. in English at Mercy College. If accepted, they will take an introductory research seminar, English 400: Introduction to Critical Approaches to Literature in the second semester of their junior year. These students may then take three graduate credits each semester of their senior year (a total of six credits), which will apply to both their undergraduate and graduate degrees. Upon completing their bachelor's in English, these students will be able to complete their master's in English within a single academic year.

## Curriculum

The degree requires 30 credits and may be completed in two and a half years by students taking six credits (two courses) per semester. Students may complete the degree at a faster pace by also taking summer-session courses. Part-time students may take up to six years to complete the program. Currently the program is offered entirely online, as our student body is primarily national and international.

**Course Distribution:**

Candidates for the Master of Arts in English Literature will be required to follow the following guidelines:

Theory and Practice of Literary Criticism <sup>(cc)</sup> (ENGL 500).....	3 credits
One course, Writing and Literary Forms Group (ENGL 505-510, 517)....	3 credits
One course, Literature Group 1 (ENGL 521-540).....	3 credits
One course, Literature Group 2 (ENGL 541-560).....	3 credits
One additional course, Literature Group 1 or 2 (ENGL 521-560).....	3 credits
Four elective courses, (ENGL 505-598).....	12 credits
Master's Thesis Tutorial (ENGL 599) .....	3 credits
<b>Total.....</b>	<b>30 credits</b>

Student progress in acquiring the range of knowledge in the field and the skills outlined above will be measured in the following ways:

- a) Students must maintain a minimum GPA of 3.0 in order to continue in the program. Performance in individual courses will be measured by the students successfully completing the requirements for each course at a grade of B or better.
- b) In the semester before commencing their thesis (their last semester), students will be asked to take a comprehensive written examination prepared and administered by the graduate faculty in English Literature.
- c) Students will be asked to write a substantial research paper (25 pages), which will be suitable for submission to a professional journal, under the guidance of a mentor, which will be reviewed by a thesis committee comprised of the graduate faculty.

**Comprehensive Examination**

Successful completion of a three-hour written comprehensive essay examination is required of all students. The examination is prepared and reviewed by the program faculty. The examination will be based on the course offerings presented during the students' tenure in the program.

**Thesis**

The Master of Arts Degree requires a thesis focused on original research from which an essay of approximately 25 pages in the MLA Style will be developed. The master's thesis essay should be on an original research topic. Proposed topics for thesis research must be submitted to and approved by a mentor selected by the student from the program faculty. Topics for the thesis may be developed from a research paper or project submitted by the student in one of his or her previous courses. The mentor will assess the suitability and viability of the topic, guide the student's research, and oversee the student's progress during the process of writing the thesis. A polished draft of the paper will be reviewed by a Master's Thesis committee comprised of two readers from the faculty. The committee may have some revisions to suggest before a final draft of the thesis may be submitted as part of the student's degree requirements.

## Transfer Credits

Graduate courses taken at other institutions prior to admission at Mercy College may, if pertinent to the plan of study, may be credited to the graduate degree. Permission to transfer credits must be requested at the time of admission and official transcripts and course descriptions must be submitted to the program director for evaluation. Transfer credit is normally limited to six semester hours of credit for courses taken within the last five years in which the student has received a grade of B or better and is not recorded as part of the GPA.

## Maintenance of Matriculation

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. For cohort programs, registration is required during summer session(s). For non-cohort programs, summer registration is not required. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintenance of Matriculation fee is \$100 per session and is processed as a registration.

Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintaining Matriculation fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## Capstone Advisement

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of their Capstone requirement, they will be given one subsequent term to complete their work. The Maintaining Matriculation registration must be completed for this subsequent term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until all Maintaining Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## Maintenance of Good Academic Standing

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completing a certain number of credits as stipulated by their respective program. Grades are subject to review by the faculty advisor and program director at the end of each term. If the academic average falls below 3.0 the student will be placed on academic probation.

## Academic Probation

All students who have a cumulative GPA of below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F or FW in any course the student may be subject to dismissal from the college.

For all students on probation, future registrations must be reviewed and approved by the Director of the student's program as well as the school dean.

In all subsequent terms in which the student is on probation the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## **Time Limit**

Students attending the program continuously from the date of their acceptance will be able to complete the degree requirements in two and one half years. Students will be required to complete their degree requirements within six years of entering the program. (Note: Students seeking permanent New York State Certification in Secondary Education will be under a time constraint to complete the program within five years or less.)

## **Online Learning**

Mercy Online offers students an accessible and convenient way to learn. No matter where students are located, they may take courses, or even entire degrees, on the College's online campus. At Mercy College, there is no distinction between the expectations of traditionally taught classes and online classes. Mercy Online currently offers more than forty undergraduate and graduate degrees entirely online. Students also may satisfy their General Education curriculum requirements online. Learn more about Mercy Online at [www.mercy.edu/mercyonline](http://www.mercy.edu/mercyonline).

## — Course Descriptions —

# English Literature

### **ENGL 500 Theory and Practice of Literary Criticism<sup>(cc)</sup>**

An introduction to major movements and figures of the theory of criticism, the question, “what is literature?” is the primary concern of this course. Such an inquiry necessarily engages other, closely affiliated signifiers such as work/text, writing, reading, interpretation, and signification itself. After brief encounters with ancient antecedents and seminal moderns, influential contemporary approaches to the question concerning literature and its cultural significance are engaged. An assessment of the relative strengths and weaknesses of current trends in the practice of literary criticism, and their theoretical groundwork, is the ultimate objective of this course. 3 credits.

### **ENGL 505 Transformations of the Epic**

This course is based on the conception of the epic as an encyclopedic narrative of substantial length featuring a central figure who reflects the values of a particular culture. It will proceed chronologically, studying the taxonomy and transformations of the epic, from its earliest Classical manifestations, through its emergence in Medieval and Renaissance texts, to its incorporation after the Renaissance into the modern novel. 3 credits.

### **ENGL 506 History of Poetic Forms**

The course will study the major forms and conventions of poetry that have developed in English and then American literature from classical models to the present. Wherever possible, particular poems from different historical contexts will be compared and analyzed to demonstrate how these forms and conventions have developed and been adapted to specific personal, ideological, or cultural pressures. 3 credits.

### **ENGL 507 Narrative Strategies in the Novel:**

This course will study various works in the narrative mode. The course will focus on a range of novels selected from both or either the English and American tradition, with the specific focus dependent upon the professor’s area of expertise. The course will exam works demonstrating various narrative styles and techniques; will work to evolve an understanding of what choices and forces inform these various styles and techniques; and will explore the both the potential and the limits endemic to writing in the narrative mode. 3 credits.

### **ENGL 508 History of Drama in English**

This course will study selected dramatic works from the vantage of the cultures of the historical epochs they are embedded in. It will use a chronological approach, beginning with the drama in England: the medieval mystery cycles and morality plays, the emergence of secular drama in the 16th century and earlier 17th century, focusing on the precursors and contemporaries of Shakespeare, Restoration drama, the development of sentimentalism and the adaptation of drama to an increasingly middle class audience in the 18th Century, the closet drama of the Romantic era, 19th-century melodrama in Britain and America, and the emergence of the modern theater in the United Kingdom and the United States. 3 credits.

**ENGL 509 Perspectives on the Essay**

The course will study of the essay as a distinct literary genre; its characteristics and types; its history; and its role in reflecting authorial consciousness. This course will examine the taxonomy of the essay in terms of its medium (verse or prose), its tone and level of formality, its organizational strategies, and its relationship to its audience and to particular modes of literary production (speech, manuscript, pamphlet, book, magazine, newspaper). It will trace the development of the essay from its origins to the modern era. 3 credits.

**ENGL 510 Theory and Practice of Expository Writing**

The course will address the techniques of expository writing as reflected in academic discourse. Ideally, students will learn the general practices of critical writing, but focus their work in their individual fields of interest. These interests may include feminist approaches, deconstructive approaches, research in culture, education, etc. The course will specifically address techniques of analytic organization. 3 credits.

**ENGL 514 Major Authors**

This course involves close reading of texts by and about a writer who has had a significant impact on literature. The author studied will vary from semester to semester depending on faculty specialty. This course will seek to provide a sense of the central themes, stylistic techniques, and temperament and sensibility that distinguish the author, as well as of the evolution of his or her art from a biographical perspective. Authors studied will vary and will be selected by consultation between individual instructors and the program director. 3 credits.

**ENGL 515 Special Topics in Literature**

The special topic courses will be offered in response to student interest and faculty specialty. Ideally, they will be interdisciplinary in nature, allowing students to do focused research on problems of contemporary interest in poetics, narrative, feminism, politics, sociology, or critical theory. Sample topic courses may include "Tragedy," the Bible, "Modern Irish Drama," "Mythologies," "Violence and Representation," "Sport Literature," "Alchemy and Literature," and "Film and Literature." 3 credits.

**ENGL 517 Advanced Creative Writing**

The course will work to develop each student's creative writing ability through a close study of various writing forms, styles, and techniques, matched with assignments and workshops which encourage students to further develop their own creative writing informed by such literary study. The emphasis of the course will shift depending on the expertise of the instructor running it, but each class will involve attention to poetic and narrative forms, among others. 3 credits.

**ENGL 521 Themes and Genres of Medieval Literature**

This course is designed to cultivate students' awareness of the themes, genres, and issues related to the study of medieval literature. Students will study the major genres of medieval literature, including epics, lays and romances. 3 credits.

**ENGL 522 Humanism in Renaissance Texts**

This course will focus on humanism and the concepts arising from it in relation to the production and appreciation of literature during the Renaissance. The revival of interest in the arts and ideas of Greco-Roman antiquity and the dependence of Renaissance thought on classical themes will be among the issues discussed. 3 credits.

### **ENGL 523 Tragedy**

This course will explore the history and theory of tragedy as both dramatic genre and philosophical motif. Beginning with its origins in ancient Greek ritual, the course traces a history of the genre to the present, with emphasis on the classical and English literary traditions. The course will consider such elements as: the relationship between tragedy and the tragic; the role tragedy plays in the histories of Western drama and ideas; ways in which tragedy is distinct from other dramatic genres, such as comedy and melodrama; the essential elements of tragedy; comparisons between Classical and Elizabethan tragedy; and the possibility of modern tragedy. 3 credits.

### **ENGL 524 Reason and Imagination**

This study of English literature between 1650 and 1850 examines Neoclassicism and Romanticism as two opposed aesthetic and philosophical stances. It traces the political, ideological, and literary roots of Neoclassicism in the English "Glorious Revolution" of 1688, the late seventeenth-century growth of rationalism and empirical science, followed by the flowering of Neoclassicism and then the shift in sensibility that led to the emergence of Romanticism. 3 credits.

### **ENGL 525 The Victorian Age in Literature**

This course explores literature from the Victorian age, with attention to the wider context of the Victorian culture and society from which these works emerged. Works studied might include those of Charles Dickens, Charlotte and Emily Brontë, George Eliot, Thomas Hardy, Anthony Trollope, Elizabeth Gaskell, Alfred Tennyson, Robert Browning, and Oscar Wilde, among others. 3 credits.

### **ENGL 526 Modernism**

This course explores the various "isms" of Modernism while questioning if these trends are of the past or remain present and relevant to contemporary intellectual and aesthetic sensibilities. It traces the anti-mimetic shift in the arts in the age of mechanical reproduction, as found in the literature of symbolism, expressionism, futurism, dadaism and surrealism. Among the features of modernism that emerge in this course are themes of fragmentation, parody, and irony, the self-conscious retrieval of myth, the collapse of traditional distinctions between subjective and objective reality, and the iconoclastic transgression of Victorian norms of religion, the family, and sexuality. 3 credits.

### **ENGL 540 Topics in British Literature**

Various new and experimental coursework tending toward or involving British literature will run under this topics course code. Any course running under this code will meet the student's "Literature Group 1" degree requirement. 3 credits.

### **ENGL 541 Search for Identity in American Literature**

The course will examine manifestations of personal identity and human community in American culture and literature. In broadest terms, the course will trace the formation of nineteenth-century liberal ideals of personal identity and "freedom" as they emerged from the theological and republican values of the colonial and early national periods. 3 credits.

### **ENGL 542 Classics of African American Literature**

This course will study classic works of African American literature in light of Toni Morrison's statement that "my parallel is always the music because all of the strategies of the art are there." The course will involve considerations of how in Richard Powell's words the blues provides "much contemporary literature, theater, dance, and visual

arts with the necessary element for defining these various art forms as intrinsically African-American." Informed by the concept that music is the trope that best illuminates contemporary African American writing, the course will study selections that could include, but are not limited to, Jean Toomer *Cane*, Zora Neale Hurston *Spunk*, James Baldwin *Go Tell It on the Mountain*, Ralph Ellison *Invisible Man*, Langston Hughes *Ask Your Mama: 12 Moods for Jazz*, John Wideman *My Brother's Keeper*, Toni Morrison *Jazz*, August Wilson *Joe Turner's Come and Gone*, and Maya Angelou *Selected Poetry*. 3 credits.

#### **ENGL 543 The American Renaissance**

"The American Renaissance" is a term made famous by F.O. Matthiessen in his book by the same name. Matthiessen posited that though 1776 marked the birth of the nation, the middle of the nineteenth century marked the rebirth of the nation in the form of a literary renaissance. The term originally only encompassed five writers—Emerson, Thoreau, Melville, Hawthorne, and Whitman—but has since expanded to encompass practically all of American Romanticism, American slave narratives and abolitionist texts, progressive American literature, popular American fiction, and Native American texts. This course will study a variety of these works and question whether or not they truly signal an American renaissance. 3 credits.

#### **ENGL 544 Frontiers of American Literature**

This course will explore the frontiers of American literature, meaning groundbreaking works in American writing, progressive and iconoclast works, as well as works which involve encounters with or in the American west. Readings can range from colonial to contemporary times, and will include a diverse range of authors and works unbound by genre or era. Authors studied could include but are not limited to William Gibson, Amy Tan, Olaudah Equiano, Emily Dickinson, James Baldwin, Zora Neale Hurston, Alan Ginsberg, Frank Norris, Jack London, Charles Bukowski, Jhumpa Lahiri, Kurt Vonnegut, et al. 3 credits.

#### **ENGL 545 Literature of the Left Bank, Paris**

This course will examine the people, culture, and writings of the expatriate community of the Parisian Left Bank during the early and mid-twentieth century. This will include an exploration of the significance of Sylvia Beach's Shakespeare & Company bookstore and lending library, and of intellectual and artistic salons such as those of, for example, Natalie Barney and Gertrude Stein. The course will additionally consider the doings and writings of expatriate authors moving through or closely associated with the Left Bank's modernist enterprise. An emphasis will be placed on studying the cultural geography of this location which attracted so many of the world's great artists and gave rise to so many works now considered twentieth century literary masterpieces. 3 credits.

#### **ENGL 560 Topics in American Literature**

Various new and experimental coursework tending toward or involving American literature will run under this topics course code. Any course running under this code will meet the student's "Literature Group 2" degree requirement. 3 credits.

#### **ENGL 599 Master's Thesis Tutorial**

In this course, students will pursue an original research topic under the guidance of a mentor. The thesis paper produced for this course must receive final approval of the mentor and a second reader in order for the student to pass the course. Students in the

seminar will be encouraged to submit versions of their papers to read at conferences of scholars in English Literature. The topic selected by the student may be developed from one pursued in a previous course, or it may be new. 3 credits.

**ENGL 890 Capstone Continuation**

Students who have completed all coursework but have not completed their capstone project within the required one term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit. Only two consecutive terms of capstone continuation registration permitted.

**ENGL 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required. Only two consecutive terms of capstone continuation registration permitted. The fee is \$100 per term and is processed as a registration. Maintenance of Matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course registration will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

# MASTER OF SCIENCE IN CYBERSECURITY

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## Purpose

The Master of Science in Cybersecurity is designed to prepare students with the technical skills and analytical abilities to secure data files, defend computers, shield computer networks and protect critical national electronic infrastructure. Information systems and computer networks are under constant threat and attack from hackers, viruses, and worms. Nothing could be more important than protecting the digital world our very lives depend on. The curriculum in the program not only builds solid foundation in information assurance and security but also follows the latest development in the field closely.

Mercy College Cybersecurity Education Center is one of the federally designated Centers of Academic Excellence in Information Assurance by the National Security Agency and the Department of Homeland Security. Please refer the center website: <http://www.mercy.edu/ias>.

## Objectives

The Cybersecurity program offers students a combination of strong foundation in theory and practical skills in security and privacy engineering. Graduates of this program will understand security and privacy from technological, legal and managerial perspectives. They will be prepared to create, implement and oversee security systems and security policies. They are positioned for the advanced supervisory positions in the field such as Information System Security Officer, Network Security administrator, Information Security Analyst, Forensic Analyst, IT Auditor, Information Assurance Compliance Officer, Principal System Security Engineer, Information Security Specialist, Information Assurance Specialist, IT Security Analyst, Information System Governance Officer, Information Assurance Engineer and Information Assurance Analyst. Moreover, graduates will be prepared for acquiring professional certificates like Certified Information System Security Professionals (CISSP).

## Expectations of the Graduate

Graduates will be able to:

- Monitor the use of security systems, including firewalls and intruder detection systems.
- Create, implement, and oversee security policies.
- Plan disaster recovery for operating systems, databases, networks, servers and software applications.
- Conduct research on emerging products, services, protocols, and standards in support of security enhancement and development efforts.

- Test new security software and/or technologies.
- Perform regular compliance audits.
- Carry out research in information security-related fields towards a doctoral program.
- Prepare to take the CISSP certification exam.

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog.

## Admission Requirements

Requirements for admission to the Cybersecurity program include:

1. Baccalaureate transcript.
2. Curriculum Vitae.
3. At least one letter of recommendation that provides evidence of personal and/or professional qualifications for graduate study.
4. A two-page written Personal Statement stating the reasons for applying to the program and how the applicant can benefit by its completion.
5. Foundational knowledge in computer programming, computer networking and database management demonstrated by transcripts and/or IT related working experiences and certificates. Students are required to take IASP 505 (Foundations of Cybersecurity Science) to refresh their domain knowledge.

## Degree Requirements

30 credits are required to earn an M.S. in Cybersecurity. The courses are listed below. The Master's Project (IASP 600) is optional. Students who successfully complete a Master's Project (IASP 600) may obtain approval from the program head to complete a Master's Thesis (IASP 601).

### Courses

IASP 500 <sup>(cc)</sup> Topics in Information Security .....	3 credits
IASP 505 Foundation of Cybersecurity Sciences .....	3 credits
IASP 510 Social Implications of Information Security .....	3 credits
IASP 520 Data Mining and Knowledge Discovery .....	3 credits
IASP 525 Distributed Database and Security .....	3 credits
IASP 530 Computer Forensic.....	3 credits
IASP 540 Information Assurance and Management.....	3 credits
IASP 550 Firewall and Intrusion Detection.....	3 credits
IASP 555 Mobile Technologies and Wireless Sensor Services .....	3 credits
IASP 560 Wireless Network and Security.....	3 credits
IASP 565 Internet Media and Security .....	3 credits

IASP 580 IT Audit and Compliance .....	3 credits
IASP 585 Applied Cryptography .....	3 credits
IASP 590 Advanced Topics in Security Practice .....	3 credits
IASP 595 Special Topics in Information Security.....	3 credits
IASP 599 Independent Study .....	3 credits
IASP 600 Master's Project .....	3 credits
IASP 601 Master's Thesis .....	3 credits
<b>Capstone Continuation</b>	
IASP 890 Capstone Continuation .....	1 credit
<b>Maintenance of Matriculation</b>	
IASP 899 Maintenance of Matriculation .....	0 credits
<hr/>	
<b>Total.....</b>	<b>30 credits</b>

## Online Courses

Every course in the program can be taken either online or on-campus.

## Online Component

Every course in the program has an online component that enables students to interact with the instructor and with one another between class meetings. The purpose of the online component is to encourage interaction among students and to promote use of the Internet for learning and communication.

## Maintenance of Matriculation

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintaining Matriculation fee is \$100 per session and is processed as a registration.

Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintaining Matriculation fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## Capstone Advisement

Students who take the project option should complete their project within one semester, and thesis option within two consecutive terms. If students could not complete their work within the term(s), they should register for Capstone Continuation (IASP 890, equal to the cost of one graduate credit). Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until Capstone Continuation registration and fees are recorded appropriately on a student's record.

## **Maintenance of Good Academic Standing**

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completing six credits. Grades are subject to review by the faculty advisor and program director at the end of each term. If the academic average falls below 3.0, the student will be placed on academic probation.

## **Academic Probation**

All students who have a cumulative GPA of below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F or FW in any course the student may be subject to dismissal from the College.

For all students on probation, future registrations must be reviewed and approved by the director of the student's program as well as the school dean.

In all subsequent terms in which the student is on probation the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved, the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## **Graduation Requirements**

To be eligible for graduation a student must complete all 30 credits of the program with a GPA of 3.0 or higher.

## **Time Limit**

Requirements for the degree must be completed within five years from the candidate's date of matriculation (exclusive of time spent in the Armed Forces). An exception may be made by the program director if the student's request demonstrates circumstances beyond his or her control that temporarily interfere with the ability to complete the program on time.

## — Course Descriptions —

# Cybersecurity

All the courses can be completed on-campus or online.

### **IASP 500<sup>(co)</sup> Topics on Information Security**

This course provides a broad view of information assurance and security and its major subjects: protection of information assets; access to information system; hacking; legislation and industrial standards. In addition, this course will serve as a guideline for students to make their course selections. 3 credits.

### **IASP 505 Foundation of Cybersecurity Sciences**

This course provides cybersecurity majors with background knowledge units that are required by major graduate-level cyber security courses. It focuses on the fundamental concepts related to networks, operating systems, database systems, and computer programming/scripting languages. Students learn both the concepts and the related skill sets in this course. The course provides a fast-paced introduction to scripting languages, core concepts of computer networks, and various system issues developed in computer operating systems and database management systems.

### **IASP 510 Social Implication of Information Security**

This course discusses the social Implications of information security. It covers the social impact and legal issues of modern computing, Intellectual Property issues, Professional and Ethical Issues and Responsibilities, Privacy and Civil Liberties. 3 credits.

### **IASP 520 Data Mining and Knowledge Discovery**

This course introduces the latest development in data mining. It covers data preparation, data evaluation, clustering and classification, and various practical techniques used widely in the field. 3 credits.

### **IASP 525 Distributed Database and Security**

This course introduces the concepts of secure database and methods of protecting data. It will cover the discretionary and mandatory access controls, secure database design, data integrity, secure architectures, secure transaction processing, information flow controls and inference controls, and discusses various secure database models including distributed database system. 3 credits.

### **IASP 530 Forensic Computing**

This course covers the need for computer forensics and the basic concepts used in a computer forensics examination; introduces techniques required for conducting a forensic analysis on systems and data. The theories directly correlate to methods used to recover/restore data for various requirements, ranging from litigation to fraud based investigations. 3 credits.

### **IASP 540 Information Assurance and Management**

This course explains information assurance in organizations. Concepts of organizations, strategy, information systems, decision-making and decision support, risk analysis and risk management, and information assurance are introduced and explained. 3 credits.

### **IASP 550 Intrusion Detection and Prevention**

This course introduces network firewall security. It will cover basic installation techniques, discuss how to make an intelligent choice of firewall technology and present basic firewall troubleshooting. Moreover, it will cover different intrusion detection systems and their signatures. Students will complete hands-on exercises and case projects for testing and evaluating various firewall techniques. 3 credits.

### **IASP 555 Mobile Technologies and Wireless Sensor Services**

Mobile services and sensor data services are emerging technology in the digital age. This course will focus on the issues related to the design and implementation of secure services in mobile smartphone devices and wireless sensor networks. Emphasis will be placed on smartphone apps development, wireless sensor network configuration, interaction between mobile smartphones and wireless sensors, authentication and password security access control policy, and privacy issues in both mobile and sensor data services. This course delivers both knowledge and hands-on implementation skillsets. 3 credits.

### **IASP 560 Wireless Network and Security**

This course introduces various wireless network protocols, access modes, wireless devices, management tools and security risks. This course will give students technical background of wireless networks, and discuss the security risk and management tools. 3 credits.

### **IASP 565 Internet Social Media and Security**

This course provides a broad view of social network (internet) threats. Students will first learn why and how social network going to reshape our future in interaction, and also understand such reshape will pose a variety of challenges in both private and public (including social) safety both domestically and internationally. We will teach students how to identify those threats from the features and characteristics of different social networks. We will introduce the latest social network architecture and their security enablement. We will also teach students of using analytic methods to identify and predict potential threads through pattern reorganization. This course will also cover front lines of research topics in social network area in social security. Students also have chance to learn how to define security policies of social networks in government, school and enterprise through case studies. 3 credits.

### **IASP 580 IT Security Audit and Compliance**

This course reviews the critical skills and methodologies used to ensure compliance to public- and private-sector regulatory requirements. This course covers how to facilitate internal and external audit requirements, ensuring proper levels of controls, both IT and process level. 3 credits.

### **IASP 585 Applied Cryptography**

This course provides a comprehensive overview of network security. It will cover general security concepts, communication security, cryptography including the differences between asymmetric and symmetric algorithms and the different types of PKI certificates and their usage and discussion of Operational/Organizational Security.

Students will complete hands-on assignments. 3 credits.

### **IASP 590 Advanced topics in Security Practices**

This course applies information security theory that we have learned so far to one specific area such as health care, government, finance, etc. Prerequisite: Student must have completed at least 15 graduate credits and must have the program director's approval. 3 credits.

### **IASP 595 Special topics in Information Security**

*Prerequisite:* program director's approval

This course is a placeholder and will introduce students to the future developments and trends in the security engineering. The course will be offered on-demand. Students can take it more than once if the specific subjects are different. They are all counted as major electives. 3 credits.

### **IASP 599 Independent Study**

*Prerequisite:* program director's approval

This course is a placeholder for students who like to pursue independent study under the supervision of a faculty member. The course will be offered as the need for such a course arises. 3 credits.

### **IASP 600 Master Project**

*Prerequisite:* program director's approval

Designs and implements in depth project under the supervision of a faculty member or a group of faculty members. Students are to select a topic, conduct a comprehensive literature survey, make meaningful contribution toward the field of Cybersecurity, develop project report and present it in front of a group of faculty members and general public. 3 credits.

### **IASP 601 Master Thesis**

*Prerequisite:* IASP 600 and program director's approval

Designs and implements an in-depth thesis under the supervision of a faculty member or a group of faculty members. The thesis will provide a culminating experience under the guidance of the thesis advisor. The main objective is to refine and complete the research done in IASP 600 and submit the work to a journal or conference and complete the final thesis defense. 3 credits.

### **IASP 890 Capstone Continuation**

Students who have completed all coursework but have not completed their capstone project within the required one term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit. Only two consecutive terms of capstone continuation registration permitted.

### **IASP 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course registration will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

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# School of Social and Behavioral Sciences

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Karol E. Dean, Ph.D., *Dean*

Mark I. Sirkin, Ph.D., *Associate Dean*

## DEPARTMENT OF COUNSELING

Arthur G. McCann, Ph.D., *Chair*

Counseling\*

Specialization: School Counseling

Mental Health Counseling

## DEPARTMENT OF SOCIAL SCIENCES

Diana D'Amico Juettner, J.D., *Chair*

Health Services Management \*

## DEPARTMENT OF PSYCHOLOGY

Mary Knopp Kelly, Ph.D., *Chair*

Marriage and Family Therapy

Psychology\*

School Psychology

*\*Program also offered fully online*

## ADDITIONAL ACADEMIC OPPORTUNITIES

### MASTERS OF SCIENCE IN COUNSELING-CASAC 350-HOUR CERTIFICATE PROGRAM- STANDARDIZED CURRICULUM

CASAC-T Credentialed Alcoholism and Substance Abuse Counselor Standardized 350-Hour Education and Training Program Mercy College CASAC-T Program is an OASAS Certified Education Training Program. The courses have been approved by the New York State Office of Alcoholism and Substance Abuse Services (OASAS), satisfying the educational requirements for state certification. With the competitive market for counselors and mental health providers, your CASAC-T Certification paves the way for both direct patient care and supervisory positions in the area of substance abuse and addiction. The intensive program at Mercy College will specifically prepare you for the five domains for CASAC preparation including assessment, counseling, case management, client, family and community education, and professional responsibility. Mercy College students receive the professional training and ethical knowledge base which will enable them to provide alcoholism and substance abuse counseling in one of the most progressive fields.

PSYN/BHSC/SOCL 262 Alcohol Drugs and Behavior

CRJU 206 Deviation and Therapy

BHSC/SOCL 202 Ethics and Family or BHSC/SOCL 366 Medical Ethics

PSYN 232 Health Psychology

BHSC/PSYN/SOCL 399 Internship in the Social and Behavioral Sciences

PSYN 101 Introduction to Psychology

PSYN/SOCL/BHSC 244 Social Psychology

BHSC/SOCL 269 Strategies for Alcohol/Substance Abuse Providers

Each course represents 45.0 CASAC Clock Hours with the exception of Internship which must be taken as a 6 credit course and represents 90.0 CASAC Clock Hours.

Interested students may contact Deborah Day Aikens, Ph.D, LMSW, CASAC-G at [daikens@mercy.edu](mailto:daikens@mercy.edu).

# COUNSELING PROGRAMS

- Counseling with Certification in School Counseling
- Counseling with Certification in School Counseling and a Bilingual Extension
- Mental Health Counseling

## Purpose

The master's programs in counseling offer graduate education in counseling preparation. The 48-credit Master's in School Counseling prepares students to become New York State Certified school counselors in urban and suburban school settings. The 60-credit Masters in Mental Health Counseling prepares students to become New York State licensed Mental Health counselors in public and private agencies.

The Master of Science in Counseling offers two certifications within the degree program. Successful completion of the School Counselor Program leads to recommendation to the New York State Education Department for provisional certification as a school counselor. Students completing the Bilingual School Counselor Program will be recommended for provisional certification as a school counselor and also for a bilingual extension to the certificate.

The Master of Science in Mental Health Counseling is a licensure-qualifying program. Upon program completion, graduates are eligible to work towards meeting the 3,000-hour externship required for licensure as a mental health counselor in New York State. According to the state laws regulating mental health counseling licensure, graduates will have up to two years (with the option of two additional one-year extensions) to meet the 3,000 hours of experience and pass a licensing examination to complete the licensure requirements.

Note: While all but three courses (CNSL 650 – Counseling and Applications I, CNSL 655 – Counseling and Applications II and CNSL 660 – Practicum in Group Work) may be completed as distance learning courses for the School Counseling program, New York State will not permit more than 27 credits of distance learning courses to be counted toward the 60-credit Master of Science in Mental Health Counseling. New York State also requires students pursuing a Master of Science in Mental Health Counseling to take the following courses in a traditional classroom environment: CNSL 650, CNSL 655 and CNSL 660.

## Expectations of the Graduate

Graduates of the Master of Science in Counseling with Certification in School Counseling and Counseling with Certification in School Counseling and a Bilingual Extension Degree Programs will be prepared to assume a professional school counseling role in a school setting. Graduates will be expected to do the following:

- Identify and apply the American School Counseling Association standards to qualify for provisional certification as a School Counselor in New York State.
- Demonstrate mastery of the eight CACREP Core Counseling Competencies: Human Growth and Development, Social and Cultural Foundations, Theories of Counseling, Groups, Lifestyle and Career Development, Appraisal, Research and Program Evaluation, and Professional Orientation and Ethics.

- Identify, explain, and respond to concerns, issues, and challenges relevant to today's students.
- Define, explain, and apply counseling, assessment, advocacy, prevention, and intervention techniques to assist students.
- Apply current knowledge and research from social and behavioral sciences, including the use of technology, to the practice of counseling in a school setting.
- Identify and explain the impact of cultural diversity on counseling techniques and make appropriate applications.

Graduates of the Master of Science in the Mental Health Counseling Degree Program will be prepared to assume a professional mental health counseling role in a setting that specializes in the treatment of mental health, or related, issues. Graduates will be expected to have achieved the following:

- Identify and apply the American Mental Health Counseling Association standards to qualify to take the licensing examination in Mental Health Counseling required by New York State
- Demonstrate mastery of the eight CACREP Core Counseling Competencies: Human Growth and Development, Social and Cultural Foundations, Theories of Counseling, Groups, Lifestyle and Career Development, Appraisal, Research and Program Evaluation, and Professional Orientation and Ethics
- Diagnose and treat symptoms presented by clients
- Define, explain, and apply counseling methods for the assessment, diagnosis & treatment of mental disorders
- Demonstrate current knowledge and ability to utilize research from social and behavioral sciences, including the use of technology, to the practice of counseling
- Demonstrate an awareness of the impact of cultural diversity on the counseling process.

## **Admission Requirements**

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog.

## **Program Requirements for Admission to Application to the School Counseling Program**

1. Two professional letters of recommendation on letterhead.
2. A two- to three-page essay on the applicant's reason(s) for becoming a school counselor.
3. A résumé.
4. In-person essay on assigned topic may be required depending on qualifications.

## **Program Requirements for Admission to Application to the Mental Health Counseling Program**

1. Two professional letters of recommendation on letterhead (letters from friends, neighbors, acquaintances, or clergy are welcome but do not replace the two professional letters).
2. A two- to three-page essay on the applicant's reason(s) for becoming a mental health counselor.
3. A current résumé.
4. In-person interview with the program director (or designee) once above requirements have been accepted.

## **Course Load**

Students must consult with the program director and/or interview with the program director or designee regarding required courses and electives for the Counseling Program. Full-time students may register for up to 12 credits per semester. Part-time students may register for either three or six credits per semester.

## **Transfer Credits**

Graduate courses taken at other institutions prior to admission at Mercy College may, if pertinent to the plan of study, be credited to the graduate degree. Permission to transfer credits must be requested at the time of admission and official transcripts and course descriptions must be submitted to the program director for evaluation.

Transfer credit will be granted only for courses taken in the five-year period prior to acceptance in the Mercy College Program and for courses in which the student earned a grade of B or higher. Transfer credit is normally limited to six credits. Courses with a grade of B- or lower are not acceptable for transfer.

## **Maintenance of Matriculation**

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintaining Matriculation fee is \$100 per session and is processed as a registration.

Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintenance of Matriculation fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## **Maintenance of Good Academic Standing**

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completing a certain number of credits as stipulated by their respective program. Grades are subject to review by the faculty advisor and program director at the end of each semester. If the academic average for the semester falls below 3.0 the student will be placed on academic probation. If the student fails to achieve a 3.0 GPA in two consecutive semesters, the students will be subject to dismissal from the program.

## Academic Probation

All students who have a cumulative GPA of below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F or FW in any course the student will be subject to dismissal from the College.

For all students on probation, future registrations must be reviewed and approved by the director of the student's program as well as the school dean.

In all subsequent terms in which the student is on probation the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## Degree Requirements

1. Successful completion of 48 graduate credits for School Counseling and 60 graduate credits for Mental Health Counseling.
2. A 3.0 cumulative GPA.
3. Successful completion of a written comprehensive examination.

## Time Limit

Requirements for the master's degrees in counseling programs must be completed within five years from the date of the candidate's admission (exclusive of time spent in the Armed Forces). Exceptions will be made only if a student requests in writing an extension of time in advance and receives the approval of the director.

## Advisement

Students in the counseling programs may meet with the program director, associate director or faculty advisor to plan his/her courses and to review the plan of study prior to course registration. Students will choose their elective courses in consultation with their advisor and in consideration of individual interest.

## Application Deadlines for Internship Placement

Fall Placements      February 15

Spring Placements    October 15

A 3.0 GPA is required to register for internship placement.

Completion of at least 30 credits, including CNSL 630, 640, 642\*, 650, 651, 655, 660, 665, 667 and 673 as well as Violence Prevention and Child Abuse Workshops, is required prior to registration in either of the internship courses in School Counseling. Mental Health Counseling students must also complete 614 and 654 in order to be eligible for Internship. Supervised Internship placement must be applied for the semester prior to course registration.

**Note:** For students who entered in Fall, 2012 and thereafter, CNSL 642 was replaced by CNSL 643 for School Counseling students and by CNSL 648 for Mental Health Counseling students.

# MASTER OF SCIENCE IN COUNSELING WITH CERTIFICATION IN SCHOOL COUNSELING

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*Director of Internship Placement*  
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## Degree Requirements

The 48-credit Master of Science Degree Program in Counseling is organized as follows:

Core Courses .....	30 credits
Supervised Internship I and II .....	12 credits
Electives.....	6 credits
<b>Total.....</b>	<b>48 credits</b>

The Master of Science Degree in Counseling Program requires completion of 10 core course requirements, two supervised internship placements specific to the student's area of study and six credits of elective coursework. Students may choose to fulfill the elective credits from among the following courses: CNSL 601, 614, 620, 625, 648, 654, 678 and EDUC 500, 502, 504 and 508.

## Curriculum

### Core Courses

CNSL 630 Counseling and Ethics.....	3 credits
CNSL 640 Human Development I .....	3 credits
CNSL 643 Introduction to School Counseling.....	3 credits
(for students who entered in Fall, 2012 and thereafter)	
CNSL 650 Counseling and Application I .....	3 credits
CNSL 651 Multicultural Perspectives in Counseling .....	3 credits
CNSL 655 Counseling and Application II.....	3 credits
CNSL 660 Practicum in Group Work <sup>(cc)</sup> .....	3 credits
CNSL 665 Career Development and Counseling.....	3 credits
CNSL 667 Assessment in Counseling.....	3 credits
CNSL 673 Research Methodology.....	3 credits
<b>Total .....</b>	<b>30 credits</b>

**Track 1**

**Master of Science Degree in Counseling with Certification as a School Counselor**

The Master of Science Degree in Counseling with certification as a School Counselor requires completion of the 30-credit core course requirements listed above, completion of the following two internship courses and 3 credits of approved elective credits selected from the Counseling program.

Core Courses.....	30 credits
CNSL 690 Supervised Internship I: School Setting .....	6 credits
CNSL 691 Supervised Internship II: School Setting.....	6 credits
CNSL 525 College Planning and Preparation Counseling * .....	3 credits
Electives .....	3 credits
<b>Total .....</b>	<b>48 credits</b>

\*For students who entered in or after Fall 2014

Successful completion of the program and evidence of participation in a seminar on the Identification and Reporting of Suspected Child Abuse and participation in a seminar in the Prevention of Violence in the School Setting and participation in an approved NYS Dignity for All Students Act (DASA) Workshop leads to recommendation to the New York State Education Department for provisional certification as a school counselor.

**Track 2**

**Master of Science Degree in Counseling with Certification as a School Counselor and a Bilingual Extension**

Master of Science Degree in Counseling with Certification as School Counselor and a Bilingual Extension requires completion of the 30-credit core course requirement, completion of the following two internship courses, 6 credits of bilingual/bicultural course work as specified below and three credits in College & Career Counseling.

Core Course .....	30 credits
CNSL 688 Supervised Internship I: Bilingual School Setting.....	6 credits
CNSL 689 Supervised Internship II: Bilingual School Setting .....	6 credits
EDUC 504 Multicultural Perspectives and the Teacher Learning Process.....	3 credits
EDUC 508 Theory and Practice in Bilingual Education .....	3 credits
CNSL 525 College Planning and Preparation Counseling .....	3 credits
<b>Total .....</b>	<b>51 credits</b>

\*For students who enter in or after Fall 2014

Certification requires students to demonstrate proficiency in English and in the target language by achieving a passing score on the Bilingual Evaluation Assessment Examination.

Successful completion of the program leads to recommendation to the New York State Education Department for provisional certification as a school counselor and a bilingual extension to the certificate.

# MASTER OF SCIENCE IN MENTAL HEALTH COUNSELING

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Carolyn Cullen, Ph.D., *Director of Internship Placement*

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## Degree Requirements

The 60-credit Master of Science Degree Program in Mental Health Counseling is organized as follows:

Core Courses .....	24 credits
Advanced Core Courses .....	24 credits
Supervised Internship I and II .....	12 credits
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<b>Total .....</b>	<b>60 credits</b>

## Curriculum

### Core Courses

CNSL 630	Counseling and Ethics.....	3 credits
CNSL 640	Human Development I .....	3 credits
CNSL 648	Diagnosis and Treatment .....	3 credits
	(For students who entered in Fall, 2012 and thereafter)	
CNSL 650	Counseling and Application I .....	3 credits
CNSL 651	Multicultural Perspectives in Counseling .....	3 credits
CNSL 655	Counseling and Application II.....	3 credits
CNSL 660	Practicum in Group Work.....	3 credits
CNSL 665	Career Development and Counseling.....	3 credits
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<b>Total .....</b>	<b>24 credits</b>	

### Advanced Core Courses

CNSL 601	Crisis Counseling and Mental Health.....	3 credits
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CNSL 614	Introduction to Consultation and Community/Family Mental Health Counseling.....	3 credits
CNSL 620	Systemic Approaches to Counseling Families and Individuals* .....	3 credits
CNSL 625	Domestic Violence.....	3 credits
CNSL 654	Psychopathology.....	3 credits
CNSL 667	Assessment in Counseling.....	3 credits
CNSL 673	Research Methodology.....	3 credits
CNSL 678	Psychological, Physiological and Pharmacological Aspects of Alcohol and Substance Abuse.....	3 credits
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<b>Total.....</b>		<b>24 credits</b>

*\*formerly Psychological Dysfunction in a Family Setting*

**Internship Courses**

CNSL 686	Supervised Internship I: Mental Health Setting (Fall).....	6 credits
CNSL 687	Supervised Internship II: Mental Health Setting (Spring).....	6 credits
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<b>Total.....</b>		<b>12 credits</b>

## – Course Descriptions – Counseling

### **CNSL 501 Causes and Treatment of Drug Abuse Problems**

A review of the most commonly abused drugs and discussion of techniques and methods used in the treatment and rehabilitation of individuals who abuse drugs or struggle with addictions. 3 credits.

### **CNSL 502 Substance Abuse: Prevention and Intervention**

This course is designed to equip the counselor with the knowledge to help persons with substance-abuse problems. The focus of the class will be to review the historical background of substance abuse and dependency; study the psychological, social, pharmacological and legal aspects of substance abuse; recognize that alcohol dependency can become an adaptive response; and develop an awareness in the student of the important role of prevention. 3 credits.

### **CNSL 504 Approaches to Human Sexuality**

An examination of the origin, forms, and application of human sexuality: alternative sexual preferences and lifestyles, psychological and sociological implications of the sexual drive; sexual dysfunction, research in human sexuality; applications to the counseling and mental health settings. The dissemination of sex education programs in schools and agencies will be considered. The course will be approached from a cognitive behavioral perspective. 3 credits.

### **CNSL 525 College and Career Counseling**

This course will examine the counseling needs and the process of working with college-bound students. It is applicable for all counselors who work in a school setting, regardless of level. Some topics discussed will include the developmental process, the admission criteria at different types of institutions, and the counseling needs of “special” students. Case studies, role plays, and visitations will be used. 3 credits.

### **CNSL 598 Special Topics Series**

This course will explore specific topics of concern in counseling. Each year different issues related to counseling in agency and school settings will be presented. The following areas may be included: special education counseling, career development in schools, computer applications for counselors behavioral health counseling and counseling at risk populations. 3 credits.

### **CNSL 601 Crisis Counseling and Mental Health**

This course is designed to prepare students to work with clients/students in crisis situations — personal or community. The emphasis in the course is on practical applications of theory. The readings, lectures and role-play exercises provide a foundation on which professionals dealing with individuals and communities in crisis can build their own response protocols. The course will also help experienced individuals to reinforce, strengthen and augment their current skills. 3 credits.

**CNSL 614 (PSYN 614) Introduction to Consultation and Family/Community Mental Health Counseling**

This course provides students with an introduction to three of the major focuses within the field of community psychology: prevention, treatment, and rehabilitation of the mentally ill from a systems perspective. It will cover historical trends in community mental health, family interventions, methods of building psychological health, social systems analyses and modification, support systems and coping mechanisms, skill training, the process of implementing community based programs and community mobilization, community research, and the role of paraprofessionals and other community helpers. 3 credits.

**CNSL 620 Systemic Approaches to Counseling Families \***

Approaches to working with individuals, couples, single parent and multigenerational families in a variety of counseling settings. In addition to family conflict and marital problems, other topics covered include sibling relationships, communication among family members, psychiatric disorders and effective vs. ineffective parenting. 3 credits.

*\*formerly Psychological Dysfunction in a Family Setting*

**CNSL 625 (PSYN 625) Domestic Violence: Cognitive Behavioral Approaches to Family Treatment**

This course will focus on several different forms of family and intimate relationship violence. It will examine the historical and psychological roots of family violence, theoretical models and attention will be given to issues of definition and conceptualization. Among the areas covered are child neglect, physical, psychological and sexual abuse, as well as spouse abuse, dating violence and elder abuse. Attention will be given to cross cultural issues in defining and studying family violence and abuse. Prevalence, contributing factors and societal and gender views on domestic violence are discussed. Counseling programs and resources for the abused individual and treatment strategies for the abuser are considered from a cognitive behavioral approach. 3 credits.

**CNSL 630 Counseling and Ethics**

An examination of the basic issues and trends affecting the counselor working in a contemporary school or agency. The nature and scope of counseling, the relationship between counseling and professional ethical practices as defined by the American Counseling Association are considered. The variety of agency and school settings in which counselors seek employment is investigated with a view to the specific ethical guidelines that apply to schools and agencies. Professional norms as non-maleficence, patient autonomy, confidentiality, etc. are explained. 3 credits.

**CNSL 640 Human Development I**

This course looks at human development through the lens of a life-span perspective. It covers bio-psychosocial processes, life stages, and important issues in development. Students will learn main theories of development including individualistic and ecological viewpoints. Students will gain understanding of the importance of life-span research and how it is conducted. 3 credits.

**CNSL 642 Human Development II**

*Prerequisite: CNSL 640*

An overview of theories and research in various schools of non-analytic counseling including: Person-Centered, Gestalt and Cognitive Therapy. Emphasis on understanding

the individual in the context of his or her experiences and particular environment. An understanding of the goals and methods applied to the client or student by various non-analytic schools of counseling. This course will examine patterns of individual and social development, both typical and atypical, with an emphasis on how individual development and sociocultural contexts interact. Note: For students admitted in fall, 2012 and thereafter, this course is replaced by CNSL 643 for the School Counseling Program, and by CNSL 648 for the Mental Health Counseling Program. 3 credits.

### **CNSL 643 Introduction to School Counseling**

*Prerequisite:* CNSL 640

The goal of this course is to introduce students to the school counseling profession. The course will examine the history of the profession, the various roles and duties of a school counselor, ethical concerns of the school counselor and the challenges facing the profession in the 21st century. In addition, students will become knowledgeable about the ASCA National Model for School Counseling Programs and methods of implementing individual counseling, group counseling and group guidance activities in accord with this model. Students will be assigned readings from textbook and professional journals and will have a fieldwork experience. 3 credits.

### **CNSL 645 Quality of Life in Later Adulthood**

This course explores quality of life as an entity, explained by both objective and subjective features of body, mind, values, life experiences, social interaction and the environment. Interventions to improve life quality, prevent illness, and promote health will be emphasized throughout this course. 3 credits.

### **CNSL 648 Mental Health Counseling Diagnosis and Treatment**

*Prerequisite:* CNSL 640 and CNSL 654

This course focuses on human development and psychopathology with an emphasis on diagnosis and treatment of mental disorders. The student will learn about information gathering and appraisal using culturally competent methods. The student will begin to develop case conceptualization skills by understanding assessment, DSM-IV-TR diagnosis, and current treatment options. Case studies will be used to develop student's competencies in professional consultation and presentation. 3 credits.

### **CNSL 649 Developmental Psychology: Adulthood and Aging**

The course will be concerned with development from adulthood through the final years of life. Special attention will be given to the impact of family, work, and personal relationships upon the nature and course of human growth and development. Developmental issues and theoretical constructs will be integrated with normal growth and development. 3 credits.

### **CNSL 650 Counseling and Application I**

A foundation course introducing the student to the theory and practice of counseling. The course provides a broad exposure to the various current points of view and techniques in counseling, and represents an integrated perspective paralleling the nexus of competencies, values, and insights associated with facilitative interactions. Development of counseling skills as well as counselor characteristics are stressed, with emphasis on personal growth, self-insight, and self-awareness. Student participation in role-playing will serve as the medium through which each student can explore his or her counseling potential and evaluate the relative strengths and weaknesses. 3 credits.

### **CNSL 651 Multicultural Perspectives in Counseling**

A multidisciplinary survey of issues that are of particular concern to counselors working with culturally diverse populations including the disabled. Topics covered include culturally sensitive counseling, psychology of prejudice, social implications of discrimination, culturally different learning styles, multicultural factors in development, working with underserved clients and students, and values clarification. 3 credits.

### **CNSL 653 (PSYN 653) Family Assessment**

This course introduces family assessment through a variety of means, including family structure and organization; family process and communication; family genograms; family life-cycle development across the life span and its many cultural and social class variations. Students will learn methods to differentiate well-functioning families from those who are troubled, as well as contributing factors to family resilience and well-being. 3 credits.

### **CNSL 654 (PSYN 654) Psychopathology**

This course provides an introduction to the genesis, course, conceptualization, diagnosis and treatment of mental disorders. 3 credits.

### **CNSL 655 Counseling and Application II**

*Prerequisite:* CNSL 650

A hands-on study of counseling techniques with emphasis on clinical case materials, specific settings and applications, and in-class role-playing. Students learn to develop skills of interviewing, responding, listening, and helping clients develop insight. Each student will be given an opportunity to increase his or her intellectual understanding of the broad range of philosophies, empirical findings, and counseling theories that abound in the profession. 3 credits.

### **CNSL 656 Retirement Counseling**

Students will be exposed to the counseling skills required for retirement planning, exploration, and decision making with older adults. Examines theories of choice and methods and instruments used in assisting clients in retirement planning. 3 credits.

### **CNSL 657 (PSYN 657) Family Therapy in the Urban Setting**

*Prerequisite:* CNSL / PSYN 653

Overview of theories of family therapy and study of patterns of family interaction. Structural Family therapy concepts will be introduced. Techniques for improving family functioning are discussed as well as techniques for dealing with the family in group counseling. Marital counseling and parent counseling are studied. Attention is given to public and private agencies that deal with the contemporary problems faced by families. The emerging role of public schools as providers of family services is presented. 3 credits.

### **CNSL 659 Counseling Techniques with Older Adults and the Elderly**

*Prerequisite:* CNSL 650 / 655

This course is designed to develop skills in interviewing, individual and group counseling, and intervention techniques for older adults and the elderly who are experiencing adjustment or emotional problems or mental disorders. 3 credits.

### **CNSL 660 Practicum in Group Work<sup>(cc)</sup>**

*Prerequisite:* CNSL 650 and CNSL 655

An overview of theories, research, techniques, and processes in the dynamics of group counseling, with particular emphasis on the role of the leader, the participation of group

members, the cohesiveness of the group, and the measurement of the growth of each group member. The opportunities of using group techniques for school counseling, teaching, community work, tutorial programs, and vocational and educational counseling are considered. The course itself will serve as a practical model for group counseling, with students participating as group members and group leaders under the supervision of the faculty member. 3 credits.

### **CNSL 665 Career Development and Counseling**

This course will focus on the importance of work to individuals during their lifespan and its implication for society; psychological, economic and social factors that affect career development and choice; relationship of career counseling to personal and social counseling; the counselor's role in client's career development; scope and sources of occupational information including emerging fields; application of career development theories to school, college and agency settings, visits to job settings, interviews with employees, employers and agency representatives; analysis of job satisfaction. 3 credits.

### **CNSL 667 Assessment in Counseling**

The function of measurement and evaluation; purpose of testing in schools, agencies and colleges; uses and abuses of tests in our society; achievement, aptitude and psychological tests; use of resource materials; validity, reliability and norms; statistical and clinical procedures; administration and interpretation of tests; role-playing; communication of test results. 3 credits.

### **CNSL 673 Research Methodology**

Students will learn to analyze research in counseling. Major statistical and measurement concepts will be applied in order to understand how research problems are systematically investigated using experimental and quasi-experimental designs. Surveys and qualitative research will also be discussed. Students will evaluate professional literature, discuss its implications for counseling and design research proposals. 3 credits.

### **CNSL 674 Theories and Principles of Substance Abuse Counseling**

Introduces basic theories and principals of alcoholism and substance abuse counseling, techniques for motivating the chemically dependent client to engage in treatment processes and for handling the complex of psychological defenses used in the basic stages of treatment. Emphasis on theories of vocational counseling and the relationship between work, self-esteem and recovery. 3 credits.

### **CNSL 678 The Psychological, Pharmacological and Physiological Aspects of Alcoholism and Substance Abuse**

Overview of alcohol and drugs emphasizing their uniqueness and similarities. Pharmacological, psychological, and physiological principles important to the understanding of alcoholism and drug abuse will be examined as well as their interaction. 3 credits.

### **CNSL 682 Supervised Internship I: Bilingual School Setting**

*Offered in fall and spring*

The course is designed to enable the prospective bilingual guidance counselor to become familiar with the environmental and sociological aspects of the urban/suburban school setting. Directed observation will be made within the schools. Field experiences will consist of guided and supervised experiences in schools with non-English speaking populations. It is expected that the student will move from an observation to a participatory role at the

discretion of the bilingual site supervisor during the course of the fieldwork. The school based supervisor will be a certified bilingual school counselor. Students will participate in a weekly seminar class at the college. The college supervisor will visit the school at least once during the internship. One hundred fifty hours of internship participation is required. 3 credits.

### **CNSL 683 Supervised Internship II: Bilingual School Setting**

*Offered in fall and spring*

*Prerequisite:* CNSL 682

This course is a continuation of Supervised Internship I: Bilingual School Setting. The many aspects of the role of the bilingual school counselor will be explored. Students will participate in a weekly seminar class at the college. The college supervisor will visit the school at least once during the internship. One hundred fifty hours of internship participation is required. 3 credits.

### **CNSL 684 Supervised Internship I: School Setting**

*Offered in fall and spring*

The course enables the prospective guidance counselor to become familiar with the environmental and sociological aspects of the community school systems. Directed observations will be made within area public schools. During the course of the internship experience, the student will move from observer to participant in group and other counseling activities as deemed appropriate by the certified school counselor who serves as the site supervisor. Relevant projects and readings will be assigned by the certified counselor who teaches the course. Students will participate in a weekly seminar class at the college. The college supervisor will visit the school at least once during the internship. One hundred fifty hours of internship participation is required. 3 credits.

### **CNSL 685 Supervised Internship II: School Setting**

*Offered in fall and spring*

*Prerequisite:* CNSL 684

This course is a continuation of Supervised Internship I: School Setting. Students will participate in a weekly seminar class at the college, which is taught by a certified school counselor. The college supervisor will visit the school at least once during the internship. One hundred fifty hours of internship participation is required. 3 credits.

(**Note:** For students who entered the School Counseling Program after Fall, 2012 and thereafter, 300 hours of internship participation is required, for which six credits will be awarded. See course descriptions for CNSL 688, 689, 690, and 691)

### **CNSL 686 Supervised Internship I: Mental Health Setting**

*Offered in fall only*

This course focuses on essentials of the counseling process in a mental health setting. Students will receive clinical experience through immersion in a professional counseling role. The student will actively participate in counseling situations under professional supervision in a mental health agency setting. Case presentations and discussion will help to refine the student's abilities and awareness of ethical and professional issues. The student will become familiar with the environmental and sociological aspects of a community setting. In addition to conducting group and individual counseling sessions, students will participate in weekly seminars at the college. On-site experiences will be

discussed during the weekly class seminar which focuses on students concerns and basic issues of ethics, theory and practice. Students must apply for clinical placements the semester prior to registration. Clinical placements must be approved by the director of Clinical Placements. Three hundred field hours are required and there will be academic site visits from the professor. This course is designed to meet the new state internship requirements for a licensed mental health counselor. 6 credits.

### **CNSL 687 Supervised Internship II: Mental Health Setting**

*Offered in spring only*

*Prerequisite:* CNSL 686

This course focuses on advanced techniques and issues in a mental health agency setting. Students will receive clinical experience through immersion in a professional counseling role. The student will actively participate in counseling situations under professional supervision in a mental health agency setting. Case presentations and discussion will help to refine the student's abilities and awareness of ethical and professional issues. The student will become familiar with the environmental and sociological aspects of a community setting. In addition to groups and individual counseling sessions, students participate in weekly seminars at the college. On-site experiences will be discussed during the weekly class seminar which focuses on students concerns and advanced issues of ethics, theory and practice. Students must apply for clinical placements the semester prior to registration. Clinical placements must be approved by the Director of Clinical Placements. Three hundred field hours are required and there will be academic site visits from the seminar professor. This course is designed to meet the second half of the new state internship requirements for a licensed mental health counselor. In addition to internship hours students must participate in the weekly seminar course at the college. 6 credits.

### **CNSL 688 Supervised Internship I: Bilingual School Setting**

*Offered in fall and spring*

The course is designed to enable the prospective bilingual guidance counselor to become familiar with the environmental and sociological aspects of the urban/suburban school setting. Directed observation will be made within the school. Field experiences will consist of guided and supervised experiences in schools with non-English speaking populations. It is expected that the student will move from an observation to a participatory role at the discretion of the bilingual site supervisor during the course of the fieldwork. The school-based supervisor will be a certified bilingual school counselor. Students will participate in a weekly seminar class at the college. The college supervisor will visit the school at least once during the internship. Three hundred hours of internship participation are required. 6 credits.

### **CNSL 689 Supervised Internship II: Bilingual School Setting**

*Offered in fall and spring*

*Prerequisite:* CNSL 688

This course is a continuation of Supervised Internship I: Bilingual School Setting. The many aspects of the role of the bilingual school counselor will be explored. Students will participate in a weekly seminar class at the college. The college supervisor will visit the school at least once during the internship. Three hundred hours of internship participation are required. 6 credits.

### **CNSL 690 Supervised Internship I: School Setting**

*Offered in fall and spring*

The course enables the prospective school counselor to become familiar with the environmental and sociological aspects of the community and school systems. Directed observations will be made within area public schools. During the course of the internship experience, the student will move from observer to participant in group and other counseling activities as deemed appropriate by the certified school counselor who serves as the site supervisor. Relevant projects and readings will be assigned by the certified counselor who teaches the course. Students will participate in a weekly seminar class at the college. The college supervisor will visit the school at least once during the internship. 300 hours of internship participation is required. 6 credits.

### **CNSL 691 Supervised Internship II: School Setting**

*Offered in fall and spring*

*Prerequisite:* CNSL 690

This course is a continuation of Supervised Internship I: School Setting. Students will participate in a weekly seminar class at the college, which is taught by a certified school counselor. The college supervisor will visit the school at least once during the internship. Three hundred hours of internship participation are required. 6 credits.

(Note: For students who entered the School Counseling Program in fall, 2012 and thereafter, 300 hours of internship participation per semester are required for which six credits will be awarded.)

### **CNSL 693 Self-Esteem Issues in Counseling**

This course will present a variety of methods for building personal and professional self-esteem for counselors, teachers, and other school and mental health personnel. Developmental aspects of self-esteem, including childhood, adolescence, and adulthood will be explored. Practical examples of working with at-risk and underserved students and clients will be presented through in-class exercises, resources, small group-sharing, lectures and role-playing. 3 credits.

### **CNSL 890 Capstone Continuation**

Students who have completed all coursework but have not passed the comprehensive exam within the required one term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit. Only two consecutive terms of Capstone continuation registration permitted.

### **CNSL 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course registration will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

# HEALTH SERVICES MANAGEMENT PROGRAMS

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## Purpose

The master's programs in Health Services Management have been designed to prepare graduates for roles as health care managers in today's rapidly changing health care environment.

The Master of Public Administration in Health Services Management, a 48-credit multidisciplinary program of study, is intended for students seeking a broad education in preparation for entering (or who have recently entered) the health care field. The program has been designed to provide a global, in-depth education in health services management. This program is suitable for those students who anticipate careers in a variety of health care settings in the public, private and not-for-profit sectors.

The Master of Science in Health Services Management is a 36-credit program of study designed to consolidate and strengthen the knowledge and abilities of the working health care manager. The electives provide flexibility so that a person can tailor the program to his or her personal career goals.

## Expectations of the Graduate

Graduates of the Health Services Management programs are expected to:

- Know and be able to use the concepts, methods, procedures and skills of health care economics, finance, accounting and quantitative analysis in health care management decision making and assessment of effectiveness and efficiency of operations.
- Develop and use the leadership and communication skills needed by the health care manager.
- Acquire knowledge of how health care organizations interface with political, economic, scientific, technological and religious institutions as well as other health care facilities.
- Have the ability to plan, organize, staff, direct, control and evaluate health care organizations and resources for optimal management and delivery of health care services.
- Interact competently with colleagues, patients (clients) and associates of diverse cultural backgrounds.
- Be aware of the technological advances to support health care operations and the impact on the delivery systems.

- Identify ethical principles and challenges facing the health care manager in a variety of health care settings in the public, private and not-for-profit sectors.
- Be familiar with the issues and challenges facing the health care manager in a variety of health care settings in the public, private and not-for-profit sectors.
- Able to manage effectively the uncertainty and change of the 21st century health care environment.

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog.

## Program Requirements

Each applicant must submit the following:

1. Current résumé
2. Two professional letters of recommendation on letterhead (letters from friends, acquaintances or clergy are welcome but do not replace the two professional letters)
3. Two-three page essay providing the reasons the student wishes to pursue a graduate degree in Health Service Management.
4. Interview with the program coordinator or the program director

Students applying to enter the MS program must have worked in health care as a practitioner or a manager for eight years. Upon receipt of all transcripts and completion of all requirements and interviews, qualified applicants will be admitted and assigned an advisor.

## Student Classification

A student will be classified as a matriculant when admitted to the program by the Admissions Committee of the program.

## Advisement

Students in the Health Services Management programs must meet with the program director (or associate director) to plan his/her courses and to review the plan of study prior to course registration. Students will plan their program of study with the program director (or associate director) and in consideration of individual career interest.

## Course Load

Students must consult with the program coordinator or regarding his/her plan of study. This accelerated program is designed so that students may complete the Master of Public Administration in two years, or the Master of Science in eighteen months. This is accomplished by taking courses in each quarter offered (Fall, Winter, Spring and Summer). Full-time students may register for six credits per quarter, and part-time students may register for three credits per quarter. Any student who wishes to take more than six credits in a quarter must obtain written permission from the program coordinator, program director or dean. Such requests are carefully reviewed on an individual basis; approval is not guaranteed.

## **Transfer Credits**

Graduate courses taken at other institutions prior to admission at Mercy College may, if pertinent to the plan of study, be credited to the Graduate degree. Permission to transfer credits must be requested in writing at the time of admission and official transcripts and course descriptions must be submitted to the program director for evaluation.

Transfer credit will be granted only for courses taken in the five-year period prior to acceptance in the Mercy College program and for courses in which the student earned a grade of B or above. Students may request transfer credit for up to six credits. Course(s) with a grade of B- are not acceptable for transfer.

## **Maintenance of Matriculation**

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. For cohort programs, registration is required during summer session(s). For non-cohort programs, summer registration is not required. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintaining Matriculation fee is \$100 per session and is processed as a registration. Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintaining Matriculation fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## **Capstone Advisement**

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of their Capstone requirement, they will be given one subsequent term to complete their work. The Maintaining Matriculation registration must be completed for this subsequent term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms. A student's degree will not be released until all Maintaining Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## **Maintenance of Good Academic Standing**

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completing a certain number of credits as stipulated by their respective program. Grades are subject to review by the faculty advisor and program director at the end of each term. If the academic average falls below 3.0 the student will be placed on academic probation.

## **Academic Probation**

All students who have a cumulative GPA of below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F or FW in any course the student may be subject to dismissal from the College.

For all students on probation, future registrations must be reviewed and approved by the director of the student's program as well as the school dean.

In all subsequent terms in which the student is on probation the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## **Degree Requirements**

1. Successful completion of full curriculum (36-M.S.; 48-M.P.A.)
2. A 3.0 cumulative GPA.

## **Schedule**

The program is designed to accommodate the schedules of employed students. All courses are offered evenings and on weekends. The program is designed so that students may take two courses per quarter and in the summer semester and thereby complete the M.P.A. program in two years, or the M.S. program in a year and half.

The Health Services Management programs are offered on-campus in Dobbs Ferry and online.

Campus-based courses will each include an additional hour of Internet-based instruction in addition to the classroom instruction.

# MASTER OF PUBLIC ADMINISTRATION IN HEALTH SERVICES MANAGEMENT

## Degree Requirements

The 48-credit Master of Public Administration program in Health Services Management is organized as follows:

Core Courses .....	12 credits
Advanced Core Courses .....	15 credits
Health Services Management Specialization.....	15 credits
Culminating Experience .....	6 credits
<b>Total .....</b>	<b>48 credits</b>

## Curriculum

### General Core Courses (12 Credits)

MPAT 503 Law, Government and the Political Process .....	3 credits
MPAT 521 Action Research and Data Analysis .....	3 credits
MPAT 531 Management Information Systems .....	3 credits
MPAT 541 Managerial Communication .....	3 credits

### Advanced Core Courses (15 Credits)

HSMG 601 Health Care in the United States .....	3 credits
HSMG 611 Health Care Management .....	3 credits
HSMG 621 Health Care Financing .....	3 credits
HSMG 631 Human Resource Management for the Health Care Organization .....	3 credits
HSMG 641 Ethical Issues and the Health Care Manager.....	3 credits

### Area Of Concentration/ Health Services Management/Specialization (15 Credits)

HSMG 701 Strategic Planning for the Health Care Organization <sup>(cc)</sup> .....	3 credits
HSMG 711 Legal Environment of Health Services Management.....	3 credits
HSMG 721 Measuring and Enhancing Organizational Performance.....	3 credits
HSMG 731 Advanced Issues in Health Care Management .....	3 credits
Elective .....	3 credits

### Capstone Experience (6 Credits)

HSMG 801 Internship Experience .....	6 credits
or	
HSMG 811 Capstone Course .....	6 credits

# MASTER OF SCIENCE IN HEALTH SERVICES MANAGEMENT

## Degree Requirements

The 36-credit Master of Science program in Health Service Management is organized as follows:

Core Courses .....	9 credits
Advanced Core Courses .....	15 credits
Health Services Management Specialization.....	9 credits
Culminating Experience .....	3 credits
<b>Total.....</b>	<b>36 credits</b>

## Curriculum

### General Core Courses (9 Credits)

MPAT 521 Action Research and Data Analysis.....	3 credits
MPAT 531 Management Information Systems .....	3 credits
MPAT 541 Managerial Communication and Leadership.....	3 credits

### Advanced Core Courses (15 Credits)

HSMG 601 Health Care in the United States .....	3 credits
HSMG 611 Health Care Management.....	3 credits
HSMG 621 Health Care Financing .....	3 credits
HSMG 631 Human Resource Management for the Health Care Organization.....	3 credits
HSMG 641 Ethical Issues and the Health Care Manager.....	3 credits

### Health Services Management Specialization (9 credits)

HSMG 701 Strategic Planning for the Health Care Organization <sup>(cc)</sup> .....	3 credits
Elective .....	3 credits
Elective .....	3 credits

### Integrating Experience (3 Credits)

HSMG 801 Internship Experience .....	3 or 6 credits
Or	
HSMG 811 Capstone Course .....	6 credits

# GRADUATE CERTIFICATE IN HEALTH SERVICES MANAGEMENT

## Overview

The Graduate Certificate in Health Services Management is an 18-credit program designed to provide a comprehensive foundation in health services management. This certificate is appropriate for health care clinicians — doctors, nurses, therapists, and technicians — whose positions include management or administrative responsibilities. It is also suitable for recent entrants to the field of health care services who want to prepare for careers as health care managers.

Prospective students can apply for admission to a graduate certificate program in Health Services Management. The certificate will be awarded upon successful completion of the six core courses in the Master of Science program listed below. Those accepted into the master's degree program are not eligible to receive this certificate. Applicants to the Certificate program must meet the same admission and program requirements as those applying for the master's degree program. Successful completion of the certificate courses can be applied to the Health Services Management master's degree program should certificate students wish to pursue that degree program. Please note that certificate students are not eligible for financial aid.

## Course Requirements and Curriculum (18 Credits)

HSMG 601 Health Care in the United States

HSMG 611 Health Care Management

HSMG 621 Health Care Financing

HSMG 631 Human Resources Management for the Health Care Organization

HSMG 641 Ethical Issues and the Health Care Manager

HSMG 701 Strategic Planning for the Health Care Organization<sup>(cc)</sup>

## – Course Descriptions – Health Services Management

### **Core Courses**

#### **MPAT 501 Economic Analysis**

Study of the health care sector of the American Economic system; income distribution and supply and demand for health care services; federal and state role in health care; economic relations between managed care organizations and traditional providers; competition between providers; microeconomics of health care; pricing of health care services. 3 credits.

#### **MPAT 503 Law, Government and the Political Process**

The course is designed to strengthen the student's knowledge of the major aspects and functions of the United States government. Particular attention is placed on the political process in which laws are enacted, implemented and modified. Students gain a basic ability to implement the advocacy role at the federal, state and local levels. 3 credits.

#### **MPAT 511 Managerial Accounting**

An introduction to accounting and the acquisition of financial information in the management process; general principles of accounting; financial statements; budgeting; concepts of cost; cost measurement; accounting and managerial control; capital project analysis. 3 credits.

#### **MPAT 521 Action Research and Data Analysis**

Provides students with the knowledge and ability to use research techniques to develop programs and assess program outcomes and effectiveness. 3 credits.

#### **MPAT 531 Management Information Systems**

Study of information systems in health care; analysis, design and implementation of hardware and software; use of information systems in managerial decision making. 3 credits.

#### **MPAT 541 Managerial Communication and Leadership**

Enables the manager to enhance written and oral communication; learn to apply effective styles of communication needed by the health care leader; includes written, oral and media communication; use of new information and communication technology (including Internet and video-conferencing) will be considered. 3 credits.

#### **HSMG 601 Health Care in the United States**

Study of health care organizations and programs in the U.S. health care delivery system; health care parameters in the United States; the interaction of social, political and economic forces in shaping U.S. health care policy. 3 credits.

#### **HSMG 605 Readings and Research in Health Services Management**

Course is designed to enable a student to pursue study of a selected topic in health services management. The course may be arranged in consultation with the faculty member who will serve as mentor. 3 credits.

**HSMG 611 Health Care Management**

Application of general management principles, methods, procedures, and techniques to health care environment; planning, organizing, staffing, directing, controlling and evaluating health care operations; acquisition and management of resources; human power, workspace, equipment, and supplies; extensive use of case studies. 3 credits.

**HSMG 621 Health Care Financing**

Study of health care financing in the United States; sources of funds; methods of financing and allocation of funds, modes of reimbursement, and financial decision-making; study of revenues, expenditures, cash flow and fiscal management. 3 credits.

**HSMG 631 Human Resource Management for the Health Care Organization**

Examination of the human resource management in health care; job analysis and evaluation; compensation administration; performance evaluation; employee benefit programs; labor relations; motivation; training programs. 3 credits.

**HSMG 641 Ethical Issues and the Health Care Manager**

Study of the philosophical bases of ethics; ethical issues affecting governance and management, informed consent; allocating scarce medical resources; resolving ethical problems; the role of Ethics Committees. 3 credits.

**Advanced Health Management Courses (Specialization)**

**HSMG 701 Strategic Planning for the Health Care Organization<sup>(cd)</sup>**

Study of the external environment; internal capability analysis; formulation of organizational strategies; strategic choice; development of operational plans, programs, activities; resource allocation and utilization. 3 credits.

**HSMG 711 Legal Environment of Health Care Management**

*Prerequisite:* MPAT 503

Exploration of the legal principles and issues that impact on the health care environment e.g. contracts, torts, patient confidentiality and medical records/privacy; end of life issues; employment law issues; provides an overview of pertinent legislation with which the health care manager needs to be familiar; the process by which laws are enacted. 3 credits.

**HSMG 721 Measuring and Enhancing Organizational Performance**

Study of measurement of performance in health care organizations; selection of approaches, measures of organizational performance and their use; approaches to quality control and improvement. 3 credits.

**HSMG 731 Advanced Issues in Health Services Management**

Examination of selected issues in health services management according to faculty and student interest: managed care; joint ventures; health data management; effective team building; managing conflict; legal issues affecting health services management; managing diversity in the health care workplace. 3 credits.

### Capstone Courses

#### **HSMG 801 Internship Experience**

This course provides internships in organizations with practicing health service managers. Students must complete a written project at the conclusion of the internship. The internship is supervised by a faculty mentor and evaluated by the Director of the program. 3 or 6 credits.

#### **HSMG 811 Capstone Course: Project in Health Service Management**

This project is the integration of a student's theoretical and applied skills in the area of health-services management. It is supervised by a faculty mentor and evaluated by a second faculty member. 3 or 6 credits.

#### **HSMG 890 Capstone Continuation**

Students who have completed all coursework but have not completed their capstone project within the required one term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit. Only two consecutive terms of capstone continuation registration permitted.

#### **HSMG 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course registration will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

# MASTER OF SCIENCE IN MARRIAGE AND FAMILY THERAPY

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## Purpose

The purpose of the 45-credit Master of Science in Marriage and Family Therapy Program is to provide a comprehensive education in marriage and family therapy through a course of studies designed to meet the educational requirements for licensure as a marriage and family therapist in New York State. Graduates of the marriage and family therapy program are eligible to seek initial employment towards meeting the 1,500-hour externship required for licensure. According to the new laws regulating marriage and family therapy licensure, graduates will have up to two years to meet the 1,500-hour experience requirement and pass a licensure qualifying examination to complete licensure requirements.

## Expectations of the Graduates

Graduates of the program are expected to:

- Identify problematic relationships of individuals, couples, parents, and children, extended family members, and between families and larger systems and communities.
- Provide family systems oriented psychotherapies to help individuals and families facing couple, parent/child and extended family emotional and interactional difficulties, mental and physical illnesses, substance abuse, and family violence, and to assist in problem interactions with educational, foster care, adoption or legal agencies.
- Meet the qualifications for employment in a variety of professional settings including but not limited to, private practice and agency settings.
- Prevent or limit disorders that may stem from social or health care issues including managing chronic illness and securing medical benefits.
- Demonstrate the skills and competencies required for New York State licensure and to complete the licensure examination and required clinical hours successfully.

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog.

## Program Requirements

1. Submit baccalaureate transcript with a major in psychology, sociology, behavioral science health care, or education. Students are required to have completed an upper level undergraduate statistics course with a grade of B or higher. In special cases other majors will be considered with a minimum of 12 credits in psychology.
2. Two written recommendations. At least one must be from a professor.
3. Interview with the program director.
4. A current résumé.
5. Submission of a three to five page essay, detailing why applicant wants to study M.F.T.; personal and professional attributes for this field and career goals.
6. Demonstrate knowledge of the M.F.T. field; familiarity with the M.F.T. Program Handbook.

## Advisement

Students in the marriage and family program must meet with the program director, or associate director to plan his/her courses and to review the plan of study prior to course registration.

## Course Load

In the first semester, full-time students may take nine credits. In subsequent semesters and with permission of the program director, student may take up to 12 credits.

## In Class and Online courses

M.F.T. students must take the clinical courses, including 605, 614, 640, 641, 642, 644, 653, and 657 in the classroom at either the Dobbs ferry or Bronx campus. Other required courses may be taken online when so offered.

## Transfer Credits

Graduate courses taken at other institutions prior to admission at Mercy College may, if pertinent to the plan of study, be credited to the graduate degree. Permission to transfer credits must be requested in writing at the time of admission and official transcripts and course descriptions must be submitted to the chairperson for evaluation. Transfer credit will be granted only for courses taken in the five-year period prior to acceptance in the Mercy College program and for courses in which the student earned a grade of B or above. Students may request transfer credit for up to six credits. Course with a grade of B- are not acceptable for transfer.

## Maintenance of Matriculation

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. For cohort programs, registration is required during summer session(s). For non-cohort programs, summer registration is not required. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintenance of Matriculation fee is \$100 per session and is processed as a registration.

Students who have not maintained matriculation and wish to return to their program within one year after their last course registration will be charged the Maintenance of Matriculation fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## Clinical Continuation

Students must complete three semesters of practicum, which include 200 hours at the practicum site each semester. Of this total of 600 hours, 300 must be client contact hours. Students who have registered for all three semesters of practicum but have not successfully accumulated 300 client contact hours are required to enroll in "Clinical Practicum Continuation" each term in order to see clients under supervision until the full 300 mandatory hours are met. No credit, but cost is equivalent to one credit of tuition.

## Capstone Advisement

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of their Capstone requirement, they will be given one subsequent term to complete their work.

The Maintaining Matriculation registration must be completed for this subsequent term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until all Maintenance of Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## Maintenance of Good Academic Standing

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completing a certain number of credits as stipulated by their respective program. Any course in which a student receives a B- or below must be re-taken.

Grades are subject to review by the faculty advisor and program director at the end of each term. If the academic average falls below 3.0 the student will be placed on academic probation.

## Academic Probation

All students who have a cumulative GPA of below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F or FW in any course the student may be subject to dismissal from the College.

For all students on probation, future registrations must be reviewed and approved by the director of the student’s program as well as the school dean.

In all subsequent terms in which the student is on probation the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once. Plagiarism is grounds for dismissal from the program.

## Degree requirements

Students must complete three semesters of practicum, which include 200 hours at the practicum site each semester. Of this total of 600 hours, 300 must be client contact hours. Students are expected to complete a minimum of 80 client contact hours in Practicum I; 120 client contact hours in Practicum II; and 100 client contact hours in Practicum III. In addition, a 3.0 cumulative GPA is required and successful completion of 45 credits including PSYN 710, Clinical Research Project.

## Comprehensive Requirement

The Marriage and Family Therapy Degree requires completion of course PSYN 710 Clinical Research Project. Registration in this course requires program director’s approval.

## Time Limit

Requirements for the Master of Science in Marriage and Family Therapy must be completed within five years from the date of the candidate’s admission (exclusive of time spent in the Armed Forces). Exceptions will be made only if a student requests an extension of time in writing and in advance and receives the approval of the director.

## Program Design

The 45-credit Master of Science in Marriage and Family Therapy Degree is organized as follows:

Human Development .....	3 credits
Clinical Knowledge .....	12 credits
Theoretical Knowledge .....	9 credits
Family Law .....	3 credits
Research .....	3 credits
Professional Ethics.....	3 credits
Internship .....	9 credits
Capstone Experience.....	3 credits
<b>Total.....</b>	<b>45 credits</b>

Completion of at least 21 credits, including PSYN 644 Group Experience; PSYN 654, Psychopathology; and PSYN 653, Family Life Style Assessment. The Practicum course must be applied for the semester prior to course registration. A 3.0 GPA is required to register in PSYN 640 and PSYN 641.

## Curriculum

Course Requirements .....	45 credits
PSYN 602 Development across the Lifespan.....	3 credits
PSYN 605 Contemporary Couples Therapy: Theory and Practice .....	3 credits
(student must take PSYN 653 before taking this course)	
PSYN 614 Introduction to Consultation and Family / Community Mental Health .....	3 credits
PSYN 616 Statistical and Research Methodology I.....	3 credits
PSYN 625 Domestic Violence: Cognitive Behavioral Approaches to Family Treatment .....	3 credits
PSYN 640 Marriage and Family Therapy Practicum I.....	3 credits
PSYN 641 Marriage and Family Therapy Practicum II .....	3 credits
PSYN 642 Marriage and Family Therapy Practicum III .....	3 credits
PSYN 644 Group Experience .....	3 credits
PSYN 653 Family Systems Assessment.....	3 credits
(this course is a required prerequisite for PSYN 605 and 657)	
PSYN 654 Psychopathology.....	3 credits
PSYN 656 Family Law .....	3 credits
PSYN 657 Contemporary Family Therapy <sup>(cc)</sup> .....	3 credits
(student must take PSYN 653 before taking this course)	
PSYN 665 Professional Issues and Ethics.....	3 credits
<b>Capstone</b>	
PSYN 710 Clinical Research Project.....	3 credits

# MASTER OF SCIENCE IN PSYCHOLOGY

Lisa Ecklund Flores, Ph.D., *Program Head*

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## Purpose

The purpose of the Master of Science in Psychology Program is to provide graduate education in psychology through a course of studies designed for students who wish to extend their knowledge of psychology, who desire to qualify for employment requiring psychological skills and/or plan to pursue eventual doctoral study. Professional concerns are emphasized throughout the program.

## Expectations of the Graduates

Graduates of the program are expected to:

- Develop a broad understanding of the prominent theories and strata of practices of psychologists who seek to identify, understand, and explain behavior and events in the general and specific populations.
- Become a provider of psychological services able to apply knowledge and preparation in the workplace, under supervision, in agencies, hospitals, and other therapeutic environments.
- Be competent in the critical evaluation of psychological research and capable of designing and investigating studies to further the base of knowledge in the field.
- Understand and abide by the accepted American Psychological Association Code of Ethics governing professional and personal behavior.
- Be prepared to embark upon further professional studies.

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog.

## Program Requirements

1. Bachelor's degree with a major in psychology, sociology, behavioral science or education. Students are required to have completed undergraduate statistics and 12 undergraduate credits in psychology with a grade of B or higher. In special cases other majors will be accepted.
2. Two written letters of recommendation from instructors in major area of study and/or professional letters from employers.
3. Interview with the program director or the associate director.

4. A three- to five-page essay of the applicant's reasons for pursuing the Master's degree in psychology.
5. A current résumé.

## Four-Plus-One Program

The Psychology Program's Four-Plus-One option offers a unique opportunity to qualified undergraduates in Psychology who wish to pursue their master's at an accelerated pace. If they meet the admissions criteria for the master's program in psychology, including a 3.0 GPA, a grade of B or better in statistics, and completion of 90 undergraduate credits. Students may apply in their junior year to the M.S. in Psychology at Mercy College. If accepted these students may then take three graduate credits each semester of their senior year (a total of six credits), which will apply to both their undergraduate and graduate degrees. Upon completing their bachelor's in psychology, these students will be able to complete their master's in psychology within a single year of full-time enrollment.

## Advisement

Students in the psychology program must meet with the program director, or associate director to plan his/her courses and to review the plan of study prior to course registration. Students will choose their elective courses in consultation with the program director and in consideration of individual interest.

## Course Load

Students must consult with the program director regarding required courses and electives for the psychology program. Full-time students may register for up to 12 credits per semester. Part-time students may register for either three or six credits per semester.

## Transfer Credits

Graduate courses taken at other institutions prior to admission at Mercy College may, if pertinent to the plan of study, be credited to the graduate degree. Permission to transfer credits must be requested in writing at the time of admission and official transcripts and course descriptions must be submitted to the school dean for evaluation. Transfer credit will be granted only for courses taken in the five-year period prior to acceptance in the Mercy College program and for courses in which the student earned a grade of B or above. Students may request transfer credit for up to six credits.

Course with a grade of B- are not acceptable for transfer.

## Maintenance of Matriculation

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. Registration is accomplished by either enrolling in classes or maintaining matriculation.

The Maintaining Matriculation fee is \$100 per session and is processed as a registration. Students who have not maintained matriculation and wish to return to their program within one year after their last course registration will be charged the Maintenance of Matriculation fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## **Capstone Requirement:**

After completing 27 credits, including all of the program's required courses, students may make arrangements to complete their capstone requirement. Students may elect either to conduct a thesis project or to take a comprehensive examination.

Students electing to conduct the thesis project must register for PSYN 709, Master's Thesis Supervision, and select a faculty member to serve as their thesis mentor. Students electing to take the comprehensive examination should notify the program director of their intention to take the comprehensive at the beginning of their final semester.

## **Capstone Advisement**

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of their Capstone requirement, they will be given one subsequent term to complete their work.

The Maintaining Matriculation registration must be completed for this subsequent term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until all Maintenance of Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## **Maintenance of Good Academic Standing**

The cumulative GPA for both good academic standing and degree conferral is a 3.0.

Grades are subject to review by the faculty advisor and program director at the end of each term. If the academic average for the semester falls below 3.0 the student will be placed on academic probation.

## **Academic Probation**

All students who have a term or cumulative GPA of below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F or FW in any course the student may be subject to dismissal from the College.

For all students on probation, future registrations must be reviewed and approved by the director of the student's program as well as the school dean.

In all subsequent terms in which the student is on probation the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than B will be required to repeat the course. Students will be allowed to repeat a course only once.

## **Degree Requirements**

A 3.0 cumulative GPA is required and successful completion of either 36 graduate credits including PSYN 709, Master's Thesis Supervision or a written comprehensive examination.

## **Comprehensive Requirement**

The psychology degree requires completion of a written comprehensive based upon course content in the program or the production of a six credit thesis. Please see the program director or the associate director for further details on either option.

## Time Limit

Requirements for the Master in Psychology must be completed within five years from the date of the candidate's admission (exclusive of time spent in the Armed Forces). Exceptions will be made only if a student requests an extension of time in writing and in advance and receives the approval of the director.

## Program Design

The 36-credit Master of Science Degree in Psychology is organized as follows:

Core Courses .....	24 credits
Electives.....	6–12 credits
<b>Total.....</b>	<b>36 credits</b>

Completion of at least 18 credits, including PSYN 644 Group Processes and Techniques, is required prior to registration in PSYN 630 Fieldwork in Psychology. The Fieldwork course must be applied for the semester prior to course registration. A 3.0 GPA is required to register in PSYN 630.

## Curriculum

**Core Course Requirements ..... 24 credits**

PSYN 603 Contemporary Psychological Theories ..... 3 credits

PSYN 604 Physiological Psychology ..... 3 credits

PSYN 616 Statistical and Research Methodology I ..... 3 credits

PSYN 617 Statistical and Research Methodology II ..... 3 credits

PSYN 630 Fieldwork in Psychology ..... 3 credits

PSYN 644 Group Experience\* ..... 3 credits

PSYN 654 Psychopathology ..... 3 credits

PSYN 665 Professional Issues and Ethics ..... 3 credits

**Elective Courses ..... 6–12 credits**

(Determined by Capstone option)

### Capstone

Option A: Written comprehensive + 12 elective credits = 36 credits

Option B: Completion of PSYN 709 + 6 elective credits = 36 credits

*\*In certain circumstances, and only with the prior approval of the Program Head, CNSL 660 may be substituted for PSYN 644.*

## – Course Descriptions – Psychology

### **PSYN 602 Development Across the Lifespan**

A consideration of human development and behavior throughout the life span: childhood, adolescence, and the adult years; emphasis on normal growth and development focusing on both the critical issues involved for the individual as well as the family in each stage of development. 3 credits.

### **PSYN 603 Contemporary Theories in Psychology**

A survey of the transformation of psychological thought from 19th-century philosophy, physiology, and medicine to modern psychology as a scientific discipline. Implications for behavioral science and its variety of disciplines and “schools of thought” are reviewed and discussed. 3 credits.

### **PSYN 604 Physiological Psychology**

The physiological analysis of human behavior with emphasis on neurochemical, neurological and physiological mechanisms in behavior and their implications for neuropsychology, behavior theory, and psychosomatic medicine. 3 credits.

### **PSYN 605 Contemporary Couples Therapy: Theory and Practice**

*Prerequisite:* PSYN 653

This course will provide master's students in Marriage and Family Therapy with an in-depth examination of contemporary theories and practices in couple therapy. Couple assessment and intervention across the life cycle, including formation, early marriage, parenthood, mid-marriage and aging couples will be studied. Couple dissolution, separation, divorce, and re-marriage will be examined from the viewpoint of the work of the practicing family therapist. Couple issues including commitment, decision-making, conflict, gender differences, sexuality, infertility, intergenerational relationships, work, money, migration, illness, affairs, physical violence, and death of a spouse will be addressed in a family systems context and contemporary “best practice” models of Couple Therapy. 3 credits. This course may only be taken by Marriage and Family Therapy, Psychology and School Psychology master's degree students.

### **PSYN 611 Psychological Aspects of Disabilities**

An analysis of the development and psychological adjustment problems of people with structural and functional disabilities. Education, rehabilitation, and supportive services are considered. 3 credits.

### **PSYN 614 (CNSL 614) Introduction to Consultation and Family/ Community Mental Health**

This course provides students with an introduction to three of the major focuses within the field of community psychology: prevention, treatment, and rehabilitation of the mentally ill from a systems perspective. It will cover historical trends in community mental health, family interventions, methods of building psychological health, social systems analyses and modification, support systems and coping mechanisms, skill training, the process of implementing community-based programs and community mobilization, community research, and the role of paraprofessionals and other community helpers. 3 credits.

### **PSYN 615 Personality**

A critical examination of the leading theories of personality with the purpose of evolving a comprehensive conceptualization. 3 credits.

### **PSYN 616 (SCPY 616) Statistics and Research Methodology I**

How to design and conduct experiments, interpret obtained results, and refine the succeeding design and procedures is discussed. How to read and critique a problem, collect and analyze data and interpret and critique the outcome is demonstrated. Students in the M.S. in Psychology program will submit to the Mercy College Institutional Review Board a completed literature review, introduction, and methodology section of a proposed research project that will be completed in PSYN 617. An independent research proposal is required of the M.S. in Psychology students at the completion of the semester. 3 credits.

### **PSYN 617 (SCPY 617) Statistics and Research Methodology II**

*Prerequisite:* PSYN 616/SCPY 616

A continuation of PSYN 616, Statistics and Research I. How to conduct experiments, interpret obtained results, and refine the succeeding design and procedures is further discussed. Students will collect and analyze data as well as interpret and critique the outcome. At the end of the course the student will present orally and in written form the completed the research project that was proposed in PSYN/SCPY 616. 3 credits.

### **PSYN 618 Modalities of Therapeutic Intervention**

Discussion of various therapeutic strategies and tactile alternatives in a variety of settings. 3 credits.

### **PSYN 620 Clinical Assessment**

This course serves to engage students in application and theory as to the use of interviews, projective techniques and other semi-structured instruments in psychological research, assessment, therapeutic interventions and occupational settings. Classroom demonstrations of techniques will be included, and each student will be required to gain some practical experience with at least two assessment procedures. 3 credits.

### **PSYN 621 Tests and Measurement**

An introduction to concepts of psychological test construction and evaluation. Principles of ethical conduct, administration, and interpretation will be illustrated for standardized tests commonly used in vocational counseling, employment practices, and clinical assessment. 3 credits.

### **PSYN 625 (CNSL 625) Domestic Violence: Cognitive Behavioral Approaches to Family Treatment**

This course will focus on several different forms of family and intimate relationship violence. It will examine the historical and psychological roots of family violence, theoretical models, and attention will be given to issues of definition and conceptualization. Among the areas covered are child neglect, physical, psychological, sexual abuse as well as spouse abuse, dating violence, and elder abuse. Attention will be given to cross-cultural issues in defining and studying family violence and abuse. Prevalence, contributing factors and societal and gender views on domestic violence will be discussed. Counseling programs and resources for the abused individual and treatment strategies for the abuser are considered from a cognitive behavioral approach. 3 credits.

**PSYN 630 Practicum I in Psychology**

Prerequisites: Permission of Program Director and PSYN 644 required.

Provides students with supervised field experience in an area that relates to their interests and/or specialization. On-site experiences are discussed during the weekly seminar to focus upon student concerns and basic issues of ethics, theory and practice. Students must apply for placements the semester prior to registration. One hundred fifty hours of fieldwork is required. Pass/Fail only. 3 credits.

**PSYN 631 Practicum II in Psychology**

*Prerequisite:* PSYN 630

Provides students with the opportunity to extend their placements from Practicum I or engage in another placement related to their interests and/or specialization. On-site experiences are discussed during the weekly seminar to focus upon student concerns and basic issues of ethics, theory and practice. One hundred fifty hours of fieldwork is required. Pass/ Fail only. 3 credits.

**PSYN 632 Industrial/Organizational Psychology**

Introduction to the various areas currently comprising industrial/organizational psychology: personnel studies, worker motivation, training concepts and programs; labor-industrial relations; testing and assessment for selection or placement; theories of organizational structure, change and relationships. 3 credits.

**PSYN 640 Marriage and Family Therapy Practicum I (only offered in fall semester)**

Requires permission of Fieldwork Coordinator by April 1st and completion of PSYN 644, 653 and 654

Provides students with supervised experience in an area that relates to their specialization in family therapy. On-site experiences are discussed during the weekly seminar which focuses on student concerns and basic issues of ethics, theory and practice. Students must apply for clinical placements the semester prior to registration. Students are expected to remain in their internship site for three semesters. Two hundred hours of fieldwork are required. Of the 200 hours, 80 must be client-contact hours. 3 credits.

**PSYN 641 Marriage and Family Therapy Practicum II (Only offered in the spring semester)**

*Prerequisite:* Completion of PSYN 640 and permission of Fieldwork Coordinator

Provides an expansion of knowledge of material introduced in PSYN 640. Students will be trained in the evaluation and treatment of family and marital relationships. Other topics include sibling relationships, communication among family members, psychiatric disorders parenting. Two hundred hours of fieldwork are required. Of the 200 hours, 120 must be client-contact hours. 3 credits.

**PSYN 642 Marriage and Family Therapy Practicum III (offered only in summer semester)**

*Prerequisite:* Completion of PSYN 641 and permission of Fieldwork Coordinator.

This final practicum experience builds on Practicum I and II, enabling students to deepen and broaden their knowledge and experience in treating couples and families in Family Therapy in community clinics and hospital settings. Two hundred hours of fieldwork are required. Of the 200 hours, one hundred must be client-contact hours. 3 credits.

**PSYN 644 Group Experience**

Requires permission of program director or fieldwork coordinator

An examination of groups and of such group techniques as may be used for treatment, promotion of growth, or improvement of relationships in diverse settings. The format of the courses can be both didactic and experiential. The empirical literature will be considered. 3 credits.

**PSYN 648 Developmental Psychology I: Childhood and Adolescence**

This course will address topics and issues concerning the development of the individual from conception to late adolescence. Theories of development will be surveyed. Attention will be given to the impact of biological and social factors that influence the courses of development. 3 credits.

**PSYN 649 Developmental Psychology II: Adulthood and Aging**

This course will be concerned with development from early adulthood through the last year of a person's life. Special attention will be given the impact of family, work, and personal relationships upon the nature and course of development. 3 credits.

**PSYN 653 (CNSL 653) Family Assessment**

This course introduces family assessment through a variety of means, including family structure and organization; family process and communication; family genograms; family life cycle development across the life span and its many cultural and social class variations. Students will learn methods to differentiate well-functioning families from those who are troubled, as well as contributing factors to family resilience and wellbeing. 3 credits.

**PSYN 654 (CNSL 654) Psychopathology**

This course provides an introduction to the genesis, course, conceptualization, diagnosis and treatment of mental disorders. 3 credits.

**PSYN 656 Family Law**

The focus of this course is to familiarize students in the management and treatment of family and marital issues within the legal framework. Students will learn competence in three areas of specialization: ethics and legal implications of practice; family violence and child abuse; and prevention and remediation. Students will learn how to read New York State statutes and case law to enhance their skills as advocates for the families they service for mental health needs. 3 credits.

**PSYN 657 (CNSL 657) Family Therapy in the Urban Setting<sup>(co)</sup>**

*Prerequisite:* PSYN 653

Overview of theories of family therapy and study of patterns of family interaction. Family therapy models and concepts will be introduced. Techniques for improving family well-being and resilience are discussed as well as techniques for dealing with the family in family therapy. Attention is given to public and private agencies that deal with the contemporary problems faced by families as well as the family's relationship with such larger systems. 3 credits.

**PSYN 665 Professional Issues and Ethics**

A seminar devoted to discussions and the evaluation of various issues in psychology of a theoretical and practical nature. Problems of ethics and the role of the psychologist will receive particular attention. 3 credits.

**PSYN 668 Ethnic, Cultural, and Minority Issues in Psychology**

This course explores the impact of gender, race, ethnicity, religion and sexual preference upon concerns related to the impact of psychology on such issues as treatment, diagnosis, and the effects of stereotyping and discrimination upon the individuals and society 3 credits.

**PSYN 695 Special Topics in Psychology**

This course will explore specific topics of concern in psychology. Each year, different issues related to psychology will be presented. The following areas may be included: health psychology, rehabilitation psychology, geropsychology and conflict resolution approaches. 1-3 credits.

**PSYN 709 Master Thesis Supervision**

*Prerequisite:* PSYN 616 & 617 and program director's approval

All coursework including incompletes must be complete.

This course will provide a culminating experience under the guidance of a mentor. Students will write a research based paper following the American Psychological Association style. The topic selected may be developed from one pursued in a previous course. The thesis will include all components of research: a literature review, research design and methodology, results (including statistical analysis), discussion, and recommendations. Pass/Fail. 6 credits.

**PSYN 710 Clinical Research Project**

Requires program director's approval. Mentor should be selected and approved one term prior to registration.

This course will provide a cumulative experience under the guidance of a mentor. Students will write a case report based on a client treated in the Practicum I or Practicum II course. The report is organized by topics including but not limited to DSMIV-TR Diagnosis, Referring Problem, Medical and Psychiatric History; Behavioral Observations; Tests Administered; Test Interpretation; Treatment Approach; and Evaluation. The student is required to write a paper based on a literature search encompassing both clinical and empirical studies. This paper focuses on the justification of the psychiatric diagnosis selected and treatments currently in use for psychotherapeutic interventions. Students are required to participate in a case presentation to the faculty member supervising this capstone and one practicum supervisor. 3 credits.

**PSYN 890 Capstone Continuation**

Students who have completed all coursework but have not completed their capstone project within the required one term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit. Only two consecutive terms of capstone continuation registration permitted.

**PSYN 891 Clinical Practicum Continuation**

Students who have not successfully fulfilled the requirements for Clinical Practicums (i.e., PSYN 640, 641, and 642) will register for PSYN 891 each term until hours and clinical requirements are met. No credit, but cost is equivalent to one credit of tuition.

**PSYN 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course registration will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

**ELECTIVE COURSES**

Students will choose elective courses with their advisor according to the students goals and objectives.

# MASTER OF SCIENCE IN SCHOOL PSYCHOLOGY

Jeffrey J. Cohen, Ph.D., *Program Head*

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## Purpose

The Master of Science Degree Program in School Psychology prepares matriculated students to become school psychologists capable of serving the needs of children in today's diverse schools and agencies.

Students completing the 66-credit General Program will be recommended for provisional certification as a school psychologist to the New York State Education Department. Qualified students may elect to pursue the 72-credit Bilingual School Psychology Program. Successful completion leads to a recommendation for provisional certification as a school psychologist and recommendation for the Bilingual Extension to the certificate if appropriate. For complete information regarding program requirements, courses, policies and procedures, please contact the Program Head. The School Psychology Student Handbook may be located on the program's page on the College's website.

## Expectations of Graduate

Graduates of the Master of Science in School Psychology Program will be prepared to assume the role of the school psychologist in school and agency settings. Among other competencies, graduates are expected to:

- Demonstrate knowledge of major concepts, theories, and historical developments in School Psychology.
- Demonstrate knowledge and skills in consultation, assessment, intervention and prevention practices related to the role of school psychologist.
- Understand and apply research methods in school psychology including research design, data analysis and interpretation as well as effectively evaluate evidence-based research to develop, recommend and implement effective interventions.
- Apply the practice of school psychology consistent with the ethical guidelines of the American Psychological Association and the National Association of School Psychologists, and consistent with State and Federal Law.

## Admission Requirements

Please refer to the general requirements for admission and matriculation in the Graduate Admissions section of this catalog. The School Psychology Student Handbook also provides specific program related admissions information.

## Program Application Requirements

1. Baccalaureate transcript showing a major in psychology, sociology, behavioral science, or education. In special cases, other majors will be considered. Transcript review of individual course grades will also be conducted.
2. Interview with the program director and completion of an on-site essay.
3. Two letters of reference from instructors or appropriate professionals
4. A current résumé.

Applicants should have completed undergraduate statistics with a grade of B or higher. Undergraduate Psychology majors must also have a grade of at least B in Experimental Psychology.

## Advisement

Students in the School Psychology program must meet with the program director to plan courses and review the plan of study prior to course registration. Students will choose the elective course in consultation with the program director and in consideration of individual interest and relevance to school psychology practice.

## Course Load

Students must consult with the program director regarding registration in School Psychology courses. Full-time students may register for up to 12 credits per semester. Part-time students may register for either three or six credits per semester.

## Transfer Credits

Graduate courses taken at other institutions prior to admission at Mercy College may, if pertinent to the plan of study, be credited to the graduate degree. Permission to transfer credits must be requested at the time of admission and official transcripts and course descriptions must be submitted before those credits are transferred to Mercy College. Such courses may be used to meet program requirements provided the student requests transfer of credit in writing at the time of the application and the program director approves them as comparable to courses in the required program.

Transfer credit will be granted only for courses taken in the five-year period prior to acceptance in the Mercy College Program and for courses in which the student earned a grade of B or above. Students may request transfer credit for up to six credits. Courses with a grade of B- or lower are not acceptable for transfer.

## Maintenance of Matriculation

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. Registration is required during summer session(s). Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintenance of Matriculation fee is \$100 per session and is processed as a registration.

Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintenance of Matriculation fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## Capstone Advisement

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of their Capstone requirement, they will be given one subsequent term to complete their work. The Maintaining Matriculation registration must be completed for this subsequent term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until all Maintenance of Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## Maintenance of Good Academic Standing

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completing a certain number of credits as stipulated by their respective program. Grades are subject to review by the faculty advisor and program director at the end of each semester. If the academic average for the semester falls below 3.0 the student will be placed on academic probation. If the student fails to achieve a 3.0 GPA in two consecutive semesters, the student will be subject to dismissal from the program.

## Academic Probation

All students who have a cumulative GPA of below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F or FW in any course the student will be subject to dismissal from the College.

For all students on probation, future registrations must be reviewed and approved by the Program Director as well as the School Dean.

In all subsequent terms in which the student is on probation the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## Degree Requirements

1. Successful completion of at least 66 graduate credits, which includes course work, fieldwork, internship, and required projects and assessments.. The Bilingual Extension requires 6 additional credits.
2. A 3.0 cumulative GPA.
3. For students seeking the Bilingual Extension only, satisfactory completion of EDUC 508 Theory and Practice in Bilingual Education and SCPY 724 Assessing the Bilingual Children and Adolescents.
4. Prior to graduation, taking the PRAXIS II examination in School Psychology, created and administered by the Educational Testing Service (ETS). Scores must be reported to the School of Social and Behavioral Sciences Graduate Office. Information about the test and registration can be found at [www.ets.org/praxis](http://www.ets.org/praxis) or at 1-800 772-9476. Additional information is available at [www.nasponline.org](http://www.nasponline.org).

- Demonstrating through professional behavior in class and in field-based experiences, a commitment to school psychology ethical and legal codes of conduct, which include APA and NASP ethical standards. Students are also expected to adhere to the Mercy College policy on Academic Integrity found in the Graduate Catalog.

## Time Limit

Requirements for the Master of Science in School Psychology must be completed within five years from the date of the candidate's admission (exclusive of time spent in the Armed Forces). Exceptions will be made only if a student requests in writing an extension of time in advance and receives the approval of the director.

## Curriculum

The 66–72 credit Master of Science Degree Program in School Psychology is organized as follows:

Psychological Foundation Courses.....	21 credits
Educational Foundation Courses.....	6 credits
Assessment Courses.....	12–15 credits
Intervention Courses.....	12 credits
Professional School Psychology Courses.....	15 credits
Bilingual Extension Education Course.....	3 credits
<b>Total.....</b>	<b>66–72 credits</b>

Completion of all courses and the Fieldwork experience is required prior to registration for SCPY 771 I, II, Internship in School Psychology.

## Application Deadlines for Fieldwork/Intern Placement

Fieldwork in School Psychology and Internship in School Psychology must be applied for the semester prior to course registration. Recommended deadlines are October 15 and February 15 for Spring and Fall semesters respectively. Courses in the Assessment sequence (SCPY 718, SCPY 719, SCPY 720, SCPY 721 and SCPY 724), as well as SCPY 704 require a minimum grade of B in order to continue the sequence. Courses in the Assessment sequence in which the grade achieved is below B must be repeated before advancing to the next course in the sequence. .

A 3.0 cumulative GPA is required to register for either the fieldwork or the internship. Please consult the school Psychology Student Handbook for information about course sequencing and prerequisites.

**Psychological Foundation courses** (21 credits required for the General Program and the Bilingual Extension).

SCPY 610	Developmental Psychology.....	3 credits
SCPY 616	Statistics and Research Methodology I.....	3 credits
SCPY 617	Statistics and Research Methodology II.....	3 credits
SCPY 641	Neurological Factors in Cognition and Behavior.....	3 credits
SCPY 652	Developmental Psychopathology.....	3 credits

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SCPY 704	Psychological and Educational Assessment .....	3 credits
Elective	.....	3 credits

**Educational Foundation Courses** (6 credits required)

SCPY 705	Diagnosis of Learning Problems: Students with Special Needs.....	3 credits
SCPY 703	Remediation of Learning Problems: Students with Special Needs.....	3 credits

**Assessment Courses** (12 credits required for General Program; 15 credits required for Bilingual Extension)

SCPY 718	Individual Assessment: Cognitive I.....	3 credits
SCPY 719	Individual Assessment: Cognitive II.....	3 credits
SCPY 720	Individual Assessment: Social/Emotional/Behavioral Development .....	3 credits
SCPY 721	Individual Assessment: Social/Emotional/Behavioral Development II.....	3 credits
SCPY 724	Assessing Bilingual Children and Adolescents (Bilingual Extension).....	3 credits

**Intervention Courses** (12 credits required)

SCPY 654	Behavior Management: Application for Children with Special Needs.....	3 credits
SCPY 657	Group Counseling Techniques for School Psychologists .....	3 credits
SCPY 658	Individual Counseling Techniques for School Psychologists .....	3 credits
SCPY 710	Consultation in Multicultural School Settings.....	3 credits

**Professional Practice Courses** (15 credits required)

SCPY 670	Fieldwork in School Psychology .....	3 credits
SCPY 771	Internship in School Psychology I, II <sup>(cc)</sup> (3 credits per semester)	12 credits

**Bilingual Extension Education Course** (3 credits required)

EDUC 508	Theory and Practice in Bilingual Education (Bilingual Extension).....	3 credits
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**Total..... 66–72 credits**

## – Course Descriptions – School Psychology

### **EDUC 508 Theory and Practice in Bilingual Education**

Study and analysis of various bilingual education program models for teaching non-English speaking students. Attention will be paid to the problems of bilingual students and the interference among the language system and cultures in the home, community, and school. 3 credits.

### **SCPY 610 (EDUC 610) Developmental Psychology**

Review and analysis of research and theories of human development and behavior throughout the life span; childhood, adolescence and the adult years; emphasis on normal growth and development focusing on the critical issues involved in each stage of development. 3 credits.

### **SCPY 616 (PSYN 616) Statistics and Research Methodology I**

How to design and conduct experiments, interpret obtained results, and refine the succeeding design and procedures is discussed. How to read and critique a problem, collect and analyze data and interpret and critique the outcome is demonstrated. At the end of the course the student will submit to the Mercy College Institutional Review Board a completed literature review, introduction, and methodology section of a proposed research project that will be completed in SCPY 617. 3 credits.

### **SCPY 617 (PSYN 617) Statistics and Research Methodology II**

*Prerequisite:* SCPY 616

How to conduct experiments, interpret obtained results, and refine the succeeding design and procedures is discussed. Students will collect and analyze data as well as interpret and critique the outcome. At the end of the course the student will have completed the research project that was proposed in SCPY 616. 3 credits.

### **SCPY 641 Neurological Factors in Cognition and Behavior**

Neural anatomy and mechanisms involved in cognition, behavior, language, reading, and the acquisition of other academic skills will be examined. Particular attention will be paid to biological aspects of learning and behavioral disorders. Development neuropsychological research will be examined for principles which could enhance psychoeducational assessment and remedial practices. Neurological disorders will be discussed in relationship to modifications in educational placement and practice. 3 credits.

### **SCPY 652 Developmental Psychopathology**

Students will understand the major diagnostic categories of psychopathology in children and adolescents. Case studies will be used to illustrate disorders such as pervasive development disorders, depression, anxiety attention deficit and hyperactivity and conduct disorders. Consideration will be given to cultural and social factors in the areas of diagnosis and therapeutic intervention. Psychopharmacology and the use of the DSM V will be discussed. 3 credits.

### **SCPY 654 (EDUC 654) Behavioral Management Applications for Children with Special Needs**

For learning to proceed optimally, the setting must be one where behaviors (social, emotional and cognitive) are managed. This course will provide students with practical

skills needed to plan, implement and evaluate behavior-management programs for both individuals and groups of children in a variety of learning environments. Considered will be techniques such as behavior modification, self-control, social skills training, assertiveness training and effective education programs. 3 credits.

**SCPY 657 Group Counseling Techniques for School Psychologists**

Contemporary theories and practical perspectives pertaining to group counseling will be presented. Students will identify factors in group processes which promote growth and development in multicultural school and family environments. Students will also examine and practice techniques appropriate for the resolution of personal, social, and academic conflicts. Additional laboratory hours will be required for students to participate in a group and analyze its dynamics. 3 credits.

**SCPY 658 Individual Counseling Techniques for School Psychologists**

Students will be introduced to the major theories of individual counseling as they pertain to school settings. Individual techniques other than psychotherapy used to enhance self-esteem, self-awareness, and social skill, and to reduce adjustment problems, will be practiced. Crisis intervention will be discussed. Issues pertaining to the counseling of culturally and linguistically diverse individuals and their families will be examined. Additional laboratory hours will be required. 3 credits.

**SCPY 670 Fieldwork in School Psychology**

Students will be placed in a setting consistent with their areas of interest. They will learn informal assessment techniques including interviews, observations and work sample analysis. Students will distinguish between typical and atypical patterns of behavior taking in to consideration cultural, social and other factors. Informal assessment data will be integrated into a broader framework of development and educational theory. Attitudes toward and expectations of individuals with special needs will be discussed. The various roles of the school psychologist will be examined. One hundred twenty hours of fieldwork required. 3 credits.

**SCPY 703 Remediation of Learning Problems: Students with Special Needs**

**Prerequisite: SCPY 705**

Based upon differential diagnosis through formal and informal assessment, implementation of the legally mandated individual educational program for each child in a special education class will be the focus of this course. A variety of individual and group remedial techniques are examined in order to improve learning. Role behavior modification, drug treatment, diet adjustment, role-playing, and counseling as they related to remediation will be discussed. To maximize the effectiveness of day-by-day activities in the classroom, the need to constantly review the factors which disrupt processes and the procedures which enhance learning will be stressed. 3 credits.

**SCPY 704 Psychological and Educational Assessment**

Components of a "best practice" school-based assessment process will be identified and examined as a data-based tool for decision making regarding individual and systems-level interventions. Relevant statistical and measurement concepts will be presented as vehicles to derive and interpret test results and understand test construction. Social, cultural, legal, and ethical issues in assessment will be considered. 3 credits.

**SCPY 705 Diagnosis of Learning Problems: Students with Special Needs**

Theoretical and practical approaches to diagnosis will be examined. As the basis for differential diagnosis of learning problems, formal and informal observation and testing in the academic areas will be planned. The emphasis will be on administering tests and scoring and interpreting test data in order to generate the legally mandated individual educational program for each child. 3 credits.

**SCPY 710 Consultation in Multicultural School Settings**

(Taken with internship) *Prerequisite:* SCPY 670

Students will study theories of mental health consultation and organizational change as they apply to instructional settings. They will learn to analyze a school's culture and organization in order to act as a positive change agent. They will study ways of developing consultative relationships with colleagues, parents, and community agency personnel in order to develop intervention plans for children in schools. Skills crucial to effective consultation and ethical guidelines for practice will be identified and used. Students will learn about issues pertaining to consultation in multicultural settings. 3 credits.

**SCPY 718 Individual Assessment: Cognitive I**

*Prerequisite:* SCPY 704

Students will learn to administer, score and interpret standardized tests as part of the cognitive assessment of children. This course will focus on the the Wechsler Intelligence Scales. Psychometric properties of these instruments will be related to issues of interpretation. Psychological issues in intelligence testing will be reviewed as well as ethical and legal considerations. Students will be required to administer tests and will write assessment reports based on the results. 3 credits.

**SCPY 719 Individual Assessment: Cognitive II**

*Prerequisites:* SCPY 704, SCPY 718

Students will continue to learn how to assess the cognitive functioning of the children by administering, scoring, and interpreting, intelligence tests used by school psychologists including the Stanford-Binet and the Woodcock-Johnson. The assessment of adaptive behavior will also be studied. Integration of findings with educational evaluation results will be examined so that individual educational plans can be developed. Students will be required to administer tests and will write assessment reports based on the results. 3 credits.

**SCPY 720 Individual Assessment: Social/Emotional/Behavioral Development I**

*Prerequisite:* SCPY 704

Students will administer and interpret measures of personality and examine their relationship to other components of the assessment process. Assessment will focus on clinical interviews, sentence completion techniques and the TAT. Students will be required to administer these personality measures, make class presentations and write reports. Conceptual foundations of these techniques will be reviewed. Cultural, ethical and legal issues will be explored. 3 credits.

**SCPY 721 Individual Assessment: Social/Emotional/Behavioral Development II**

*Prerequisites:* SCPY 704, SCPY 720

Students will continue to develop their skills in the personality assessment process. Emphasis will be on the use of self-reports and behavior rating scales. Students will administer and interpret complete psychological evaluations and present their findings

in case presentations and written reports. Students will also participate in the Mock CSE exercise. Interpretations of data will focus on integrating clinical findings so that specific educational plans can be developed. Cultural, legal and ethical issues will be further explored. 3 credits.

### **SCPY 724 Assessing Bilingual Children And Adolescents**

*Prerequisites:* SCPY 704, SCPY 718

The course will examine issues in the assessment of bilingual children including the appropriate use of standardized measures, nondiscriminatory assessment, alternative approaches to the assessment of cognitive functioning and social adaptive behavior of linguistically diverse children. Students will learn how to conduct evaluations in the child's first and/or second language. Students will administer tests, make case presentations and write reports. Interpretation of data will focus on integrating clinical findings so that individual educational plans can be developed. 3 credits.

### **SCPY 771 Internship in School Psychology<sup>(co)</sup>**

*Prerequisite:* SCPY 670

Students will spend 1,200 hours in a college-approved setting under the dual guidance of an on-site staff psychologist and a college-based clinical advisor. Students will be placed in a setting consistent with their areas of interest. Participation in the intake and screening process, individual evaluation, interdisciplinary staff conferences, parent conferences and professional meetings is required. Students will evaluate children, write reports and practice short-term counseling and consultation under the supervision of the on-site psychologist. Additional hours in professional development activities are also required. Such activities may include attendance at professional conferences, Internet research, attending community school board meetings, and participation in State educational reform presentations. Students will also attend weekly meetings with the college clinical supervisor in which professional and ethical issues related to the practice of school psychology in multicultural settings will be discussed. Students must apply for the internship in the semester prior to registration. 6 credits per semester. Pass/Fail.

### **SCPY 890 Capstone Continuation**

Students who have completed all coursework but have not completed their capstone project within the required one term must register for this course each subsequent term until the project is completed. No credit, but cost is equivalent to one credit. Only two consecutive terms of Capstone continuation registration permitted.

### **SCPY 899 Maintenance of Matriculation**

Students are expected to register in successive terms to maintain status as a matriculated student. However, if a student cannot enroll in a term, maintenance of matriculation is required.

The fee is \$100 per term and is processed as a registration. Maintenance of matriculation without attending class is limited to one year. Students who have not maintained matriculation and wish to return to their program within one year after their last course registration will be charged the fee for each missed term. Activated U.S. Military Reservists are not required to pay the fee. No credit.

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# Academic Regulations and Procedures

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## Academic Information and Policies

The official source of all information concerning academic policies and regulations is the Graduate Catalog. While the Graduate Catalog is updated regularly, changes in requirements or policies may occur which are not immediately listed in this Catalog. All students should take note of official bulletins and announcements issued by the Office of the Provost or of information specific to a particular Mercy College graduate program.

## Credit Hours

Mercy College's policy on assignment of credit hours is modeled after the Carnegie unit system and applies to all graduate and undergraduate courses in all schools, regardless of modality of instruction. Under this policy, there is a standard meeting time of 50 minutes per credit hour per week. Standard meeting patterns are established at either one meeting per week or two meetings per week. Standard academic terms span either 15 weeks (for semester and trimester-based programs) or 10 weeks (for quarter-based programs). It is recommended that Mercy College students are assigned two-hours of homework for every hour of in-class instruction. At the time of course creation and approval, credit hours are assigned (at the school level by the appropriate academic unit head and endorsed by the Registrar) based on the accrediting body credit hour requirements and/or NYSED regulation. Online courses are subject to an approval process similar to that of traditional in-person courses to ensure credit hour criteria are met.

## Registration

Regular registration periods are designated for each term. Additional times are designated as periods for late registration. Registration is subject to academic procedures that are published by the Registrar, and billing procedures that are published by the Office of Student Accounts. Students who add or change sections of courses on or after the first day of class are subject to a change of program fee. With the exception of formal withdrawal, no program changes are allowed after a course has had two class meetings. Students should meet with their graduate program director or Enrollment Services Counselor to plan their academic program. Registration may be processed on the Web, or in-person at the Office of Enrollment Services.

## Late Registration

Registration for Graduate classes will end the day before the start of the new term.

Students may register during the first week of the new term if all of the following three criteria are met:

1. The student has permission of the school dean.
2. The class has not met more than once.
3. The student pays a mandatory late fee of \$100.

No registrations will be allowed after a class has met more than once.

## Attendance Policy

It is assumed that a student will attend all classes for which he/she is registered. Ceasing to attend classes for three consecutive class meetings without contacting the instructor will result in the issuance of a grade of FW which indicates “stopped attending.” This grade of FW will be calculated into the student’s GPA as an F and may result in dismissal. In addition, this status will be reported to the Office of Enrollment Services and may result in a reduction of financial aid monies.

## Withdrawal

Students wishing to withdraw from courses for which they have registered must file an official withdrawal. Ceasing to attend classes does not constitute an official withdrawal, nor does notification to the instructor or to any other office. An official withdrawal must be processed directly by the student in-person at the Office of Enrollment Services, or online via Mercy Connect. The grade of W is recorded on the transcript for all student withdrawals. Ws are not calculated in the student’s GPA. A student who fails to withdraw officially will receive a grade of FW which will be calculated into the student’s GPA and may result in dismissal. There is a withdrawal deadline for each term. These deadlines are listed on the academic calendar, which is posted on the Mercy website and in Mercy Connect.

## Late Withdrawal

Students wishing to withdraw after the last published day of withdrawal for any given term must get permission from the school dean. The withdrawal form, with the dean’s signature, must be processed in person at the Office of Enrollment Services at any Mercy College location. Note: The dean will usually request supporting evidence such as a letter from the student explaining the extraordinary circumstances that warrant a late withdrawal as well as medical or other documentation as needed.

Students receiving any form of financial aid including scholarships, grants and loans must also meet with a financial aid counselor to determine the financial implications associated with the withdrawal.

It is important to note that all withdrawals are based upon tuition commitments for the full semester in accordance with the published refund schedule. The effective date of withdrawal is the date when the student withdrew using either Mercy Connect, or the date the withdrawal was processed in the Office of Enrollment Services. Failure to attend classes does not constitute a withdrawal.

## Exception to Registration and Refund Policies

Mercy College is committed to providing motivated students with the opportunity to succeed in the classroom. The College recognizes that there may be extraordinary circumstances under which attendance in class is rendered impossible. For these reasons, the College has instituted the following exception policy.

Students with the following extraordinary circumstances may be eligible to request an exception to the registration and refund policies:

**Personal Illness** – This applies to a student who is unable to attend class due to a prolonged hospital stay of 14 calendar days or more. All cases of personal illness, as defined above, must be documented with an original copy of the physician’s diagnosis and recommendation, and if working, disability papers.

**Military Service** – This applies to any student required to discontinue attendance of classes due to military service. A copy of the orders to report to active duty must accompany the request.

If a student believes that he or she fits into either of the categories of exceptions as stated above, a formal request for an exception must be made in writing to the student's academic advisor immediately following his or her withdrawal from classes, or no later than 14 calendar days from the date of withdrawal. Any request filed after this time period will not be accepted. This written request must be made by using the "Request to the Committee for Special Consideration" form which can be found on Mercy Connect. The form must be accompanied by a letter explaining his or her extenuating circumstances. Any supporting documentation, as stated above, must accompany the form and explanation letter. The student's exception documents will be given by the academic advisor to The Committee for Special Consideration which will review each case within 30 calendar days of receipt. The student will receive the decision of the committee via mail from the Vice President of Enrollment Services, on behalf of the Committee for Special Consideration.

A student who is denied an exception by the committee may appeal the committee's decision to the Office of the Chief Operating Officer. Appeals must be submitted within seven calendar days from receipt of the committee's decision and all documentation should be sent to the assistant to the Vice President of Enrollment Services. All decisions on appeal are final.

Students who have applied for and received a refund from a loan may not apply for special consideration until the loan refund is fully repaid to the College. In addition, federal guidelines require the College to return either full or partial grant and/or loan money depending on the student's last day of attendance. In this case, all costs/arrears will be the responsibility of the student.

If a student is granted an exception and has already paid some or all of his or her tuition bill for the semester, the student will not receive a refund, but will be able to apply these funds towards future semesters of study at Mercy College.

## Course Load

A full time load for a graduate student is nine credits in a semester or 18 credits in a calendar year. Students may register for 12 credits by the program director's permission. Any course load over 12 credits a term requires the authorization of the school dean. The maximum number of graduate credits that may be taken during the full summer term is 12. Further, no more than six credits may be begun and completed within a single month. Such approval shall not be considered automatic. Please note certain graduate programs may have more stringent course load policies, check program regulations.

## Core Courses <sup>(cc)</sup>

NYS regulations require that a student must take a minimum of one three or more credit course at the campus at which the degree program is approved by the state education department. Each program has detailed a core course within the major, which is only offered at the program's 'home' campus, for this purpose. Students may take other core requirements and electives at other campuses, but they must complete the core course at the home campus in order to complete their degree. Core courses are designated throughout the catalog with the superscript (CC); the list of programs by approved campus is set out in the Registered Programs (by campus) section of this Catalog.

## **Enrollment and Student Verifications**

All official enrollment and student verifications must be requested through the Registrar in Dobbs Ferry.

## **Maintenance of Matriculation**

It is expected that students will fulfill the requirements for their graduate degree by registering over successive sessions. For cohort programs, registration is required during summer session(s). For non-cohort programs, summer registration is not required. Registration is accomplished by either enrolling in classes or maintaining matriculation. The Maintenance of Matriculation fee is \$100 per session when student does not enroll in classes and is processed as a registration. The course number in all programs is 899.

Students who have not maintained matriculation and wish to return to their program within one year after their last course will be charged the Maintenance of Matriculation fee of \$100 for each missed session. Maintenance of matriculation without attending classes is limited to one year. Activated U.S. Military Reservists are not required to pay the Maintenance of Matriculation fee.

## **Readmission Procedure**

Students who have not maintained matriculation nor enrolled for one year are required to file an application for readmission through the Admissions office. Such students are required to meet the existing admission standards and program requirements of the graduate program at the time of reapplication.

## **Capstone Advisement**

It is expected that Capstone students shall make satisfactory progress with their program's culminating activity. After the student registers for all sections of his/her Capstone requirement, he/she will be given one subsequent term to complete his/her work. The Maintaining Matriculation registration must be completed for this subsequent term if no other courses are taken. After this period, a Capstone Continuation fee (equal to the cost of one graduate credit) will be charged for each additional term required to complete the project. The course number in all programs is 890. Students can only register for Capstone Continuation for two terms.

A student's degree will not be released until all Maintenance of Matriculation and Capstone Continuation registration and fees are recorded appropriately on a student's record.

## **Leave of Absence**

A student in good standing may request of leave of absence from the College for a minimum of one year without prejudice to his/her standing. Students on a leave must register for Maintenance of Matriculation. The course number in all programs is 899. If the student does not return to the College in the term following the leave, he/she must re-apply to the College and program for readmission. The student will then be subject to the rules and program changes which are in effect for the current catalog year. A leave of absence must be made by a written request to the student's program director.

## **Transcript**

Upon graduation, students are entitled to one free student copy of transcript with their diploma. The cost of a transcript is \$5.00 for a student copy and free for an official copy. No transcript will be issued for a student whose financial account is not settled.

All questions regarding transcripts should be addressed to the Office of Enrollment Services at the Dobbs Ferry campus.

## Residency Requirements

A degree candidate must complete at least 24 credits of required graduate courses in one program to meet the residency requirement. To be in residence, the student must have registered for courses offered by one of the Mercy College graduate programs. For programs of 36 credits, six credits in transfer may be accepted, if appropriate. The remaining credits must be taken in residence.

## Transfer Credits

Certain graduate programs will consider the awarding of transfer credits for graduate courses taken prior to admissions, if equivalent in content to a course in one's plan of study. Permission to transfer credits must be requested at the time of admissions and official transcripts and course descriptions must be submitted to the program director for evaluation.

Transfer credit will be granted only for courses taken in the five-year period prior to acceptance and for courses in which the student earned a grade of B or higher. Transfer credit is normally limited to six credits. Please see specific program sections since some programs have more stringent regulations in regard to transfer credits.

## Academic Integrity

Cheating and plagiarism are contrary to the purpose of any educational institution and must be dealt with severely if students' work is to have any validity. Plagiarism is the appropriation of words or ideas of another without recognition of the source. Professors reserve the right to use all appropriate and available resources to verify originality and authenticity of all submitted coursework. An instructor who determines that a student has cheated or plagiarized will give an F for the assignment and may give a grade of F for the course. Additionally the faculty member will submit a written report of the incident to the program director and executive dean for academic engagement and planning. Plagiarism and cheating will be grounds for dismissal, depending on the circumstances. The matter is dealt with by the Instructor and the student, in consultation with the director of the graduate program, the school dean, and the executive dean for academic engagement and planning.

## Quality Point Index

The quality point index represents the average grade attained in the set of completed courses. The index for a given set of courses is determined by dividing the total number of quality points earned in those courses by the total number of credits that would be conferred by the successful completion of those courses. The number of quality points earned by completing a given course is determined by multiplying the total number of academic credits the course may confer by the coefficient corresponding to the grade received. The scale of coefficients is as follows:

A.....	4.00	B .....	3.00	C .....	2.00
A- .....	3.67	B- .....	2.67	F.....	0.00
B+.....	3.33	C+.....	2.33	FW.....	0.00

The grades P, NC, I, and W are not calculated in the Quality Point Index.

## Grading Policy

Students earn the following grades after evaluation procedures are implemented:

A	Excellent
A-	
B+	Good
B	
B-	
C+	Passing (but unsatisfactory)
C	
F	Failing
FW	Failing due to unofficial withdrawal

Other grades that may be used in special circumstances are:

AU	Audit – No grade or credit granted
P	Competency in meeting criterion-referenced objectives
NC	No credit (not completed)
W	Withdrawal from the course
I	Incomplete — student has not met all course requirements

## Incomplete Grades

The grade of I may be granted for a course in which the student has not completed all the course requirements due to unforeseeable and extenuating circumstances. The student must have been in attendance for the full term and completed the majority of the required coursework. The student must request in writing an incomplete grade directly from the instructor and the issuance of an incomplete grade should not be considered automatic. Issuance of the grade of Incomplete is at the discretion of the individual instructor. All incomplete work must be completed and delivered to the instructor in order for the I to become a passing grade. Individual faculty cannot extend the time limit nor accept work after the deadline has expired. Unless otherwise specified by the school dean, the I will automatically become a permanent grade after one year. Please note that certain programs have more stringent incomplete deadline policies. Please check the specific program regulations. The student will have to reregister and complete the course after the one-year deadline to receive credit.

Students who have two or more Incompletes on their academic record will be put on academic hold and will not be allowed to register. Future registration for any subsequent courses will not be permitted until all of the Incompletes but one are resolved and graded.

A student who decides that he/she will be unable to complete the work of a course satisfactorily may withdraw from the course any time before the sixth week of a quarter or the ninth week of a 16-week semester. The grade W is recorded for that student. Withdrawals can be processed on the Web, or in person at the Office of Enrollment Services.

The final grade in a course is based on the student's accomplishment of the course objectives according to a specified evaluation plan. A grade of F or FW in any graduate course is grounds for dismissal from the college. To receive credit for a failed course, a student may be permitted to reregister and satisfactorily complete the course in a subsequent term, depending on the individual circumstances.

## **Grade Suppression**

If a student repeats a course, the lower grade will be suppressed from the GPA. The original course and the repeated course must be taken at Mercy College. The lower grade will remain on the transcript but will not count in the overall GPA. Students receiving financial aid should check with their counselor to understand how repeating the course may affect their aid.

## **Change of Grade Policy**

A change of grade after the close of any grading period, other than to rectify a grade of incomplete, is approved only if a mistake was made in determining the final grade.

Any grade change, other than for an incomplete, must be approved by the school dean.

## **Maintenance of Good Academic Standing**

The cumulative GPA for both good academic standing and degree conferral is a 3.0. A student admitted as a Special Matriculant is required to achieve a 3.0 average or better after completion of six credits. Please note, certain graduate programs may have more stringent program policies. Please check the specific program regulations. Grades are subject to review by the faculty advisor and program director at the end of each term. If the academic average falls below 3.0 the student will be placed on academic probation.

## **Academic Probation**

All students who have a cumulative GPA below 3.0 will be placed on academic probation. If a student will not be able to achieve a cumulative GPA of 3.0 within a reasonable time, the student will be dismissed from the program. If a student receives a grade of F or FW in any course the student will be subject to dismissal from the College.

For all students on probation, future registrations must be reviewed and approved by the director of the student's program as well as the graduate dean.

In all subsequent terms in which the student is on probation, the student is required to achieve a term GPA of 3.0 or better. If the 3.0 or higher is not achieved the student will be dismissed. Students who receive a grade of less than B may be required to repeat the course. Students will be allowed to repeat a course only once.

## **Complaint/Grievance Procedures**

Students with complaints are encouraged to discuss their concerns informally with the appropriate office or individual. For academic concerns, students are encouraged to communicate with their instructors and/or academic advisors early in the term to resolve issues and to allow time for appropriate actions and referrals.

Students wishing to file an official grievance must do so in writing. For academic concerns, the grievance procedure is listed under Academic Regulations and Procedures of this catalog. Non-academic grievances should be addressed to the Executive Director of Student Services.

## **Dismissal Review**

A student may request a dismissal review when he/she believes that extenuating circumstances directly caused their poor academic performance. The student should

clearly state these reasons for their unacceptable academic performance and how he/she expects to improve academic performance in a certified letter to the school dean. The student must request in writing for the review within 90 days after dismissal. The Office of the Provost with the counsel of the Graduate Academic Policy Committee, will evaluate the student's appeal. All decisions of the dismissal review are final.

## Degree Requirements

Each candidate for a degree or certificate must have completed all coursework and requirements with a GPA of not less than 3.0. The words "With Distinction" will appear on the diploma and transcript of any student who completes their degree with a GPA of at least 3.75. Once the degree is conferred, the academic record is finalized and cannot be changed.

## Degree Conferral Form

The formal graduation ceremony takes place in May. Degrees are conferred and diplomas are issued in February, June and August. All students are required to apply for graduation by filling out the Degree Conferral Form (available in the Office of the Student Services), and submitting the completed form to the Registrar.

Forms must be submitted according to the following deadlines. Failure to meet the appropriate deadline will result in postponement of degree conferred to the next scheduled date for issuing diplomas. Students who miss the deadline must submit an application for the new graduation date by the deadline listed below.

### *Deadline for Degree Conferral*

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February	October 15
May	February 2
August Participating in the May Ceremony*	April 10
August	May 18

\* Must be registered for the 6 or less credits that complete degree requirements

## Academic Appeals Policy

The purpose of the Academic Appeals Policy is to provide a process for the equitable resolution of formal complaints made by a student, faculty member or administrator over academic issues including grade disputes, cheating, plagiarism, and the application of academic policies, except for dismissal review. The following steps constitute the process; before proceeding to a higher-level step, all lower-level steps must first be completed and documented in some form. The College continues to recommend and encourage the informal resolution of complaints, believing that effective communication is also part of the educational process. To the extent that a faculty member, academic unit head or dean are unavailable, a designee may be appointed for purposes of resolving such issues in a timely manner.

### **Step One: Faculty.**

At this step the process remains informal. Within four weeks of the end of the semester, term, or quarter (the "academic period") in which the disputed matter occurred, the student and faculty member must meet in person or by phone to discuss the issue. After the meeting, the faculty member must make a decision within one week and communicate it in writing to the student. If the student is dissatisfied with the outcome

of this meeting, a formal written appeal must be submitted by the student to the relevant academic unit head.

**Step Two: Academic Unit Head.**

Any formal written appeal of the decision in Step One must be filed with the academic unit head no later than six weeks after the end of the academic period in which the issue of the appeal occurred. Within two weeks of receipt of the formal written appeal, the academic unit head will, depending on the situation, meet separately or jointly with the student and faculty member involved. Meetings may be in person or via telephone. During these meetings each party will submit all information and supporting documentation to the academic unit head; a written decision should be sent to both parties within two weeks of the meeting. If the faculty member involved is also the academic unit head, the parties may agree to allow another faculty member in the department to review the appeal or proceed directly to Step Three.

**Step Three: School Dean.**

Within one week of the decision in Step Two, an appeal may be made in writing by the student to the relevant school dean. The school dean will, depending on the situation, meet separately or jointly with the student and faculty member and, as necessary, the academic unit head involved within two weeks of receipt of the formal written appeal. Meetings should be in person, to the extent practicable. The school dean will review the written appeal and previous actions on the appeal, along with any additional information and substantiation submitted by each party, and will render a decision in writing to all parties within two weeks of the meeting.

**Step Four: Academic Appeals Committee.**

In the event that the issue has not been satisfactorily resolved in Steps One, Two or Three, a final appeal may be made to the Academic Appeals Committee. Such appeal must be made in writing to the Committee, to the attention of the Associate Provost, within four weeks of the decision by the school dean. Appeals should be accompanied by any substantiating documentation. The Academic Appeals Committee will hold a meeting, as described below, and shall render a decision in writing to both parties within two weeks of the conclusion of the meeting.

The Graduate Academic Appeals Committee consists of the Associate Provost, and up to three faculty members, two administrators, and two graduate students. The chair of the Committee is the Associate Provost. The Committee meets as needed.

All parties to the appeal will be permitted to participate in the meeting with the Committee. The student may be accompanied by one person who is not professional legal counsel. The Committee will hear from both parties and may call on any witnesses to the matter and review any supplementary documentation. The Committee may ask questions throughout the meeting and may, if necessary, adjourn the meeting to obtain additional information. The Committee will review whether it is more likely than not that the alleged conduct occurred. In the case of a grade dispute, the Committee does not have the authority to make a grade change; rather, the Committee will review whether it appears the original grade was fairly awarded.

**The decision rendered by the Academic Appeals Committee is final; no additional appeals will be permitted.**

# Support Services and Resources

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## Campus Safety and Security

The Office of Campus Safety and Security will provide, upon request, all campus crime statistics as reported to the United States Department of Education. The Campus Safety (Clery Act) Report may be found on the Mercy College website. This information is also available, in a hardcopy format, from the Mercy College Office of Campus Safety and Security. To receive a copy, contact the Director of Security, at 914-674-7225.

Students may sign up to receive emergency campus alerts through the NY Alert website (<https://users.nyalert.gov>). For more information about preparing for or responding to a campus emergency, download the "In Case of Crisis" Application in the Apple or Google Play app stores.

Students wishing to report an emergency should call 914-674-9999 or 911; for general security assistance in a non-emergency situation call 914-674-7225.

## Graduate Academic Support

Graduate Academic Support is designed to assist graduate students to persist in their studies and succeed in their coursework with the goal of graduation and increased employment opportunities. Writing and research specialists assist graduate students through one-on-one assistance, workshops, and online. Dedicated study and learning spaces are provided at the Bronx (4th floor) and Dobbs Ferry (library) campuses. Please schedule an appointment in advance for tutoring in writing and research. Preregistration for workshops is encouraged.

Workshops are provided for a variety of credentialing exams in the health and education professions.

Content Peer Tutoring positions are available for graduate students to provide peer tutoring, particularly in the professional preparation programs in Health and Natural Sciences.

## Career Services

Career Services at Mercy College teaches career readiness with the goal of each student developing lifelong, self-directed, career management skills. We provide the tools, training, and exposure to opportunities that empower you to take ownership of your career success.

*Services available to Mercy College graduate students include, but are not limited to:*

- **Résumé building** — Work with a Career Counselor to review your resume so it stands apart from the crowd.
- **Job and Internship search** — Develop a strategy to efficiently and effectively identify and pursue the career opportunities of your choice. We're here to help you!
- **Interview skills** — Conduct live mock interviews, or practice at home with a virtual mock interview tool to increase your skill and confidence in communicating your unique value to employers

- **Career Fairs** —Network with employers and find internships, full-time and part-time jobs at Recruit Westchester and at the Mercy College Spring Career Fair.
- **Lunch with a Leader** — Attend a business lunch with global and local business and community leaders to help you get an up close and personal look at the skills necessary for entry and success in various careers.

### **Career Maverick**

Mercy College's Career Maverick system is your online gateway to a host of tools and resources that will be of value to you throughout your college career and beyond. Registration is free and available exclusively to members of the Mercy College community at <https://mercy-csm.symphlicity.com>. Through Career Maverick, you will gain access to exclusive full-time and part-time job and internship opportunities specifically targeting members of the Mercy College community. You will also be able to access the NACElink Network, the largest career network of career services and recruiting professionals in the world.

All Career Services are free of charge to students and alumni. To schedule an appointment to meet with a counselor at the campus of your choice, call 914-674-7203 or send an email to [careerservices@mercy.edu](mailto:careerservices@mercy.edu).

### **Student Counseling Center**

The Student Counseling Center offers psychological evaluation and brief treatment typically lasting from one to six sessions with a licensed psychologist or social worker. Students in need of more intensive treatment are referred to local hospitals and clinics for long-term psychotherapy and/or medication, if necessary.

Students utilize the Counseling Center for help with mental health issues including increased anxiety, depression, eating disorders, substance abuse and crisis intervention as well as concerns about their academic progress, daily living, adjustment to college and relationships with others. Counseling can be an opportunity to talk about issues that are of concern to students with an objective person who can help them develop skills and view situations in ways that may enable them to be more effective in managing life's challenges down the road.

For more information or to schedule an appointment, please call 914-674-7233 (Dobbs Ferry, Manhattan, Yorktown campuses) or 718-678-8775 (Bronx campus).

*\*\*This service is for Mercy College students ONLY.*

### **Non-Discrimination Policy**

Mercy College, both historically and currently, is committed to a policy of promoting equal access to educational programs, employment opportunities, and all other college activities. Such equal access is extended to all persons, without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, or any other legally prohibited basis in accordance with federal, state and local laws.

It is also the College's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, or employees who have pregnancy or childbirth-related medical conditions.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Information concerning non-discrimination policies, including complaint procedures, may be obtained from the following individuals.

- For Students: Assistant Dean of Student Affairs.
- For Faculty, Administration, and Staff: Director of Human Resources.
- For Accessibility Services: Director of ACCESSibility

## **Notification Under FERPA of Student Rights Concerning Education Records and Directory Information**

The Family Educational Rights and Privacy Act(FERPA) affords students certain rights with respect to their education records. See Section “5” below on your right to prevent the disclosure of directory information. The FERPA rights of students are :

1. The right to inspect and review your education records.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA
3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent;
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

- (5) The College will make the following “directory information” concerning current and former students available to those parties having a legitimate interest in the information: the student’s name, local and permanent address, email address, telephone number; age; photograph; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; enrollment status; dates of attendance at Mercy College; degrees, honors, and awards received and their dates; and the most recent previous educational agency or institution attended. Any student who wishes any or all of his/her directory information to remain confidential may inform the Office of Student Services of his/her request in writing, at any time.

Detailed information concerning each of the points cited above can be found in the Mercy College Student Handbook, or can be obtained by inquiring with the Office of Registrar.

## Housing at Mercy College

An on-campus residence hall was opened at Mercy College in September, 1995. The Residence Hall, with meeting rooms, community rooms, and 210 beautiful rooms, overlooks the majestic Hudson River. The College also houses students at nearby hotels in the area. Call the Admissions Office or Residential Life to arrange for a tour.

Students regarding information regarding housing should direct their inquiries to:

The Office of Residential Life  
555 Broadway  
Dobbs Ferry, New York 10522  
(914) 674-7622  
Residentiallife@mercy.edu

## Students With Disabilities

The Office of ACCESSibility provides Accommodations, Collaboration, Consultation, and Educational Support Services for students with disabilities. The office works to collaborate with and empower students who have disabilities to enable equal access to an education and college life. ACCESS provides opportunities and resources that will facilitate the development of self-advocacy, self-efficacy, and adaptive skills in students to overcome barriers a disability may present. To learn more contact, [accessibility@mercy.edu](mailto:accessibility@mercy.edu).

Students whose disabilities may require some type of accommodation, must self-identify and complete an "Application for Accommodations." ACCESS may require documentation of the disability. Documentation will assist ACCESS in understanding how the disability impacts the student in an academic setting and the current impact of the disability as it relates to the accommodations requested. Reviewing documentation is a collaborative process and accommodation request is handled on a case-to-case basis.

A follow-up meeting with ACCESS may be required. Students with a disability are encouraged to contact the Office of ACCESSibility, Main Hall, Room 108, (914) 674-7523. Students are encouraged to register with ACCESS as soon as possible after admission to the college to ensure timely provision of services. Students should also visit ACCESS at the beginning of each semester to obtain up-to-date documentation of a disability is required for services.

## Policy on Alcohol and Illegal Drugs

The abuse of alcohol and illegal drugs can have a significant adverse effect upon the Mercy College community, compromising interpersonal relationships and undermining the educational mission of the College. In response to these concerns, and pursuant to the Drug-Free Schools of Communities Act Amendments of 1989, the College has developed a comprehensive program to prevent the use of illegal drugs and the abuse of alcohol. The College reviews its program biennially to determine its effectiveness, to implement any necessary changes, and to ensure that the required disciplinary sanctions are consistently enforced. Refer to the Student Handbook for detailed information concerning:

- (1) Mercy College's policies on substance abuse and alcoholic beverages.
- (2) College sanctions for violation of these policies.
- (3) Criminal sanctions for the illegal possession or distribution of drugs and alcohol.

- (4) Health risks of drugs and alcohol.
- (5) Places where one can receive help concerning the abuse of alcohol and drugs.

## Textbooks

Textbooks are available for student purchase at the campus bookstores located at the Dobbs Ferry and Bronx campuses, as well as online at [www.mercy-dobbs.bkstr.com](http://www.mercy-dobbs.bkstr.com) for Dobbs Ferry, Manhattan, Yorktown, and online students; or [www.mercy-bronx.bkstr.com](http://www.mercy-bronx.bkstr.com) for Bronx students.

Textbook pricing information for required and recommended materials for each class is available on the bookstore website.

## Honor Societies

### Business

Students in the Business graduate programs have the opportunity to become members of the Delta Mu Delta International Honor Society in Business. The mission of Delta Mu Delta is to recognize students for their outstanding academic achievement in business. The Society has over 160 active chapters and offers members numerous benefits, including networking, leadership, and scholarship opportunities to help build their résumés. Membership in Delta Mu Delta is an indication to prospective employers that members have distinguished themselves scholastically.

### Counseling

Students in the graduate programs in Counseling and in School Counseling have the opportunity to become members of Pi Gamma Mu, the National Honor Society founded in 1924 for the purpose of encouraging, stimulating, and maintaining scholarship in the Social and Behavioral Sciences. Membership is open to graduate and undergraduate men and women who are making the study of Counseling one of their major interests and who meet the appropriate qualifications.

### Education

Students in the graduate programs in Education have the opportunity to qualify for membership in Phi Delta Kappa, the professional society for educators, administrators, and graduate students. Its goals are to promote research, service, and leadership in education. Phi Delta Kappa International is a worldwide organization with over 100,000 members.

### Nursing

Students in the graduate programs in Nursing have the opportunity to become members of the Zeta Omega Chapter of Sigma Theta Tau, the International Honor Society of Nursing. The Zeta Omega Chapter, comprised of baccalaureate and masters nursing programs at Mercy College, the College of New Rochelle, Dominican College of Blauvelt, and Pace University, was chartered in 1984. The organization recognizes superior achievement and development of leadership qualities, fosters high professional standards, encourages creative work, and strengthens commitment to the ideals of the profession.

### Psychology

Students in the graduate programs in Psychology and in School Psychology have the opportunity to become members of Psi Chi, the National Honor Society founded in 1929 for the purpose of encouraging, stimulating, and maintaining scholarship in Psychology.

Membership is open to graduate and undergraduate men and women who are making the study of Psychology one of their major interests and who meet the appropriate qualifications.

## **Professional Societies**

### **Society for Human Resource Management — Student Chapter**

The Society for Human Resource Management is a non-profit association for human resource management professionals. Founded in 1948, the Society for Human Resource Management serves over 44,000 human resource professionals in a wide variety of U.S. and international organizations. The Mercy College Student Chapter was chartered to provide projects and activities related to the human resource field and to promote networking with human resource professionals. Students interested in membership should contact the Graduate Program in Human Resource Management at 914-674-7632.

### **National Student Speech-Language-Hearing Association (NSSLHA)**

The National Student Speech-Language-Hearing Association (NSSLHA) is the student chapter of the American Speech-Language-Hearing Association (ASHA). NSSLHA publishes the NSSLHA Journal and the Clinical Series. Members also receive Asha Magazine and two additional ASHA journals of their choice. Students interested in membership should contact the Communication Disorders Program at 914-674-7340 or ASHA.

### **The Assembly of Student Delegates of the American Occupational Therapy Association**

The Assembly of Student Delegates of the American Occupational Therapy Association (ASD) provides a mechanism for the expression of student concerns and offers a means whereby students can have effective input into the affairs of the American Occupational Therapy Association (AOTA). ASD promotes the well-being of students, enhances their knowledge of the profession, and facilitates the sharing of ideas. Students interested in membership should contact the Occupational Therapy Program at 914-674-7815, or [www.aota.org](http://www.aota.org).

### **The Physician Assistant Student Society**

The Physician Assistant Student Society is Mercy College's chapter of the Student Academy of the American Academy of Physician Assistants (SAAAPA). The SAAAPA was established by the American Academy of Physician Assistants (AAPA) to represent physician assistant students throughout the country. The mission of the Mercy College Physician Assistant Student Society is to support the professional and personal growth of PA students, to increase public awareness of the profession and to promote disease-prevention and health. Students interested in membership should contact the Graduate Program for Physician Assistant Studies.

### **The Student Assembly of the American Physical Therapy Association**

The Student Assembly of the American Physical Therapy Association (APTA) represents thousands of student members. All student members automatically become part of the Student Assembly and can participate in APTA's governance as an officer or liaison. Members receive numerous publications including Today's Student in Physical Therapy, Physical Therapy, PT Bulletin and others. Applications can be obtained in the Physical Therapy office or from APTA at 800-999-APTA, ext 3395 or 3124.

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# Graduate Admissions

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## Admission Requirements

Requirements for admission and matriculation include:

- A completed application for admission with the nonrefundable fee. (Please see the Tuition and Fees section of the catalog.)
- Applicants for admission to graduate study must hold a bachelor's degree from an accredited American college or university, or the equivalent degree from a foreign college or university. Applications generally have a cumulative GPA of 3.0 or higher. Applicants with a lower average may be considered for admission with special parameters based on professional experience. The student will be required to complete a specified number of credits with an overall GPA of 3.0 to continue in the program. Some graduate programs are dual degree programs (B.S./M.S.) that have unique credit requirements. Please note that certain graduate programs may require additional documentation for the assessment of qualifications for admission. Additionally, please see specific program information and requirements in the appropriate section of this catalog.
- An assessment of qualifications for admission by the specific program director or designee.

Please note a student can only be matriculated and enrolled in one program at a time.

Full immunization compliance is required for registration. Please see the immunization compliance requirements on the next page.

All applicants whose native language is not English must demonstrate proficiency in English. The evaluation must measure reading, writing, speaking and an understanding of the spoken language at a level appropriate for graduate studies. Proficiency will be determined by a standardized test such as the Test of English as a Foreign Language (TOEFL) or a test(s) approved by the dean of the School of Liberal Arts.

Students who have studied at institutions of higher education in other countries must present original transcripts and official translations as part of the admissions submission. Mercy College Office of Admissions will make the final official evaluation of international transcripts; however, all students are required, at their own expense, to obtain an evaluation of their transcripts by a NACES (National Association of Credential Evaluation Services) certified evaluation agency (e.g., WES, SpanTran, ECE). Such evaluations should be sent by the agency directly to the Student Services Support Center at Mercy College. A complete list of NACES members can be found at [www.naces.org](http://www.naces.org). The criteria for accepting international degrees and credits are the same as that for degrees and credits from U.S. colleges and universities.

For more information for international students, please see the section on international students.

Qualified applicants are admitted without regard to race, religion, national or ethnic origin, gender, sexual orientation, marital status, age or physical disability.

## Admission Procedures

Applications may be submitted by mail, in-person or online to the Office of Admissions of Mercy College. An application for admission may be obtained by calling the Office of Admissions at 877-MERCY-GO (637-2946) or on our website at [www.mercy.edu](http://www.mercy.edu). Official transcripts, (evaluations and translations if required,) should be sent directly to the Mercy College Office of Admissions. Once all documentation is received by the Office of Admissions, including the program director's assessment of qualification for admission, notification of the college's decision will be sent. Check your program for additional procedure and requirement information.

## Criminal Background Checks

Several graduate programs require outside placement for clinical experience as part of their program of study. Students should be aware that many hospitals, schools, child care facilities and nursing homes now require criminal background checks of all people working in their settings due to state legislation and accreditation requirements. The completion of the criminal background check and their costs are the responsibility of the student. Students may be required to update their criminal background check each year. Each training site will be informed of the results of the background check prior to placement at the site. Refusal to complete the background check, or multiple rejections from external placements due to information in a student's background check may prevent the student from participation in an external clinical experience. If a student cannot complete the mandatory student placement, continuation in the program will not be permitted. For further details, students are advised to see their program director.

## Registration in Classes

Registration in graduate classes does not imply that the student has been accepted as a candidate for a degree. Initial registration to any graduate program must be authorized by the program director or designee. Some programs do permit six credits as a non-matriculant. The Teacher Education programs may permit up to 18 credits as a non-matriculant in specific programs to satisfy certification requirements. Acceptance to degree candidacy is contingent upon the student obtaining matriculated status and satisfying all admission and program requirements of the graduate program being pursued. A student can only be matriculated and enrolled in one program at a time.

## New York State Department of Health Immunization Program

Students attending colleges and universities in New York State are required to present proof of immunity against measles, mumps and rubella. Students born before January 1, 1957 are exempt from this requirement. Additionally, all students must complete the New York State Meningitis Form. This form is available in the Office of Enrollment Services or online at [www.mercy.edu/vaccine](http://www.mercy.edu/vaccine). Failure to show proof of compliance with this regulation will prohibit students from attending classes.

For further information on the New York State Department of Health Immunization requirements, please contact the Office of Enrollment Services. Additional health requirements may be needed in specific programs.

## Health Insurance Policy

In most of the health profession programs, students are required to maintain health insurance while participating in any off-campus component of the curriculum. Verification of health insurance is required by the program director prior to the start of any off-campus clinical experience.

## Members of the Armed Forces and Veterans

At Mercy College, the past and present sacrifices made by student veterans in service to our nation are deeply appreciated. For active-duty service members and military veterans who want to advance their education and career in the midst of a rigorous lifestyle, Mercy College enables students to earn a graduate degree from more than 30 degree choices. Mercy College degree programs are designed to meet the needs of even the most demanding military schedule in an affordable, flexible, and individual approach with special emphasis on distance learning, service relevant programs, and second career paths.

Mercy College is an official U.S. Department of Veteran Affairs Yellow Ribbon School, and a G.I. Jobs Top Military Friendly School. It is also recognized as a Service Members' Opportunity College (SOC), providing educational assistance to active-duty service members; a joint member of the Department of Defense Concurrent Admissions Program; and an approved college for the National Guard Tuition Grant Program. Mercy College offers the following benefits for members of the armed forces and veterans:

1. Use of admissions procedures that insure access to higher education for academically qualified military personnel.
2. Evaluation of learning gained through military experiences and academic credit awarded where applicable to the service member's program of study.
3. Evaluation of non-traditional learning and awarding of academic credit for such learning where applicable to the service member's program of study.
4. Evaluation of requests for inter-institutional transfer of credits and acceptance of such credits whenever they are appropriate to the service member's program and are consistent with the College's curriculum.
5. Flexibility to service members in satisfying residence requirements by making adjustments for military students who transfer when there are other assurances of program balance.
6. Education and student support services for veterans.

### Facts about the Post-9/11 GI Bill®

Mercy College's designation as a Yellow Ribbon school combined with Post-9/11 GI Bill® benefits virtually eliminates any education costs throughout a student's college career. In addition, the Post-9/11 GI Bill® provides up to \$9,000 toward living expenses every semester to eligible Mercy College students. Transitioning from military service to academic life has never been easier thanks to Mercy College and the GI Bill®.

- The education benefit of the Post-9/11 GI Bill® can now be used for undergraduate, graduate, and doctoral degrees.
- There are increased benefit limits, including a housing cost allowance that is paid directly to the veteran.

- The tuition benefit is paid directly to Mercy College. One hundred percent-eligible veterans will have no out-of-pocket tuition costs.
- In certain cases, veteran GI Bill® benefits can be transferred to an immediate family member.

For further information regarding VA Benefits Certification, please contact the Office of Business Operations at 914-674-3104.

## International Students

International applicants who plan to attend Mercy College under F-1 non-immigrant student status should contact the International Students Office and request the I-20 Eligibility Form, other immigration and admissions related materials, and assistance with visa procedures.

The International Students Office provides academic support and immigration advisement for holders of F-1 non-immigrant status in the U.S. Individuals who may be considering a Change of Status (COS) to F-1 International Student, or need information about their eligibility to study in their current immigration status, should contact the International Students Office for support. The office assists members of the Mercy College international community by providing direct support with academic, career, employment, immigration, personal, cross-cultural and financial matters as it serves as a referral source to other college offices and academic departments. The office will advise on immigration matters including, general information on students' rights and responsibilities, assistance with procedures required for transferring institutions, extensions of stay, permission to work and practical training experiences. All F-1 international students must report within 15 days of arrival to the International Students Office of Mercy College with their travel and immigration documents. International students may contact the International Students Office at (914) 674-7284 or [international@mercy.edu](mailto:international@mercy.edu).

Official transcripts from foreign institutions must be evaluated by a NACES, AICE, or AACRO member, or internally, and sent directly to the Admissions Office at Mercy College. International applicants whose primary language is not English are required to submit scores from the Test of English as a Foreign Language (TOEFL) or IELTS (International English Language Testing System). For more information regarding English proficiency requirements, please contact the Office of Admissions at 877-MERCY-GO or write to [admissions@mercy.edu](mailto:admissions@mercy.edu)

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# Tuition, Expenses and Financial Assistance

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## Graduate Tuition

### Per credit hour:

Business Administration .....	\$ 846.00
Communication Disorders.....	\$ 910.00
Counseling .....	\$ 828.00
Cybersecurity.....	\$ 846.00
Education .....	\$ 828.00
English Literature.....	\$ 828.00
Health Services Management.....	\$ 828.00
Human Resource Management.....	\$ 846.00
Nursing.....	\$ 828.00
Occupational Therapy .....	\$ 910.00
Organizational Leadership .....	\$ 846.00
Doctor of Physical Therapy .....	\$ 910.00
Physician Assistant Studies .....	\$ 950.00
Psychology .....	\$ 828.00
Public Accounting.....	\$ 846.00
School Administration & Supervision .....	\$ 828.00
School Psychology .....	\$ 828.00
Web Strategy and Design.....	\$ 846.00

*All credits are charged at the credit hour rate. Please note tuition and fees are reviewed and updated annually. Please refer to the most current term Course Bulletin for current rates.*

## Fees *(All fees are non-refundable)*

### Application Fee

OT/PT/PA/CD.....	\$ 62.00
All other programs.....	\$ 40.00
Maintenance of Matriculation Fee .....	\$ 100.00
(For terms student does not enroll)	
Reinstatement of cancelled registration.....	\$ 100.00
Late Registration Fee (Charged the first week of classes).....	\$ 100.00
Late Payment Fee (per assessment).....	\$ 100.00
Change of Program Fee.....	\$ 15.00
<i>Payable by all students who add and/or drop a course during the period from the first day of term or semester to the end of late registration.</i>	
Challenge Exam Fee (for BIOL 305, BIOL 316, BIOL 317).....	\$ 80.00
Returned Check Fee.....	\$ 20.00
Transcript Fee	
(official).....	Free

(student copy).....	\$ 5.00
Registration Fee:	
12 credits or more per semester.....	\$ 305.00
Less than 12 credits per semester.....	\$ 153.00
Capstone Continuation Fee: One credit of program tuition	

*(The fee will be charged each term, beginning with the third term following capstone registration, including summer terms.) Student can only register for Capstone Continuation for two terms.*

Additional fees may be required for clinical/laboratory courses.

Students in the **Communication Disorders, Occupational Therapy, Physical Therapy, Nursing and Physician Assistant programs** may have additional expenses related to clinical experiences. Clinical sites require students to have their immunization titer values taken (can cost as much as \$300) and to have an annual physical examination to participate in the clinical education component of the programs. Professional malpractice insurance (approximately \$40/year) is required, as is an annual CPR certification course. Some settings in which students complete clinical experiences may require the students to complete criminal background checks through the state bureau of investigation, fingerprinting (approximately \$100), central registry check for child abuse charges, and/or drug and alcohol screenings. The expenses incurred for this background checks are the student’s responsibility.

## Payment Policy

Tuition, fees and all other charges are due as follows by academic term:

<b>Summer</b>	Three weeks prior to the first day of the term
<b>Fall</b>	Three weeks prior to the first day of the term
<b>Winter</b>	Upon registration
<b>Intersession</b>	Upon registration
<b>Spring</b>	Three weeks prior to the first day of the term

You will be required to complete a Student Acknowledgement Statement and Method of Payment Information Form prior to registering for classes each term. The forms are available online via MercyConnect. This information will be used to assist you in completing your payment arrangements each term.

Arrangements for payment in installments may be made with specific monthly payment plan providers or directly with Mercy College. For additional information regarding payment plan option, please contact either the Office of Student Accounts or the Office of Enrollment Services. These arrangements must be made as of the above outlined dates. Payment may be made by MasterCard, VISA, AMEX, Discover or debit cards with appropriate credit card logos. All tuition and fees are subject to change without prior notice. Any student who has an overdue balance will be subject to late fees, and will not be able to participate in the registration process, receive transcripts, and remain in residence at the College or use college services and facilities. Students are responsible for balances incurred due to the loss or reduction of financial aid or other credit originally anticipated due to her/his ineligibility, lack of attendance, incomplete paperwork or for any other reason.

Many Mercy College students may be eligible for Financial Aid in the form of Scholarships, Grants, Loans, and Work Study from Federal, State, Institutional, and /or Private sources. Tuition payment may be deferred based upon anticipated receipt of the awards that have been processed by the Office of Enrollment Services prior to billing due dates and in accordance with the Federal, State, and Institutional Deadlines. All financial aid awards are conditional upon the successful and timely completion of all related and required paperwork. Therefore if, for any reason, financial aid awards are not disbursed, the full balance of tuition and fees is due and payable upon demand to Mercy College. Should it be necessary to place a delinquent account with a collection agency, all fees, including reasonable attorney fees, become the responsibility of the student.

Resident students should be aware that the due dates for their financial arrangements are different from the dates for the at-large student population. Please read the housing agreement carefully.

Notwithstanding anything contained in this catalog, the College administration expressly reserves the right, whenever it deems advisable: (1) to change or modify its schedule of tuition and fees, and (2) to withdraw, cancel, reschedule, or modify any course, program of study, or degree, or any requirements in connection with any of the foregoing.

For questions regarding billing or payments please contact the Student Services Support Center at 888-464-6737.

## Refunds

When a student officially withdraws from any course or courses by filing a formal withdrawal notice (Drop / Add Form) with the Office of Enrollment Services, refund of tuition will be made according to the below outlined schedule. See the course bulletin for specific refund dates. The date of withdrawal is the date upon which the formal withdrawal notice is received. Withdrawal may be processed at the Office of Enrollment Services or via the Web at Mercy Connect. Fees are non-refundable once courses begin.

<i>Semester - Date of Withdrawal*</i>	<i>Tuition Refund</i>
Prior to second week of scheduled course meetings.....	100%
Prior to third week of scheduled course meetings .....	80%
Prior to fourth week of scheduled course meetings .....	50%
During or after the fourth week of scheduled course meetings .....	No refund

<i>Quarter and Trimester - Date of Withdrawal*</i>	<i>Tuition Refund</i>
Prior to second week of scheduled course meetings.....	100%
Prior to third week of scheduled course meetings .....	80%
During or after the third week of scheduled course meetings.....	No Refund

<i>Four Week Sessions - Date of Withdrawal*</i>	<i>Tuition Refund</i>
Before the second class meeting per session.....	100%
Prior to third class meeting per session.....	80%
After the third class meeting per session .....	No Refund

*\*See current course bulletin for specifics regarding addition of terms and dates.*

This refund policy may not apply to international students who enter the United States under the terms of their international contract with Mercy College or to students receiving discounted tuition.

Students who have elected to pay on the installment plan are responsible for completing all payments if they withdraw during or after the third week of the term.

## Financial Assistance

The general college policy for processing financial assistance for our students is to do so in an efficient, equitable and accurate fashion for all students. Specifically, the Office of Enrollment Services strives to provide access to the maximum number of resources at the maximum value possible for a student to fund his/her education.

In addition, the Office of Enrollment Services always strives to process all types of financial aid (federal, state, and institutional) in accordance with the U.S. Department of Education (DOE), the NYS Higher Education Services Corporation (HESC), and all other governing association mandated policies and procedures.

Mercy College utilizes the U.S. Department of Education Free Application for Federal Student Aid (FAFSA) to determine federal and institutional aid eligibility for a given academic year. Eligibility for state funding is determined by the NYS HESC Electronic TAP Application (ETA).

All students requesting financial must file the previously mentioned FAFSA Application. The College recommends that students file this application electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You must include the federal code for Mercy College to ensure that your application is forwarded to both the College and to HESC. The federal code is **002772**.

Once the application has been filed with the DOE, the processed application, the resulting Institution Student Information Record (ISIR), is forwarded to the College and to HESC electronically. Upon receipt of the ISIR record, the College will generate a comprehensive financial aid package. This information, along with supporting information will be sent to each student in the form of an official Notice of Award for the academic year. This information will also be available via Mercy Connect.

Students must file a FAFSA Application every year to be eligible for financial aid in a given academic year. The priority filing dates are as follows:

February 15 for the Academic Year: fall, spring, summer

February 15 of the fall term only

October 1 for the spring and summer terms

Meeting the priority filing dates ensures the ability of the Office of Enrollment Services to complete all the required processes to generate a comprehensive financial aid package in a timely manner. Failure to meet the above priority deadlines may result in the loss of federal, state and/or institutional aid.

Financial aid funds are credited to a student's account when eligibility requirements are satisfied for the given term (generally the fourth or fifth week of the term).

The U.S. Department of Education randomly selects FAFSA applications for a mandated Verification Process. This process requires the College to request, collect and review specific data elements of the received ISIR record. The verification process may result in a revision to a prior comprehensive financial aid package. A revised Notice of Award will be generated and sent to applicable students.

Selected students will be notified in writing by the Office of Enrollment Services of selection for verification. This notice will detail all required documents that must be submitted to the College within two weeks of the date of the notice. Failure to comply with the verification request will result in the loss of all financial aid (federal, state, and institutional) funding. The student will then be responsible for the full balance due on the account.

To maintain eligibility for financial aid in subsequent academic years, a student must meet the following criteria:

1. Re-file the FAFSA and the ETA within the priority deadline.
2. Maintain minimum Satisfactory Academic Progress as defined by the federal and state agencies (detailed further later).
3. Maintain minimum academic requirements for academic scholarships.
4. Maintain minimum enrollment criteria for respective aid programs.
5. Complete and submit all required Verification Processes (if requested).

## **Federal Financial Aid Programs**

The FAFSA application is required to determine potential eligibility for all federally funded financial aid programs. Additionally, a student must meet the following criteria:

1. Be a U.S. citizen or an eligible non-citizen (Permanent Resident).
2. Have a valid Social Security Number.
3. Be enrolled as a matriculated student in an eligible degree-granting program.
4. Be registered for the selective service (if applicable).
5. Demonstrate need (as defined by the DOE) for the grant, work-study and subsidized loan programs.
6. Not be in default or in an overpayment situation for any federal grant or loan program.
7. Maintain the minimum academic requirements (as detailed later).

### **The academic eligibility requirements for financial aid are as follows:**

1. Maintain a cumulative grade point index during each academic year at or above the minimum standard as outlined in the below detailed chart.
2. Completed the minimum number of degree credits (or greater) as outlined in the below detailed chart.
3. Register for courses that are applicable to the matriculated degree; course work not applicable to the matriculated degree are not eligible for consideration in determining a student's eligibility for aid.

## Satisfactory Academic Progress

For purposes of determining financial aid eligibility under Title IV of the Higher Education Act (HEA) of 1965, all institutions, including Mercy College, must establish reasonable standards for measuring whether a student is maintaining satisfactory academic progress (SAP). On October 29, 2010, the Secretary of Education published final rules aimed at improving the integrity of programs authorized under Title IV of the HEA. Effective July 1, 2011, institutions must comply with the published regulations that impact SAP. The Office of Enrollment Services has implemented its satisfactory academic progress policy to comply with said regulations.

Mercy College students who do not make satisfactory academic progress towards their degree will not be eligible for the following Federal Title IV aid programs:

- Federal Work Study Program
- Federal Direct Loan Programs, unsubsidized loans
- Federal Direct Graduate PLUS Loan Program

In addition, students who do not meet satisfactory academic progress will not be eligible to receive institutional (Mercy College-based) grants and scholarships. NOTE: Students receiving academic scholarships must also meet the criteria outlined in the initial scholarship notification letter.

The Office of Enrollment Services will review academic records annually after each spring term to monitor that students are making progress towards degree completion. Students are required to maintain qualitative and quantitative standards, and may not exceed the maximum time frame for their program.

### Qualitative Measure Standards

To maintain the qualitative standards of satisfactory academic progress, students must meet the cumulative GPA at the end of each academic year, as outlined in the charts below. The 'end' of an academic year is defined as the end of the spring term of each academic year, regardless of the term an individual student began his/her studies with the College in a given academic year. Graduate students who have attempted one or more credits must have a minimum of a 3.0 GPA at the end of each academic year.

### Quantitative Measure Standards

#### *Cumulative Progress*

To quantify academic progress, students must successfully earn credits toward their degree greater than or equal to 67 percent of the credits attempted. For example, if a student has attempted 24 credit hours, they must earn 16 credits of those attempted ( $16 \text{ earned credits} / 24 \text{ attempted credits} \times 100\% = 67\%$ ).

#### *Maximum Time Frame*

The number of credit hours for which a student may receive federal financial aid may not exceed 150 percent of the credit hours required to complete the academic program's published length. For example, if a student is enrolled in a master's program that requires 48 credit-hours for completion then 72 hours is the maximum number of attempted hours permitted relative to federal student aid eligibility ( $150\% \times 48 \text{ credit-hours}$ ).

## Determination of Attempted Credits and Earned Credits

The College includes all courses attempted at Mercy College plus course work accepted as transfer credit towards the student's declared major in the quantitative measurement in determining successful SAP. This also includes courses taken via a Consortium Agreement. Earned hours include all courses which a passing grade was received (A, B, C, D). All withdrawn courses (W, FW) and failed courses (F) are counted as unearned hours in the calculation. Repeated courses are counted in the attempted hours and are taken into consideration for the maximum allowed hours for completion toward the degree.

### 1. Remedial Courses

Since remedial courses and the remedial component of developmental and compensatory courses do not carry degree credit, enrollment in these courses will not result in the inclusion of the non-credit portion as cumulative attempted credits.

### 2. Withdrawals

Withdrawals as part of the program adjustment period will not be included as cumulative attempted credits. Withdrawals which are recorded on a student's permanent record will be included as cumulative attempted credits and will have an adverse effect on a student's capability to meet the appropriate standard.

NOTE: Retroactive "non-punitive" administrative withdrawal activity may result in the requirement for the student to repay any assistance received as a result of the student's enrollment at the time of receipt of the student assistance funds.

### 3. Incomplete Grades

Courses with incomplete grades are included as cumulative attempted credits. However, these courses cannot be used as credits earned toward the degree since successful completion is the criterion for positive credit accumulation. Incomplete grades will be treated as an F when calculating a student's cumulative GPA for the purpose of determining whether a student has maintained the qualitative standards of satisfactory academic progress.

If the student fails to meet the appropriate standard for credit accumulation due to the lack of successful completion grades for these courses, the recording of successful completion grades within a term which brings the accumulated credit level to the appropriate standard will restore eligibility for the term and subsequent terms within the academic year.

### 4. Repeated Courses

Successfully completed courses can generally be accepted toward degree requirements once. However, each time a student attempts a course, it is included as part of the cumulative attempted credit record. Therefore, repeated courses — regardless of the prior grade — reduce a student's capacity to meet the appropriate credit accumulation standard.

## Treatment of Non-Standard Situations

### 1. Readmitted Students

Upon readmission after at least a one-year period of non-reenrollment, the student will receive assistance for the terms in the academic year of readmission and will be evaluated for future eligibility at the end of the spring term against the appropriate standard for the degree program for which the student is enrolled. The student's previous academic history will be included as part of the calculation. If a student is readmitted after less than one year of non-enrollment, the academic record will be evaluated for satisfactory academic progress under these standards as the record stood at the end of the last term of attendance.

## 2. Transfer Students

Transfer students shall have their status initialized for purposes of satisfactory academic progress measurement by using the number of credits determined to be acceptable toward the degree as both the students' cumulative attempted credits and cumulative earned credits.

## 3. Second Degree Students

Students enrolling for a second degree, either baccalaureate or graduate, shall have their status initialized for purposes of satisfactory academic progress measurement by using the number of credits determined to be acceptable toward the degree as both the students' cumulative attempted credits and cumulative earned credits.

## 4. Change of Major or Degree

A student that changes majors within the same degree must complete the program within the maximum time frame allowed for the new program. Students must be mindful not to exceed the 150% maximum time frame when changing majors.

### **Evaluation and Notification of Federal Title IV aid ineligibility**

The Office of Enrollment Services will review all students' academic records annually at the conclusion of the respective spring term. Students who are not making satisfactory academic progress towards their degree will immediately lose eligibility for future Title IV aid. Students will be notified of their ineligible status via postal mail from the Office of Enrollment Services.

Note: If a student has a grade change or correction to their academic record subsequent to the review process, he/she should notify his Student Services Counselor in writing to request a reevaluation of their Title IV academic progress.

### **Satisfactory Academic Progress for Federal Title IV Aid Appeals**

Although federal regulations do not mandate institutions to offer an appeal process, Mercy College has established a Title IV SAP appeal process. Students who have unforeseen extenuating circumstances that prevented them from making SAP may submit an appeal in writing to the SAP Appeals Committee.

A student may initiate the SAP appeal process by preparing and submitting a written Title IV Satisfactory Academic Progress appeal with all substantiating documentation to his/her Student Services Counselor. The appeal must include (1) a detailed explanation regarding: (a) why the student failed to make SAP (examples of appeal worthy circumstances are: serious physical or mental illness of the student, serious physical or mental illness of a student's immediate family member, death of a student's immediate family member and other extreme circumstances) and (b) what has changed that will allow the student to make SAP at the next evaluation, and (2) a SAP Academic Plan, made in conjunction with the student's Student Services Counselor, that outlines the specific plan/corrective action to improve academic progress.

The SAP Appeals Committee will meet and review the student's submitted documentation. A determination will be made whether the student's appeal will be approved or denied. All appeal decisions are final.

### **Result of Appeal/Reinstatement of Title IV Funding**

A student whose appeal has been granted will receive federal financial aid, but will be expected to meet the terms of his Academic Plan to assure that the student is fully meeting the minimum SAP requirements by the end of the academic year. The approval

of an SAP appeal is related to the renewal of federal and institutional need-based aid only. Students must meet the renewal criteria of NYS and institutional scholarships for their respective renewal of funding.

A student whose appeal has been denied or who has lost eligibility by not meeting the standard without appeal may regain eligibility by leaving the institution for at least one year. Upon readmittance, the student will receive assistance for the terms in the academic year of readmittance and will be subject to SAP evaluation of eligibility at the end of that year.

Students who choose to remain enrolled at Mercy College without the receipt of Title IV Federal Student Assistance may request a review of their academic records after any term in which they are enrolled without such benefits to determine whether the appropriate standards for the degree programs in which the students are enrolled have been met. If the standards are met, eligibility is regained for subsequent terms in the academic year.

Students who choose to remain enrolled at Mercy College without the receipt of Title IV Federal Student Assistance or institutional aid are responsible for all debts owed to the College, including any fees or tuition that may have been incurred during the review process.

## **Census and Aid Disbursement Requirements**

The College faculty is required to complete a census of their respective classes by the end of the add/drop period of each session within a given term. The census information is utilized to confirm that a student has attended his/her registered courses. This information is then utilized during the Financial Aid Packaging Reconciliation Process to confirm financial aid eligibility. Financial Aid eligibility may be adjusted upon the census information. Financial Aid funds will NOT post to respective student accounts until both the Census and Packaging Reconciliation Processes are completed (generally the fourth or fifth week of the term).

## **Withdrawal and Federal Return of Financial Aid Policies (as mandated by the DOE)**

Mercy College is required to prorate financial aid funding to students that withdraw from the College. This process is required for students who withdraw officially (either in person via the Office of Enrollment Services or online via MercyConnect) or unofficially (by ceasing to attend).

Students that officially withdraw prior to attending 60 percent of the term are subject to the prorated calculation. The percentage of aid retained will be applied to all institutional charges. The Return of Funds calculation may result in a balance owed to the College by the student. This balance is the full responsibility of the student.

Students who are determined to have unofficially withdrawn from the College during the end of term grading processes will have the Return of Funds calculated as of the mid-point of the term as outlined by the DOE. This Return of Funds calculation may result in a balance owed to the College by the student. This balance is the full responsibility of the student.

## **William D. Ford Federal Direct Loan Program (DL Loan Program)**

The DL Loan program consists of the following loan products for Graduate students: Federal Unsubsidized Stafford Loans and Federal Graduate PLUS Loans. Both of these loan products are loans in the name of the student.

The value of the Federal Stafford Loan is determined by Congress. The Federal Stafford Loan values for the 2014–2015 Academic Year are as follows:

### **Unsubsidized Stafford Loan \$20,500**

The aggregate federal loan limit for a graduate student is up to \$138,500 as defined by Congress. Graduate student in the Health Professions can borrow up to a total of up to \$224,000 as defined by Congress.

The DOE may deduct an origination fee of up to 3 percent for each loan. Repayment of any federal loan begins either six months after leaving school or once a student enrolls less than half time.

The Office of Enrollment Services will automatically determine eligibility for the Stafford Loan Programs upon receipt of the FAFSA application. Eligibility will be communicated to the student via the comprehensive Financial Aid Notice of Award; the information will also be available via Mercy Connect.

The student may accept the offered loan amount by signing and returning one copy of the Financial Aid Notice of Award. Additionally, the student must complete a Master Promissory Note (MPN) and a Loan Entrance Interview (both included with the Financial Aid Notice of Award packet). Both of these documents can also be completed electronically via [www.mercy.edu](http://www.mercy.edu) (via the Student Services web page).

Federal Loans must be disbursed minimally in two installments (whether the loan is for one term or multiple terms within an academic year). Additionally, Federal Loan funds for newly enrolled students at the College are eligible for disbursement 30 days after the first day of the term (as required by the DOE).

## **Federal Direct Graduate PLUS Loan**

Graduate students may borrow up to the cost of education less any financial aid and Federal Stafford Loans each academic year. The interest rate is determined by Congress. Repayment commences 60 days after the final disbursement of the loan in an academic year. However, students are eligible to defer repayment until after leaving school.

Students requesting a Federal Direct Graduate PLUS Loan must notify the Office of Enrollment Services of approval of the Federal PLUS Loan and the value of the loan requested. Additionally, the student must complete a Federal Direct Graduate PLUS Master Promissory Note (MPN) Graduate PLUS Loan Entrance Interview and submit copies of both the Office of Student Financial Services. Both of these documents can be completed electronically via [www.mercy.edu](http://www.mercy.edu) (via the Student Services web page).

Federal Loans must be disbursed minimally in two installments (whether the loan is for one term or multiple terms within an academic year). Additionally, Federal Loan funds for newly enrolled students at the College are eligible for disbursement 30 days after the first day of the term (as required by the DOE).

## **Veteran Administration Education Benefits (VA Benefits)**

There are a variety of Education Related Benefits available to Veterans of each of the military branches and their dependents. Mercy College is approved to conduct graduate level programs to Veterans. Benefits generally cover tuition, fees and education related expenses. Detailed information is available from the Offices of Veterans Administration.

## **NEW YORK STATE FINANCIAL AID PROGRAMS**

### **New York State Regents Professional Opportunity Scholarships**

New York State Regents Professional Opportunity Scholarships are offered by the State Education Department for full time study in approved programs leading to licensure in professions designated by the Commissioner of Education. Scholarship winners will receive awards from \$1,000 to \$5,000 in an academic year for up to four years for educational expenses. A service obligation to practice in the State of New York is expected of any scholarship recipient.

Scholarships are awarded for study leading to a Master's Degree in the following licensed professions: Acupuncture, Communication Disorders, Occupational Therapy and Physical Therapy. For application information, please contact: The State Education Department, Office of Equity and Access, Bureau of Higher Education Opportunity Programs, VATEA, COPS & Scholarships, Room 1071 Education Building Annex, Albany, NY 12234 or phone the office at 888-NYS-HESC.

### **New York City Department of Education Scholarships**

Students accepted into the graduate Occupational Therapy and Physical Therapy programs are eligible for scholarships with the New York City Department of Education. These scholarships are renewable for a second year as funding permits. Additionally, the Communications Disorders Program also participates in the Expanded Capacity Initiative provided by the New York State Education Department and the New York City Department of Education. Students interested in receiving information and an application should call the New York City Department of Education Office of Related and Contractual Services at 212-374-1081.

### **Scholarships and Other Financial Aid Programs**

#### **Campus Employment**

Campus employment is available for students who have demonstrated academic potential and a willingness to earn some of their college expenses. Job assignments are made on the basis of financial need and the skills required for available positions. Students work 12–20 hours per week at the prevailing rate of pay.

#### **College Health Service**

Positions are available in the Health Service Office for students in the Graduate Nursing Program. For full tuition reimbursement, students work an equivalent number of weekly hours to the number of weekly hours of instruction.

### **Communication Disorders**

Scholarships, fellowships, and other forms of financial assistance are available for study in speech-language pathology. Interested students should contact ASHA at 800-638-8255 or 301-897-5700.

### **Graduate Assistantships**

Graduate assistantships are available for students who have demonstrated academic potential and a willingness to earn some of their college tuition. Tuition remission is granted based on the number of hours worked in a specific academic or college department. Interested students should contact the office of the dean of Graduate Studies.

### **Dr. J. Mae Pepper Graduate Nursing Scholarship**

This academic scholarship was established as a living memorial to Dr. J.M. Pepper, Chair of Nursing, 1981–1997. Graduate students who have successfully completed NURS 540 and maintained a 3.5 average are invited to apply. Scholarships are awarded annually.

### **Graduate Program in Human Resource Management Academic Excellence Award**

Graduate students who have successfully completed 27 credits and maintained a 3.5 cumulative GPA are invited to apply. The award is presented at the Graduate Program in Human Resource Management Convocation.

### **Occupational Therapy**

Scholarships, fellowships, and other forms of financial assistance are available for study in Occupational Therapy. Interested students should contact AOTA at 301-652-2682 or [www.aota.org](http://www.aota.org).

### **Physical Therapy**

Scholarships, fellowships and other forms of financial assistance are available for study in Physical Therapy. Interested students should contact 800-999-APTA.

### **Nursing, Health, and other Philanthropic Organizations**

Scholarships, fellowships and other forms of financial assistance are available for advanced study in nursing from various nursing, health, and other philanthropic organizations. Interested students should contact the director of the Graduate Program in Nursing for further information.

### **Tuition Reimbursement Plans**

Many employers offer tuition reimbursement plans. Contact your employer regarding available assistance.

### **Veterans' Benefits**

Veterans and their dependents are encouraged to contact the Office of Veteran Affairs for further information.

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## Program Advisory Boards

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### COMMUNICATION DISORDERS

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**Glen Belkin, M.D.**

Adolescent Psychiatry & Pediatric Psychiatry  
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**Cheryl Gainer, RN, M.S.**

Health Care Executive

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Director, Long Term Care  
Ombudsman Program  
Mental Health Association

**Anne Kauffman Nolan, M.P.H.**

President and Chief Executive Officer  
Hudson River Health Care/  
Peekskill Health Center

**Suzanne Swanson, B.S.**

Former County Legislator  
County of Westchester  
District #3

**Arthur Weintraub, M.P.A.**

President (retired)  
Northern Metropolitan Hospital Association

## MERCY COLLEGE MBA/STRATEGIC CONSULTING INSTITUTE

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**Manny Alas**

Partner

Price Waterhouse Coopers (PwC)

**Kim Blomker**

Director of Finance -

Talent Development Programs

IBM

**John Brown**

Group Managing Director,

UBS Wealth Management

UBS

**Sal Calta**

VP Business Transformation,

Office of the CIO

IBM

**Sally Caputo**

President

Association of Management Consulting

Firms (AMCF)

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Associate Business Dean

Mercy College

**Maureen Cross, M.S.**

Advisory Board Secretary

Assistant Director, MBA and Strategic

Consulting Institute

Mercy College

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**Devin Fitzgerald**

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Goldman Sachs

**William Fuessler**

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**Carmine Giuliani**

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Mercy College

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**Raymond L. Manganelli, Ph.D.**

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Chair, MBA / Graduate Business Programs

Mercy College

**John Power**

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CEO, Mark My Media

**Manuel Ron**

Principal

Foreign Capital Analytics & Economics

**James Ryan**

Adjunct Professor

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Former: Managing Director -

HSBC Securities, UBS, JP Morgan

**Lisa Von Redden**

Director

Bank of America / Merrill Lynch

**Denise Walsh, Ph.D.**

Associate Dean, Graduate Nursing

Molloy College

**Ed Weis, Ph.D., J.D., CPA, CFA**

Dean, School of Business

Mercy College

## NURSING

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Chair, Nursing  
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## OCCUPATIONAL THERAPY

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The Hebrew Home and Hospital  
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**Susan Goldberg**

Hand Rehab Group of Westchester  
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**Manisha Joshi**

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**Anjum Lone**

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**Izel Obermeyer**

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**Jane Soodalter**

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Mercy College OTA Program  
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**Tara Sullivan**

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Valley Cottage, NY

**Jeffrey Tomlinson**

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Andrea Weill-Schwartz  
Lawrence Hospital  
Bronxville, NY

**Andrea Weill-Schwartz**

Lawrence Hospital  
Bronxville, NY

## PHYSICAL THERAPY

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**Ellen Lobel, P.T.**  
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**Lynn Poirier, P.T.**  
Masonicare, Home Health &  
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**Hemansu Mangal, P.T., DPT**  
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**Jacqueline Velez**  
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**Mary Wainwright P.T., DPT, NCS**  
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**Nana Fofana, M.P.S., PA-C**  
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# School Advisory Boards

---

## School of Business

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Time Warner

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**Robin L. Douglas '87**

President  
African-American Chamber of Commerce

**Gregory J. Garville**

President  
Union Capital Corp.

**Mary Grande**

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KPMG

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Valley Hospital

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**Michael Hayes**

Partner  
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**Edward T. Mann**

CEO  
Transamerica Leasing-Retired

**Sarah O'Connor, Esq. '80**

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Arch Chemicals, Inc.

**Karen A. O'Mara '79**

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**Jerry Reynolds**

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Nextel Sales-Retired

**Richard A. Rosenblatt**

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## School of Education

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Professor of Psychology  
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NYC Department of Education

**Dr. Lisa Brady**

Superintendent  
Dobbs Ferry Schools

**Dr. Christopher Clouet**

Superintendent  
Tarrytown Union Free School District

**William Dinger**

President  
Sadlier Publishing Company

**Frank Fanelli**

Assistant Superintendent  
Port Chester, USFD

**Dr. Charlotte K. Frank**

Executive Vice President  
The McGraw Hill Companies

**Robert A. Friedman**

Chairman  
Rebeco Sage Capital Management

**Dr. Leon M. Lederman**

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Illinois Math and Science Academy  
Nobel Laureate 1988 (Physics)

**Dr. Roy Levit**

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**Anthony J. Mullen '02**

2009 National Teacher of the Year

**Baroness Pauline Perry**

Life Peer - House of Lords  
Great Britain

**Patricia Puleo '80**

President  
Yonkers Federation of Teachers

**Dr. Joseph Ricca**

Superintendent  
Elmsford, USFD

**Dr. Pola Rosen**

Publisher  
Education Update, Inc.

**Raymond Sanchez**

Superintendent  
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**Dr. Merryl H. Tisch**

Chancellor  
New York State Board of Regents

**Anthony Viscusi**

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Vasomedical, Inc.

**Dr. Wolfgang Waldner**

Austrian Ambassador  
to the United States

## School of Liberal Arts

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The Masters School

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Corporate Citizenship & Corporate Affairs  
IBM Corporation

**Greg Gonzalez**  
Principal  
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**Dennis & Fay Greenwald**  
Former General Counsel  
Dean Witter Financial Services Group  
Former Faculty  
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**Janet Langsam**  
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**Gregory Longworth, J.D.**  
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Regional Aid for Interim Needs, Inc.

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IBM Watson Research Center

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**Kenneth Miller**

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**Stephen Slate**

Executive Director  
Institute for Mediation and Conflict Resolution (IMCR)

**Stan Wiktor**

President  
Central System International

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# Registered Programs (by Campus)

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## Major Concentrations

Most major concentrations are offered at the main campus in Dobbs Ferry (DF). In addition, major concentrations are offered at the branch campuses in Yorktown Heights (YH), the Bronx (BX), Manhattan (MT) and online (DL).

### School of Business

- Business Administration (MBA) (0506) (DF, DL)
- Human Resource Management (0515) (DF, DL)
- Organizational Leadership (0506) (DF, DL)
- Public Accounting (0502) (DF)

### School of Education

- Early Childhood: Birth–Grade 2 (0823) (DF, BX, DL, MT, YH)
- Childhood Education, Grades 1–6 (0802) (DF, BX, DL, MT, YH)
- Adolescence Education (0803) (DF, BX, YH, MT, DL)
- Childhood Education (0802) (DF, BX, YH, MT, DL)
- Early Childhood Education (0823) (DF, BX, YH, MT, DL)
- School Building Leadership (0828) (DF, BX, DL, YH)
- Teaching English to Speakers of Other Languages (1508) (DF, BX, DL)
- Teaching Literacy Dual Certification in Birth–6 and Grades 5–12 (0830) (DF, BX, DL)

### School of Health and Natural Sciences

- Communication Disorders (1220) (DF)
- Nursing Administration (1203.10) (DF, DL)
- Nursing Education (1203.10) (DF, DL)
- Occupational Therapy (1208) (DF)
- Physical Therapy (1212) (DF)
- Physician Assistant Studies (1299.10) (DF)

### School of Liberal Arts

- English Literature (1502) (DL, YT)
- Cybersecurity (0799) (DL, DF, BX)

### School of Social and Behavioral Sciences

- Counseling (2104.10) (DF, BX, DL)
- Health Services Management (1202) (DF, DL)
- Marriage and Family Therapy (1305) (DF)
- Mental Health Counseling (2104.10) (DF)
- Psychology (2001) (DF, BX, DL)
- School Psychology (0826.02) (DF, BX)

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# Faculty of Instruction

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B.A., M.A., St. John's University  
M.A., Teachers College at Columbia  
University  
M.A., Ph.D., New School University  
Pd.M., Mercy College

**Lynn M. Tepper**

Professor Emerita, Behavioral Science  
and Psychology  
B.S., SUNY Buffalo  
M.A., Wayne State University  
M.S., Ed.M., Ed.D., Teachers College at  
Columbia University  
Pd.M., Mercy College

**Joseph A. Trzasko**

Professor Emeritus, Psychology  
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M.A., Ph.D., University of Vermont  
Licensed Psychologist, State of New York  
Pd.M., Mercy College

**Joseph Victor**

Professor Emeritus, Criminal Justice  
B.A., M.A., Seton Hall University  
Ed.D., Fairleigh Dickinson University  
Pd.M., Mercy College

## **FACULTY OF LIBRARIES**

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### **Susan Gaskin-Noel**

Assistant Professor, Library  
B.A., College of New Rochelle  
M.S.L.I.S., Pratt Institute

### **Maureen Clements**

Assistant Professor, Library  
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M.L.I.S., University of South Carolina

### **Haley Collazo**

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M.A., Brandeis University  
M.L.S., Pratt Institute

### **Michele S. Lee-Leite**

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M.S., Mercy College  
Pd.M., Mercy College

### **Judith Liebman**

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B.A., American University  
MBA, Fordham University  
M.L.S., Queens College (CUNY)

### **Mustafa Sakarya**

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M.S.L.I.S., Pratt Institute  
M.A., Mercy College  
M.S.L.I.S., Pratt Institute

### **Tesse Santoro**

Associate Professor, Library  
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M.L.S., Queens Colleg (CUNY)

## **EMERITI FACULTY**

### **W. Bruce Fulton**

Associate Professor Emeritus, Library  
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B.A., University of Oregon  
M.Div., Vanderbilt University  
M.L.S., Vanderbilt University  
Pd.M., Mercy College

### **Srivalli Rao**

Associate Professor Emerita, Library  
B.A., M.A., University of Bombay (India)  
M.L.S., Southern Connecticut State  
University

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# Correspondence Directory

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**Mercy College**  
**555 Broadway**  
**Dobbs Ferry, New York 10522**  
**877-MERCY-GO**

**Weather and Special Events**  
**914-674-7777**

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Concerning:	Write to:
General policies, interests and welfare of the College	Office of the President
Faculty	Office of the Provost
Academic Studies and Regulations	Office of the Provost
Student Life and Student Activities	Division of Student Affairs
Financial and Business Matters	Finance Office
Transcripts and other Official Records	Office of the Registrar
Admissions	Office of Admissions
Student Financial Aid	Office of Enrollment Services
Transfer Students	Office of Admissions
Public Relations	Advancement Office
Contributions to the College	Advancement Office
Alumni	Alumni Relations Office
Veterans' Affairs	Office of Student Accounts

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## Mercy College Directories

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**Tamara Jhashi, Ph.D.**  
Dean, School of Liberal Arts

**Kevin Joyce, M.B.A.**  
Dean of Student Affairs

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Executive Director of Student Management  
Operations and Registrar

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Director of the PACT Program

**Jennifer Lee, M.A.**  
Director of Academic Budgets & Planning

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Executive Director, Media & Innovation

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Chief Student Affairs Officer

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**Joseph Schaefer, M.S.**  
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Executive Director of Student Services

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Senior Associate Provost

**Joan Togliola, Ph.D.**  
Dean, School of Health and Natural Sciences

**Joseph Trentacoste, B.A.**  
Associate Vice President of Student Services

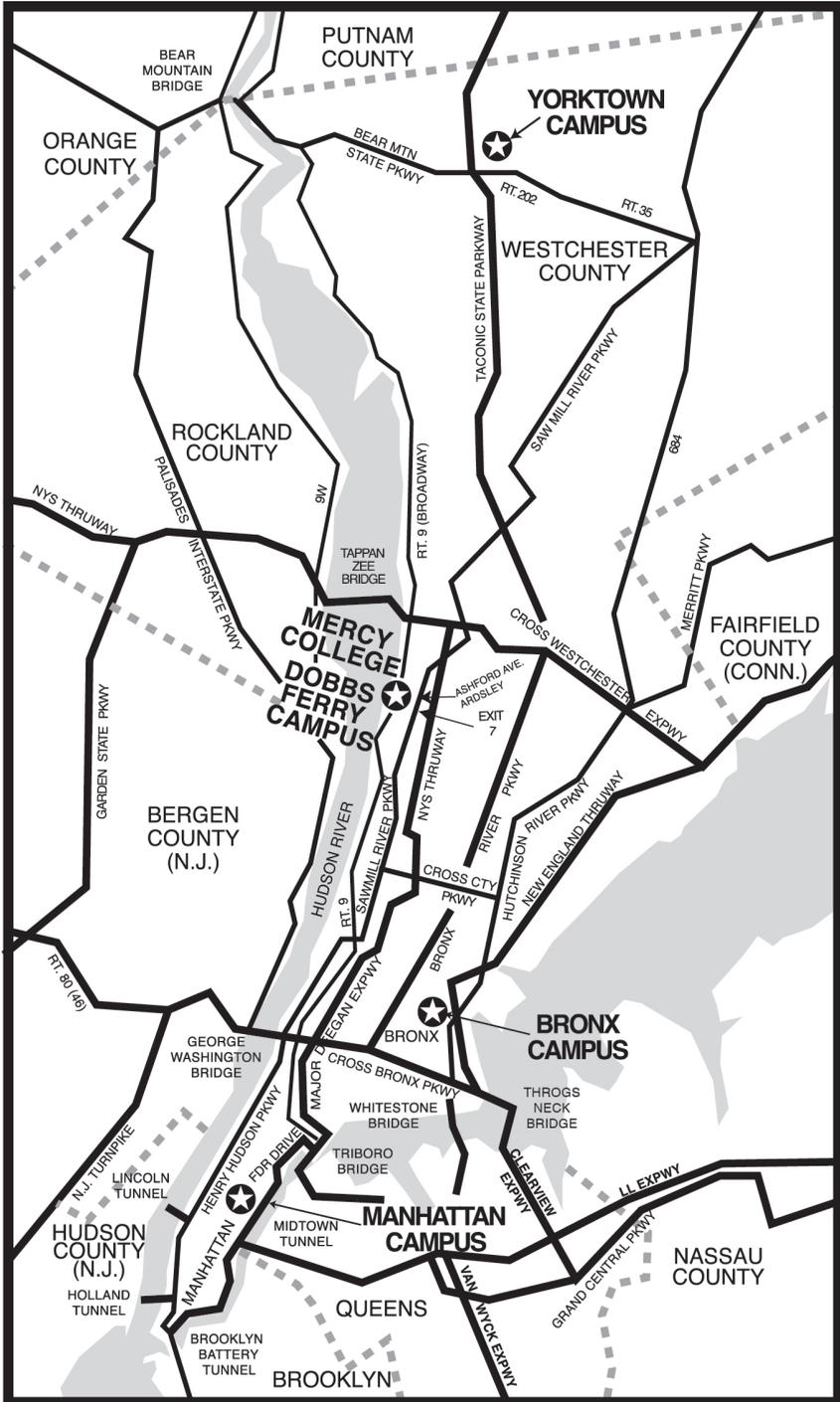
**Vicki Tyler, M.B.A.**  
Director of Institutional Research

**Bernadette Wade, M.B.A.**  
Chief College Advancement Officer

**Ed Weis, Jr., Ph.D., J.D.**  
Dean, School of Business

**Deirdre A. Whitman, M.S.**  
Vice President for Enrollment

# Maps and Directions



## DIRECTIONS TO THE BRONX CAMPUS

1200 Waters Place, Bronx, NY 10461

(718) 678-8899 or 877-MERCY-GO

### By Car:

*From Westchester County/Southern Connecticut via the Hutchinson River Parkway:* Hutchinson River Parkway southbound to Westchester Ave./East Tremont Ave. exit (exit 2). Bear right for Waters Place. Proceed on Waters Place to 1200 Waters Place (Hutchinson Metro Center).

### *From Manhattan via the Triboro Bridge:*

Triboro Bridge toward the Bronx to Bruckner Expressway (I-278) toward the New England Thruway (I-95). From the Bruckner Expressway, exit to the northbound Hutchinson River Parkway. Exit the Hutchinson River Parkway at Westchester Ave./East Tremont Ave. exit (exit 2). Proceed as above.

### *From Queens via the Whitestone Bridge:*

Whitestone Bridge toward the Bronx; from Whitestone Bridge, follow signs to the northbound Hutchinson River Parkway. Exit the Hutchinson River Parkway at Westchester Ave./East Tremont Ave. exit (exit 2). Proceed as above.

### *From Dobbs Ferry via the Hutchinson River Parkway:*

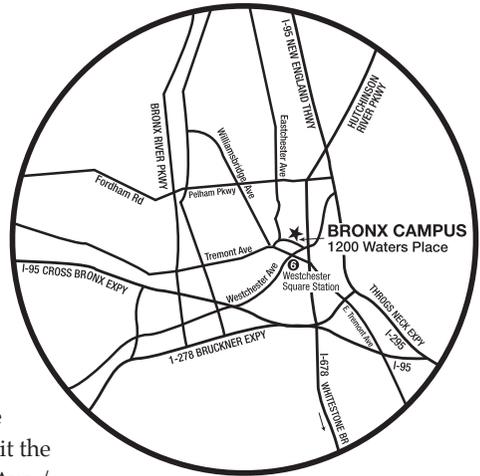
Saw Mill River Parkway southbound or Sprain Brook Parkway southbound to Cross County Parkway eastbound to Hutchinson River Parkway southbound to Westchester Ave./East Tremont Ave. exit (exit 2). Bear right for Waters Place. Proceed on Waters Place to 1200 Waters Place (Hutchinson Metro Center).

### By Public Transportation:

*Subway:* Number 6 line to the Westchester Square stop.

*Bus:* The number 12 stops on Pelham Parkway at Stillwell Ave. The number 21 stops at 1200 Waters Place. The number 31 stops on Eastchester Road at Waters Place.

From Westchester Square, a shuttle bus provides service to the new Bronx Campus, stopping at 1200 Waters Place and at the front door of the campus. Westchester Square is served by the number 6 train and the numbers 14, 40, 42, 4, 31 and 8 buses.



## DIRECTIONS TO THE DOBBS FERRY CAMPUS

555 Broadway, Dobbs Ferry, NY 10522

914-674-7600 or 877-MERCY-GO

*From Lower Westchester County & New York City:*

Saw Mill River Parkway (North):

To Dobbs Ferry Exit. Turn left onto Ashford Avenue. Turn right onto Broadway (Rte 9), continue 1/2 mile to entrance on left.

New York Thruway (North):

To Exit 7, Ardsley. Turn right at end of ramp and continue to traffic light. Turn left onto Ashford Avenue. Follow route as above.

*From Northern Westchester & Putnam Counties:*

Saw Mill River Parkway (South):

To Dobbs Ferry Exit. Exit onto Ashford Avenue. Follow route as above.

*From Rockland & Orange Counties & New Jersey:*

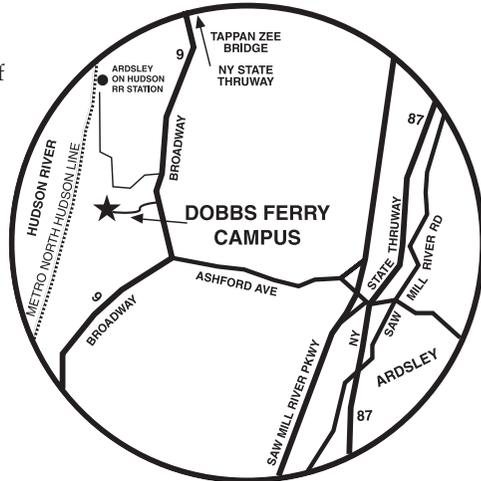
Tappan Zee Bridge:

Exit immediately after toll (Exit 9). Turn left at end of ramp onto Broadway (Rte 9). Continue 4 miles to entrance on right.

*From Westchester County & Connecticut:*

Cross Westchester Expressway (West), to New York Thruway (North):

To Exit 9, last exit before Tappan Zee Bridge. Turn left at end of ramp onto Rte 119. Turn left at traffic light onto Broadway (Rte 9). Continue 4 miles to entrance on right.



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## DIRECTIONS TO THE MANHATTAN CAMPUS

66 West 35<sup>th</sup> Street, New York, NY 10001 (Between 5<sup>th</sup> and 6<sup>th</sup> Avenues)

212-615-3300 or 1-877-MERCY-GO

**By Bus:** All bus lines stop at 34th Street. Take the #5, #6,7,#34 bus to 6th Avenue. Walk one block north on 6th Avenue to 35th Street.

**By Subway:** Take the A,B,D,E,F,N,Q,R,V,W,1,2,3,9 to 34th Street.

**By Train:**

**From Westchester:** Take Metro North (Hudson Line) to Grand Central. Walk south to 35th Street and then west to 5th Avenue. The campus is closer to 6th Avenue.

**From Long Island:** Take the Long Island Railroad to Penn Station and walk to 35th Street.

**From New Jersey:** Take the PATH to 34th Street and walk to 35th Street.

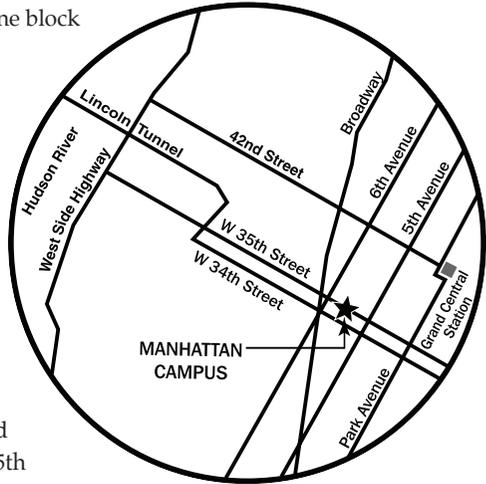
**By Car:**

**From Long Island and Queens:** Take the Queens Midtown Tunnel or the 59th Street Bridge to 35th Street and 5th Avenue. Make a right hand turn onto 35th Street.

**From the Bronx:** Take the Major Deegan North to the Saw Mill River Parkway to the Henry Hudson Highway South. The Henry Hudson Parkway turns into the West Side Parkway. Exit off the West Side Parkway at 39th Street. Take 39th Street to 5th Avenue and make a right to 35th Street. The campus is on the left.

**From New Jersey:** Take the Lincoln Tunnel to 35th Street.

**From Westchester:** Take the Saw Mill River South to the Henry Hudson Parkway. Go South to the West Side Highway to West 39th Street. Take 39th Street to 5th Avenue and make a right to 35th Street. The campus is on the left.



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**DIRECTIONS TO THE YORKTOWN CAMPUS**  
**2651 Strang Boulevard, Yorktown Heights, NY 10598**  
**914-245-6100 or 877-MERCY-GO**

***From Westchester County:***

***Taconic Parkway:*** To Rte 202/35 East. Turn left onto Strang Boulevard. Continue to entrance on left.

**Rte 202/35:**

Turn onto Strang Blvd. Continue to entrance on left.

***From Putnam & Dutchess Counties:***

**Taconic Parkway (South):**

To Rte 202/35 East. Turn left onto Strang Boulevard. Continue to entrance on left.

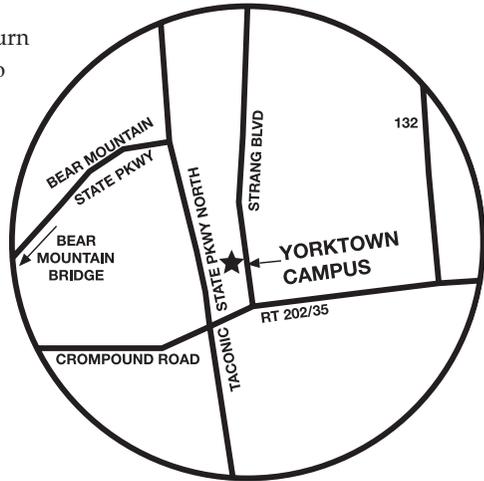
***From Orange & Rockland Counties:***

**Bear Mountain Bridge:**

To Bear Mountain Bridge Road (Rte 6/202), to Bear Mountain State Parkway, to Rte 202/35. Turn left onto Strang Boulevard. Continue to entrance on left.

***From Connecticut:***

**Rte 202:** To Rte 35 (West). Turn right onto Strang Boulevard. Continue to entrance on left.



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## Accreditations

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### Accreditations

Mercy College is fully accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104-2680, 267-284-5000. Documentation describing the institution's accredited status is kept on file in the President's Office. Anyone wishing to review this documentation may request to do so.

The College is registered by the Board of Regents of the University of the State of New York to award associate's degrees, bachelor's degrees and master's degrees as described in the college's current undergraduate and graduate catalogs. For additional information, please contact: New York State Education Department, 89 Washington Ave, Albany, New York 12234, 518-474-3852.

The School of Education is fully accredited by the National Council for Accreditation of Teacher Education (NCATE) and the Council for the Accreditation of Educator Preparation (CAEP). For specific program registration information, please contact: New York State Education Department, 89 Washington Ave, Albany, New York 12234, 518-474-3862.

The Nursing Programs are accredited by the Commission on Collegiate Nursing Education (CCNE). For additional information, please contact: American Association of Colleges of Nursing, 1 Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-463-6930. The graduate Nursing Programs is also accredited by the New York State Board of Regents.

The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). ACOTE's contact information is: ACOTE, c/o Accreditation Department, American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, 301-652-2682, [www.acoteonline.org](http://www.acoteonline.org)

The Physician Assistant Studies program is accredited by the Accreditation Review Commission for Physician Assistant (ARC-PA). For additional information, please contact: John McCarty, Executive Director, ARC-PA, 12000 Findley Road, Suite 150, Johns Creek, GA 30097, 770-476-1224.

The Doctor of Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. The Commission on Accreditation in Physical Therapy Education (CAPTE) is a nationally recognized accrediting agency located at 1111 North Fairfax Street, Alexandria, VA 22314-1488. As part of CAPTE's recognition by the US Department of Education, the agency is encouraged to develop a method for allowing written comments to be provided about physical therapy education programs prior to review by CAPTE. The phone number for CAPTE is 703-706-3245.

The Communication Disorders Program is accredited in Speech-Language Pathology by Council for Academic Accreditation (CAA) in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association (ASHA) 2200 Research Blvd., Rockville MD 20850-3289, 800-498-2071 or 301-296-5700 New York State requires licensure in order to practice as a Speech-Language Pathologist. For further information about licensure, contact the New York State Education Department, Division of Professional Licensing Service (DPLS) at 518-474-3817.

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# Consumer Complaints

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## Consumer Complaints

Mercy College, as an institution authorized to provide postsecondary education in the State of New York, is committed to full compliance with New York State and federal laws requiring that an institution make available to a student or prospective student contact information for filing complaints with its accreditor and with its state approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint. As such, the College provides the following information to all current and/or prospective students:

### Complaint Process

The first course of action for a student with a complaint concerning the College must be to attempt to resolve the complaint directly with the appropriate member of the College's administration. Mercy College seeks to resolve all student concerns in a timely and effective manner. To that end, this complaint process serves as an ongoing means for students to discuss concerns or register formal complaints that pertain to alleged violations of State consumer protection laws that include, but are not limited to: fraud and false advertising; alleged violations of State laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other State or accreditation requirements.

The Student Handbook, found on the Mercy College website, [www.mercy.edu](http://www.mercy.edu), outlines the specific administrative means to address and resolve most, if not all, of the questions and concerns students may have through the complaint process. It is expected that students will fully utilize any/all of Mercy College's administrative procedures to address concerns and/or complaints in as timely a manner as possible. If, however, a student believes that these administrative procedures have not adequately addressed his/her concerns, the following independent procedures are available:

A complaint that concerns educational programs or practices of Mercy College should be directed to:

New York Office of College and University Evaluation  
New York State Education Department  
5 North Mezzanine Albany, NY 12234  
<http://highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>

Complaints concerning programs in fields leading to professional licensure (e.g., nursing) should be directed to:

Office of the Professions  
Professional Education Program Review  
Education Building, 2 West  
Albany, NY 12234

Complaints of consumer fraud on the part of Mercy should be directed to:

Office of the New York State Attorney General  
Justice Building  
Empire State Plaza  
Albany, New York 12223  
<https://www1.consumer.state.ny.us/cpb/CauComplaintForm.html>

Complaints about state student financial aid matters should be directed to the Higher Education Services Corporation (HESC) Customer Communications Center at 1-888-NYS-HESC.

For students who reside out-of-state and are taking Mercy Online distance courses, please contact the agency within your state that handles these complaints. A list can be found at: <http://www.sheeo.org/sites/default/files/Complaint%20Process%20Links%2012-2012.pdf>.

Complaints involving discrimination based on race, color, national origin, age, disability and sex, including sexual harassment, should be filed with the U.S. Department of Education, Office for Civil Rights:

Office for Civil Rights (OCR) – Enforcement Office  
U.S. Department of Education  
32 Old Slip, 26th Floor  
New York, NY 10005-2500  
Telephone: 646-428-3900  
Fax: 646-428-3843  
TDD: 877-521-2172  
Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

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**Dobbs Ferry Campus**

555 Broadway  
Dobbs Ferry, NY 10522  
(914) 693-7600

**Bronx Campus**

1200 Waters Place  
Bronx, NY 10461  
(718) 678-8899

**Manhattan Campus**

66 West 35th Street  
New York, NY 10001  
(212) 615-3300

**Yorktown Campus**

2651 Strang Boulevard  
Yorktown Heights, NY 10598  
(914) 245-6100

**Mercy Online**

Anytime, Anywhere Instruction for Lifelong Learning  
<http://www.mercy.edu/mercyonline>

1 (877) MERCY-GO  
[www.mercy.edu](http://www.mercy.edu)

**Weather and Special Events**

(914) 674-7777