

USF Sarasota-Manatee

UNIVERSITY OF SOUTH FLORIDA - 2007/2008 UNDERGRADUATE CATALOG

USF Sarasota-Manatee: A Source of Economic Development and Community Pride

USF's Sarasota-Manatee campus is currently located on the county line about 60 miles of Tampa. Situated near the beautiful Sarasota Bay and adjacent to the Sarasota-Bradenton Airport, the campus is a convenient and easily accessible location for students coming from the surrounding counties. USF Sarasota-Manatee's new Campus Center opened in the fall of 2006. The 100,000 square foot facility offers 24 classrooms; a 190-seat lecture/exhibition hall; seminar and video-conferencing rooms; computer labs; a daycare center; faculty and staff offices; a technology and learning center; dining facilities; and a training facility for the School of Hotel and Restaurant Management. USF Sarasota-Manatee offers upper-division (junior and senior) undergraduate, graduate, and certification programs. Full and part-time students are provided with a flexible schedule of daytime, evening, and weekend classes to accommodate commitments to work, family and community.

USF has always been on the forefront of economic development in Sarasota and Manatee counties. Leading in the production of teachers, nurses, accountants, business people and community leaders, USF Sarasota-Manatee is educating a workforce that is tremendously important in this economy and community.

In 1974, USF began offering evening courses in education, business and liberal arts at some of the public schools in Sarasota and Manatee counties. In less than a year, the USF Sarasota-Manatee campus opened on a shared site with New College of Florida, providing courses for upper-level undergraduates, graduates, and continuing education students. Now, 32 years later, USF Sarasota-Manatee attracts more than 3,400 students annually to an expanded and growing schedule of offerings that includes more than 800 courses in 39 academic programs. In recognition of its strategic location and in response to feedback from the local community, USF decided to locate its School of Hotel and Restaurant Management on this campus in 2002.

A defining moment for USF Sarasota-Manatee:

Many say the reasons for choosing USF Sarasota-Manatee are small class size and a convenient close-to-home location. USF Sarasota-Manatee has continued to expand its academic and extracurricular offerings, thus more effectively serving the needs of the community.

Noteworthy and popular programs include the School of Hotel and Restaurant Management, and master's degrees in social work, special education, and criminal justice administration. The MA in educational leadership now meets 100 percent of the local needs for school principals and assistant principals.

USF Sarasota-Manatee classes offered at MCC Venice:

USF Sarasota-Manatee offers classes at the Venice location of Manatee Community College (MCC Venice). The first class started in 2004, thanks to a private grant given by the Gulfcoast Community Foundation of Venice. The program is now permanently funded by the state of Florida. USF Sarasota-Manatee at MCC Venice offers classes in business, elementary education, interdisciplinary social science, psychology, and criminology, enabling students to take courses toward a bachelor's degree near where they live or work in the south county area.

In 2007, USF Sarasota-Manatee at MCC Venice began offering master's and certificate programs in Educational Leadership.

List of Majors and Programs: Undergraduate Degrees

College of Arts and Sciences

- Criminology
- English and American Literature
- History
- Interdisciplinary Social Sciences
- Professional and Technical Writing (English)
- Psychology
- Social Work

College of Business

- Accounting
- Finance
- General Business Administration
- Information Systems and Decision Sciences Management*
- Marketing

College of Education

- Early Childhood Education
- Elementary Education
- Secondary English Education*(partial)
- Secondary Social Science*(partial)
- Special Education

College of Nursing

- RN to BSN Nursing

College of Undergraduate Studies

- School of Hotel and Restaurant Management
 - Hospitality Management
- Information Technology
- Bachelor of Applied Science with concentrations in:
 - Business
 - Criminal Justice
 - Early Childhood Development
 - Hospitality Management
 - Public Administration

Certificate Programs:

- Educational Leadership and Policy Studies
- Hotel Management
- Information Technology Management
- Leadership In Developing Human Resources
- Reading Certificate and Endorsement Program
- Restaurant Management

Graduate Certificate Programs:

- Criminal Justice Administration

Graduate Programs

- College of Arts and Sciences
 - Criminal Justice Administration
 - Library and Information Science
 - Rehabilitation Counseling
 - Social Work

College of Business

- Masters of Business Administration

thereby transferring maximum hours to the university. If students transfer without an A.A. degree and have fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements, including ACT or SAT test scores, GPA, and course requirements.

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university. The English Department does not accept Sign Language as a foreign language.

Students should complete the following **prerequisite courses** listed below at the lower level prior to entering the university. If these courses are not taken at the community college, they must be completed before the degree is granted. Unless stated otherwise, a grade of "C-" is the minimum acceptable grade.

ENC 1101 Composition I

ENC 1102 Composition II

or

Six semester hours earned in courses taught in the English Department, **EACH** with 6,000 words of evaluated writing for a **TOTAL** of 12,000 words.

Suggested electives:

AMH 2010 American History I 3

AMH 2020 American History II 3

EUH 2021 Medieval History I 3

EUH 2022 Medieval History II 3

Upper-level coursework in the English Major:

The program in English provides three areas of specialization (divided into three degree-options below):

English and American literature - The primary mission of the literature option is to provide a solid foundation in the study of British and American literature. The program also offers courses in other world literatures in translation, cultural studies, feminist and ethnic studies, and both traditional and more recent critical approaches.

Creative writing - The creative writing option includes training in writing fiction and poetry and study of English and American literature.

Professional and technical writing - The professional and technical writing option combines the study of English and American literature with an introduction to writing found in the professional workplace.

The English Education major is described under the section for the College of Education. Major requirements for English majors are listed below. A grade of "D" will not be counted toward fulfilling the major requirements. Grades of "D" or "F" in English courses will, however, be used in calculating the major GPA unless the course is retaken under the grade forgiveness policy. Students may not use more than one Directed Study toward meeting the major requirements. Transfer students must earn at least 15 hours in the major at USF. A 2.5 GPA in the major is required for graduation.

OPTION I: English and American Literature

Twelve courses (36 hours) as follows:

1. Two of the following:
 - AML 3031 American Literature to 1860
 - AML 3032 American Literature 1860-1912
 - AML 3051 American Literature 1912-1945
2. Four of the following:
 - ENL 3015 British Literature to 1616
 - ENL 3230 British Literature 1616-1780
 - ENL 3251 British Literature 1780-1900
 - ENL 3273 British Literature 1900-1945
 - ENL 3331 Early Shakespeare or
 - ENL 3332 Late Shakespeare
3. Five of the following, at least two of which must be from Group A:
 - Group A
 - AML 4111 19th Century American Novel
 - AML 4121 20th Century American Novel
 - ENL 4122 British Novel through Hardy
 - ENL 4132 British Novel: Conrad to the present

- ENL 4311 Chaucer
- ENL 4338 Advanced Studies in Shakespeare
- ENL 4341 Milton
- LIT 3101 Literature of the Western World Through the Renaissance
- LIT 3102 Literature of the Western World Since the Renaissance
- LIT 4930 Selected Topics in English Studies
- Group B
 - AML 3031 American Literature to 1860
 - AML 3032 American Literature 1860-1912
 - AML 3051 American Literature 1912-1945
 - AML 3604 African-American Literature
 - AML 4261 Literature of the South
 - AML 4300 Selected American Authors
 - ENG 4060 History of the English Language
 - ENL 3015 British Literature to 1616
 - ENL 3230 British Literature 1616-1780
 - ENL 3251 British Literature 1780-1900
 - ENL 3273 British Literature 1900-1945
 - ENL 3331 Early Shakespeare
 - ENL 3332 Late Shakespeare
 - ENL 4303 Selected British Authors
 - LIN 4671 Traditional English Grammar
 - LIN 4680 Structure of American English
 - LIT 3022 Modern Short Novel
 - LIT 3031 Survey of Poetry
 - LIT 3043 Modern Drama
 - LIT 3093 Contemporary Literature
 - LIT 3144 Modern European Novel
 - LIT 3374 Bible as Literature
 - LIT 3410 Religious and Existential Themes

4. ENG 4013 Literary Criticism (Required for Literature majors)

OPTION II: Professional and Technical Writing

This 36-hour program allows undergraduates to concentrate their studies in professional writing, wherein they will master special writing skills demanded by industry, business, government, and the professions. The English Department may arrange semester-long internships with local businesses, industries, and professional organizations. Interns will earn three credit hours and, in some cases, receive compensation from their employers for their duties.

Students choosing this concentration will also assure themselves of a core of liberal arts studies since they must take 21 credit hours of literature courses in addition to 15 hours of composition courses.

1. *Composition requirements:* Five courses (15 hours) as follows:

- Five of the following:
 - ENC 2210 Technical Writing
 - ENC 3250 Professional Writing
 - ENC 3310 Expository Writing
 - ENC 4260 Advanced Technical Writing
 - ENC 4311 Advanced Composition
 - ENC 4931 Selected Topics in Professional and Technical Writing

2. *Literature requirements:* Seven courses (21 hours) as follows:

The student must select seven literature courses from those listed in OPTION I. Two courses must be from Group 1, two courses from Group 2, and three courses from Group 3 and/or Group 4.

**Requirements for the Minor in English
English and American Literature Minor (15 hours)**

1. *One of the following:*
 - AML 3031 American Literature to 1860
 - AML 3032 American Literature 1860-1912
 - AML 3051 American Literature 1912-1945

2. *Two of the following:*
 ENL 3015 British Literature to 1616
 ENL 3230 British Literature 1616-1780
 ENL 3251 British Literature 1780-1900
 ENL 3273 British Literature 1900-1945
 ENL 3331 Early Shakespeare
 ENL 3332 Late Shakespeare
3. *One course at the 4000 level listed in major OPTION I*
4. *One additional 3000- or 4000-level course accepted for the major with AML, CRW, ENC, ENG, ENL, LIN, or LIT prefix.*

Professional and Technical Writing Minor (15 hours)

1. ENC 2210 Technical Writing
 ENC 4260 Advanced Technical Writing
Any two of the following courses:
 ENC 3250 Professional Writing
 ENC 3310 Expository Writing
 ENC 4311 Advanced Composition
 ENC 4931 Selected Topics in Professional and Technical Writing
2. One AML or ENL course listed in OPTION I

• HISTORY (HTY)

The discipline of history embraces a diverse world of ideas, peoples, and events. Our faculty seeks to inform and question, to provoke and to challenge our students to a higher level of understanding of the past. History at South Florida offers the student an opportunity to explore civilizations from around the globe and from the ancient through contemporary eras. We encourage our students to move beyond traditional memorization of material to a critical level of thinking, analysis, and synthesis. Accomplished history majors are attractive to all kinds of employers in any number of fields, as well as to graduate and professional schools. USF history alumni can be found in such diverse professions as law, medicine, business, government, foreign service, politics, and education.

Requirements for the Major in History

A minimum of 36 semester hours is required for a major in history. A minimum grade of "C" or better must be attained in each course counted toward the 36-hour requirement. However, grades of "D" or "F" in history coursework will be used in calculating the major GPA unless the course is retaken under the grade forgiveness policy.

Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. If students transfer with fewer than 60 semester hours of acceptable credit, they must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements. The transfer student should be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Students at a community college planning to transfer to USF and major in history are encouraged to complete as many of the lower level requirements as possible at the community college level. Courses that fulfill the General Education/Gordon Rule requirement would be especially valuable. The minimum acceptable grade for courses being transferred for history department credit is a "C." If these courses have not been completed satisfactorily upon enrolling at USF, they must be taken before the degree is granted.

Lower-level Course Requirements for the Major

A minimum of 12 hours of 2000 level courses, or their equivalent, constitute the lower level requirements. Two of these courses must be sequential. Students may choose from introductory courses in the fields of Ancient, Medieval, Modern European, or American history to fulfill this two-course se-

quence. The remaining hourly requirements may be filled by taking any of the other 2000 level history courses.

Upper-level Course Requirements for the Major

A minimum of 24 hours of course work from the 3000-4000 level is required to fulfill the 36-hour minimum requirement. Two of these courses, the Pro-Seminar and the Theory of History courses are required for all majors. These courses may only be taken in the last two semesters prior to graduation and may not be taken during the same semester. The remaining 16 hours of credit may be chosen from the department offerings each semester. It is recommended that history majors take ENC 3310, "Expository Writing," SPC 2600, "Public Speaking," and LIS 2937, "Library/Internet Research Skills." Additional hours can be profitably drawn from the following disciplines: Africana Studies, American Studies, Anthropology, Classics, Economics, Geography, Government and International Affairs, Psychology, Philosophy, Religious Studies, Sociology, Women's Studies, Literature, the Humanities, and the Fine Arts. Majors intending to pursue graduate work should take a minimum of two years of classical or modern foreign language.

Open University courses and exit courses titled "Issues in History" (HIS 3938) and "War and Society" (HIS 3308) are not eligible for major field credit.

Requirements for the Minor

The minor in History entails a 18-hour program organized and contracted by the student and the department around the specific needs of the student's major program. A minimum of 8 hours must be completed at the University of South Florida and the student must maintain a 2.0 GPA in the minor. A minimum grade of "C" or better must be attained in each course. One lower-level sequence is required, earning 6 credit hours. The department will supervise certification of the minor. Students interested in a minor in history are encouraged to see the History department advisor as early in their undergraduate program as possible.

Open University courses and exit courses titled "Issues in History" (HIS 3938) and "War and Society" (HIS 3308) are not eligible for minor field credit.

• **INTERDISCIPLINARY SOCIAL SCIENCES (ISS)**

The ISS program is designed to provide an interdisciplinary integration of the social sciences for students who are interested in a broad educational experience. ISS offers a wide choice of courses, and an opportunity to design a quality program geared toward individual needs and interests. Students plan their program in ongoing consultation with the advisor who approves each individual curriculum contract.

Specific requirements for a B.A. degree in Interdisciplinary Social Sciences (ISS) are outlined below:

Recommended Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

Please be aware of the immunization, foreign language, and continuous enrollment policies of the university.

There are no State Mandated Common Prerequisites for the ISS degree program.

Some of the following courses if available, during the program of study at the community college, and when feasible in General Education/Gordon Rule courses, could count toward

the ISS degree. A grade of "C" is the minimum acceptable grade.

AFA 2000 Introduction to the Black Experience [In Africa and Its Diaspora]	(3)
AMH 2010 American History I	(3)
or	
AMH 2020 American History II	(3)
ANT 2000 Introduction to Anthropology	(3)
ECO 2013 Economic Principles (Macroeconomics)	(3)
ECO 2023 Economic Principles (Microeconomics)	(3)
GEA 2000 World Regional Geography	(4)
POS 2041 American National Government	(3)
or	
POS 2112 State and Local Government	(3)
SYG 2000 Introduction to Sociology	(3)
WST X015 Introduction to Women's Studies	(3)

Interdisciplinary Core Courses

Two of these courses, an introductory course (3010) and the senior seminar (4935), introduce and employ the interdisciplinary social science perspective. These courses involve students in the study of human life and experience; the various concepts, theories and methods used in the social sciences; and apply them to contemporary issues and questions. Social Science Statistics (STA 2122) is the third core course required for majors in Interdisciplinary Social Sciences.

Coursework required for Interdisciplinary Social Sciences Majors

- Required core courses for the major are:

ISS 3010 Introduction to Social Sciences	(3)
ISS 4935 Seminar in the Social Sciences - <i>MW</i>	(3)
STA 2122 Social Sciences Statistics - <i>6A QM</i>	(3)
- The ISS student chooses between two cognate areas and completes twelve hours in each. In addition, three special electives emphasize cultural diversity.
- Students should work out a program of study at the onset of their junior year, particularly before too many courses are completed in the College of Arts and Sciences. **No student should assume that courses already completed will automatically count toward the ISS degree.**
- The completion of 42 approved hours of course work from the College of Arts and Sciences (CAS), with a minimum of 30 hours at the 3000 or above level.
- Students must maintain a minimum grade point average of 2.0 in ISS to graduate.
- ISS majors must satisfy two semesters of a foreign language in order to graduate.
- Other personal curricula may be tailored for those highly motivated students, with a minimum grade point average of 3.2, developed with the approval of the advisor. This course of study will be directed toward the special educational interests of these students. An in-depth Honors Research Paper will be required of students taking this option.

No transfer courses with grades of "D" are acceptable for credit in the ISS major.

COGNATE AREAS - Students select two areas and take 12 hours in each. Cognates must be selected from the areas of study listed below:

Africana Studies, American Studies, Anthropology, Communication Sciences and Disorders, Criminology, Economics, Environmental Science and Policy, Gerontology, Geography, History, Humanities, International Studies, Interpreter Training, Latin American Studies, Library and Information Science, Multidisciplinary Behavioral Healthcare, Political Science, Psychology, Public Administration, Religious Studies, Social Work, Sociology, and Woman's Studies.

• PSYCHOLOGY (PSY)

Psychology involves the scientific study of behavior and mental processes. Because of this focus, psychology is relevant to many other areas of study both inside and outside of the social and behavioral sciences. The undergraduate program in Psychology offers the student a well-rounded liberal arts education. In addition, the program provides excellent training for qualified students who wish to pursue graduate work in such disciplines as Clinical, Cognitive and Neural Sciences or Industrial Psychology, Education, Gerontology, Counseling, Management, Medicine, Law, and other human service programs. The undergraduate major emphasizes the breadth of psychology while allowing the student some electives to pursue in depth a particular aspect of the field. Interested undergraduate majors may apply for admission to the Honors Program. The graduate faculty of the Psychology Department are divided into three broad program areas: Clinical, Cognitive and Neural Sciences, and Industrial/Organizational. Each of these program areas offers Ph.D.-level training as well as instruction at the undergraduate level.

Requirements for the Major in Psychology Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Students should complete the following **prerequisite courses** listed below at the lower level prior to entering the university. If these courses are not taken at the community college, they must be completed before the degree is granted. Unless stated otherwise, a grade of "C" is the minimum acceptable grade.

- PSY X012 Introduction to Psychology **and** any other lower level Psychology course within the Psychology inventory
 STA XXXX Any level Statistics course (X000 - X099)
 BSC XXXX Any level General Biology course (**or** BSC X200-X209, **or** ZOO X010)

To be admitted to the major in Psychology, a student must complete all of the course prerequisites including

- PSY 2012 Psychological Science I or equivalent
- Statistics (PSY 3204, Psychological Statistics is preferred) with grades of C (not C-) or higher

Continuation in the major requires successful completion of those two courses plus PSY 3213, Research Methods in Psychology, with at least a grade of C (not C-) and have a grade point average for those three courses of 2.5 or higher.

Majors must complete at least 34 semester hours in the field. A minimum grade of "C-" or better must be attained in each course in the major, except for PSY 3204 (or other qualifying statistics course) and PSY 3213, where a C or better is required. Although a C- is allowable for individual courses, a major GPA of 2.0 minimum is required for graduation. All majors must complete:

Requirements for Psychology Majors

- 2000/3000 Level Requirement (6 semester hours)

PSY 2012 Introduction to Psychological Science (if not already taken at a community college)
PSY 3204 Psychological Statistics
- Methods Course Requirement (7 semester hours)

PSY 3213 Research Methods in Psychology

 and one of the following:

CLP 4433 Tests and Measures
PSY 4205 Experimental Design and Analysis

or another methods course approved by the undergraduate advisor in Psychology.

3. 4000 Level Requirement (21 semester hours)

Courses in categories 1 and 2 must be completed before any 4000 level courses are attempted. Successful completion of 7 additional Psychology courses numbered at the 4000 level selected as follows: At least two courses from each of the two groups below:

Group I

- EXP 4204C Perception
- EXP 4404 Psychology of Learning
- PSB 4004C Physiological Psychology
- EXP 4304 Motivation
- EXP 4680C Cognitive Psychology

Group II

- CLP 4143 Abnormal Psychology
- INP 4004 Industrial Psychology
- SOP 4004 Social Psychology
- DEP 4053 Developmental Psychology
- PPE 4003 Personality

and any 3 additional courses numbered at the upper-level.

Note: No more than a total of 3 hours of the following courses may count toward the major:

- PSY 4913 Directed Study
- PSY 4970 Honors Thesis.

PSY 4932 may not count toward the major.

Statistics and Biological Science are required. Otherwise, students majoring in psychology are encouraged to complete a varied undergraduate program.

A prerequisite for all 4000-level courses is a grade of "C" or better in both PSY 3204 (or other qualifying statistics course) and PSY 3213, not "C-". For students minoring in Psychology, a grade of "C" or better in any college-level statistics course will substitute for PSY 3213.

For students majoring in Interdisciplinary Social Sciences, any college-level statistics course with a grade of "C" or better may serve as prerequisite for 4000 level courses in Psychology but does not substitute for the PSY 3213 requirement.

Requirements for the Minor in Psychology

A minor in Psychology consists of a minimum of 15 credit hours, comprising PSY 2012, and any four upper-level psychology courses except PSY 4913. Students minoring in Psychology must also obtain a "C" or better in any college level statistics course in lieu of PSY 3213, or must complete PSY 3213 with a "C" or better. A GPA of 2.0 or better in the minor is required for certification. The purpose of the minor is to help students majoring in other disciplines to obtain an appropriate psychology background that will complement their work in their major. See the Psychology Department Undergraduate Advisor for suggested minor programs for students majoring in various fields.

Psychology Honors Program

The purpose of the Honors Program is to provide a select group of undergraduate Psychology majors an opportunity to undertake an intensive individualized research experience. The culmination of the Honors Program is the completion and defense of an honors thesis. Application for the program will take place during the second semester of the student's junior year or, typically, prior to completion of 90 semester credits. Admission to the program is competitive and based on the student's overall academic record, performance in psychology courses, and a letter of recommendation from a member of the Psychology Department faculty. Successful completion of the program requires a GPA of 3.5 in major coursework, an overall GPA of 3.25 at USF, and, typically, completion of 43 hours in Psychology including PSY 4932, Honors Seminar (6) and PSY 4970, Honors Thesis (6). See the Psychology Department Undergraduate Advisor for details of the program and an application form.

• SOCIAL WORK (SOK)

The University of South Florida offers a program leading to a Bachelor of Social Work (B.S.W.) degree in the School of Social Work, College of Arts and Sciences. This program has been developed in accordance with the guidelines set forth by the Council on Social Work Education, the national accrediting body for social work education programs, and in accordance with the recommendations of the National Association of Social Workers. The B.S.W. program is fully accredited by the Council on Social Work Education. The primary objective of the B.S.W. program is the preparation of the graduate for beginning level professional practice as a social work generalist.

The secondary objectives of the B.S.W. program are to

1. Provide for the social work human resources needs of the university service district (the central Florida west coast area), the State of Florida, and the Southeast Region;
2. Prepare graduates for additional professional training at the graduate level in social work or in related human service professions;
3. Provide an exposure to social work as a profession and to contemporary issues in the social welfare field.

In preparing the B.S.W. graduate for beginning professional practice, the curriculum provides the student with an opportunity to develop a knowledge base and skill base as a "generalist" practitioner. The student will develop an understanding of various methods of intervention and skills in their application to a variety of client systems. For example, interventive methods may take the form of individual and group counseling, resource development, consultation, teaching, advocacy, etc. Client systems may be individuals, families, groups, organizations, or communities. The student will develop an understanding of the dynamics of human behavior in individual, group and organizational contexts and the influences of the sociocultural environment upon those behaviors. The student will learn about the development of social welfare systems and institutions and the social, economic, and political processes affecting policy development and program implementation. The student will develop an understanding of the utilization of basic social research skills particularly related to the processes of problem-solving, planning, and evaluation.

The student will also become aware of the value base of the profession and engage in a self-examination process as it relates to the development and reflection of ethical and effective professional practice. The B.S.W. program, as any professional program, places great emphasis on the development of a professionally responsible graduate in terms of one's obligations to the client system served, the profession itself, the organization in which one works, and to the general public which ultimately provides any profession with legitimacy.

Enrollment in the B.S.W. program is limited. Students may apply for admission to the School for the B.S.W. program during enrollment in either SOW 3203 or SOW 3210.

However, the completion of the prerequisites does not guarantee the student's admission to the program. Limited state funding places constraints on the size of the social work faculty and in order to maintain a high quality of instruction, it is necessary to achieve an appropriate faculty-student ratio. This means that it may be necessary to deny full admission to the B.S.W. program solely on the basis of no available space. Any student applying for full admission to the program should be aware of this possibility.

A student must maintain a GPA of 2.75 minimum in social work courses while enrolled in the program and demonstrate behaviors that are congruent with professional standards and values as described above in order to proceed in the major. Any student who fails to maintain at least a 2.75 GPA in the social work major and/or demonstrates behaviors that are incongruent with the standards and values of the profession may not proceed in the major.

A social work major receiving a grade of less than "C" in a core course will be required to repeat the course. A grade of "C-" is not considered acceptable and a student receiving a "C-" in a core course must repeat the course. Furthermore, no student

will be allowed to enter field placement with a "C-" grade or below in any SOW core courses, even if the student's GPA is 2.75 or above with the inclusion of the a "C-" grade of below.

Admission to the B.S.W. program is a three stage process, i.e., common prerequisites, provisional courses, and core curriculum. Any student who holds a minimum of sophomore standing and is completing common prerequisite work in political science, biology, economics, psychology and sociology (see specific requirements below) may declare a social work major. At this stage, students may file a declaration of major form with the College of Arts and Sciences, Office of Graduate and Undergraduate Studies. All majors will be assigned to an advisor within the School who will assist the student in selecting courses. Many students will have already taken most of the common prerequisite courses as part of general education at USF or in their course of study at a community college. After completion, a student will be ready for courses in the provisional social work major, a final step in applying for full admission to the B.S.W. program as a full major. It is necessary to be admitted as a full major before taking core social work courses.

Admission requirements for the social work full major are as follows:

1. A student must have completed a minimum of one semester as a provisional social work major.
2. A student must have completed required common prerequisites and provisional courses (see listing).
3. A student must complete an application for full admission and file it with the School of Social Work before the beginning of the semester in which admission is sought; dates will be announced in provisional courses.
4. A student may be asked to complete an admission interview with a favorable action from the Undergraduate Committee.
5. A student must achieve a grade of "B" or better in SOW 3203, "Introduction to Social Work" and SOW 3210, "The American Social Welfare System," to be considered for full admission. A grade of "B-" is not acceptable in either "Introduction to Social Work" or "American Social Welfare."
6. A student must have successfully completed CLAST.

A student must achieve a GPA of 2.75 in all Social Work courses to enroll in field placement and subsequently graduate with the B.S.W. degree.

Requirements for the Major in Social Work Prerequisites (State Mandated Common Prerequisites)

Social Work is a limited access program. Students wishing to transfer to USF may complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

If possible, students enrolled in community colleges should take their college equivalents of common prerequisite courses (P) and cross-cultural provisional course (P*) before entering USF. All courses must be passed with a "C" or better. A grade of "C-" is not acceptable as a passing grade in any of the common prerequisite courses or the cross-cultural course.

SOW 3203 Introduction to Social Work and SOW 3210 American Social Welfare must be taken at USF or another accredited institution and must be completed, earning a grade of "B" or better. A grade of "B-" is not acceptable as a passing grade for either course.

State Mandated Common Prerequisite Courses (P)

A student must successfully complete the following courses, by earning a "C" or better. A grade of "C-" is not acceptable as a passing grade.

One course in each of the following cognate areas	
XXX XXXX American Government (American National Government or American Government)	(3)
XXX XXXX Biology (Human Biology or Anatomy & Physiology)	(3)
ECO XXXX Economics (Microeconomics or Macroeconomics)	(3)
XXX XXXX Introductory Psychology	(3)
XXX XXXX Introductory Sociology/Social Problems	(3)

At USF, the following courses are recommended to meet this requirement (one course in each area):

<i>American Government</i>	
POS 2041 American National Government	(3)
POS 2112 State and Local Government and Politics	(3)
POS 3182 Florida Politics and Government	(3)
<i>Biology</i>	
BSC 1005 Principles of Biology for Non-majors	(3)
BSC 2022 Biology of Aging	(3)
BSC 2025 Food: Personal & Global Perspectives	(3)
BSC 2035 Sex and Today's World	(3)
WST 2600 Human Sexual Behavior	(3)
<i>Economics:</i>	
ECO 1000 Basic Economics	(3)
<i>Psychology:</i>	
PSY 2012 Psychological Science I	(3)
<i>Sociology:</i>	
SYG 2000 Introduction to Sociology	(3)
SYG 2010 Contemporary Social Problems	(3)
SYD 4800 Gender and Society	(3)
SYO 3530 Poverty, Inequality, and Stratification	(3)
SYP 3000 Social Psychology	(3)
SYP 4510 Sociological Aspects of Deviance	(3)

Foundation Courses (F*) for Social Work Majors (May be completed after transferring to USF).

1. A student must successfully complete by earning a "C" or better **one** of the following cross cultural courses or equivalency. A grade of "C-" is not acceptable as a passing grade for any of the following courses.

<i>African American Studies:</i>	
AFA 2000 Introduction to the Black Experience [In Africa and Its Diaspora]	(3)
AFA 4333 African Diaspora: Blacks in the Construction of the Americas	(3)
AFA 4335 Black Women in America	(3)
AFS 2250 Culture and Society in Africa	(3)
AMS 3700 Racism in American Society	(3)
<i>Anthropology:</i>	
ANT 2000 Introduction to Anthropology	(3)
ANT 2410 Cultural Anthropology	(3)
ANT 3005 The Anthropological Perspective	(3)
ANT 4316 Ethnic Diversity in the USA	(3)
ANT 4432 The Individual and Culture	(3)
<i>Sociology:</i>	
SYD 3700 Racial and Ethnic Relations	(3)
<i>Women's Studies:</i>	
AMH 3561 American Women I	(4)
AMH 3562 American Women II	(4)
LIT 3383 The Image of Women in Literature	(3)
PUP 4323 Women and Politics	(3)
SOP 3742 Psychology of Women	(3)
WST 3015 Introduction to Women's Studies	(3)
WST 3311 Issues in Feminism	(3)
WST 4262 Literature by American Women of Color	(3)
WST 4410 Third World Women Writers	(3)

2. Both of the following Social Work courses, earning a "B" or better:

SOW 3210 American Social Welfare System	(3)
SOW 3203 Introduction to Social Work	(3)

Social Work Core Courses

1. Human Behavior and Social Environment Courses
SOW 3101 (4) SOW 3102 (4) SOW 4522 (3)
2. Social Welfare: Policy & Program Course
SOW 4233 (4)
3. Social Research Course
SOW 3401 (4)
4. Social Work Practice Courses
SOW 4341 (5) SOW 4343 (5)
5. Field Experience
SOW 4510 (3) SOW 4510L (6)

Summary:

Core Courses	29 hours
Field Experience	9 hours
TOTAL	38 hours

COLLEGE OF BUSINESS ADMINISTRATION

Undergraduate Admission to the College

Admission to the College of Business Administration is based upon availability of faculty and space within each discipline. The College is an upper-level, limited access college, which means that it has admission requirements **in addition to** those of the University in general. Students interested in pursuing a degree in the areas offered by the College of Business must complete the required prerequisites for entering the college in addition to other related criteria listed in 1-4 below.

Requirements for Admission to the College of Business

1. Students must satisfy the following criteria:
 - a. Minimum of 60 semester hours of college credit earned.
 - b. Minimum of 2.5 cumulative grade point average on all college-level work and a minimum of 2.0 on all credit attempted at USF, including any prior to renewal.
 - c. Completion of the following State Mandated Common Prerequisites (or equivalents) with a grade of C- or higher in each course and an overall 2.0 GPA:
 - ACG X021 Financial Accounting
(or ACG X001 & ACG X011)
 - ACG X071 Managerial Accounting
 - CGS X100 Computers in Business
(or acceptable substitute)
 - ECO X013 Principles of Macroeconomics
 - ECO X023 Principles of Microeconomics
 - MAC X233 Elementary Calculus or MAC 2230
 - STA X023 Introductory Statistics or QMB X100
 - d. In computing entry grade point average all business and economics courses taken for S or U grades will be converted to C or F, respectively.
2. Students working toward meeting the limited access criteria will be permitted to enroll in all foundation courses in Business (listed below) except GEB 4890, provided they have completed 60 semester hours and have met course prerequisites.
3. A minimum score of 550 on paper and pencil or 213 on computerized TOEFL is required, when applicable.
4. Students must be admitted to the College of Business Administration at least one term before their anticipated graduation date.

Transfer Students

Transfer credits will be accepted from accredited institutions; however, all hours earned may not be applied toward USF business degree requirements. Individual courses will be evaluated by an academic advisor and appropriately credited toward requirements in the student's program at USF.

Florida public junior/community college students enrolled in an Associate of Arts (AA) program should normally complete the general education requirements and the State Mandated Common Prerequisites at the junior/community college. As a

rule, AA students should avoid taking any business courses at the junior/community college that are listed as 3000 and 4000 level courses at USF. Normally, courses in finance, marketing, management, and accounting, as well as other business administration and economics courses, taken at the lower division level that are offered as upper division courses at USF will not be accepted for upper division credit in business administration or economics. In general, business courses taken at the lower level, at technical schools, or as part of professional or military training, are not applicable to the degree programs of the College of Business. Exceptions to this policy will be made only upon proper validation of such courses. Validation consists of successfully completing specified advanced courses in the discipline.

Florida public junior/community college students pursuing an Associate of Science (AS) program in Business Administration are fully admissible to USF. Please see a business advisor to determine the articulation courses, discuss admission to the College of Business and prepare a program plan for degree completion. Students transferring to the College of Business with an A.S. in Business Administration may earn a major in General Business Administration only.

Florida public junior/community college students pursuing an Associate of Science (AS) program in any other discipline should contact the Director of the BSAS program in the Office of Undergraduate Studies, SVC 2002, (813) 974-4051, for information regarding course transferability and degree articulation.

BACCALAUREATE LEVEL DEGREE PROGRAMS

General Requirements for B.A./B.S. Degree in Business Administration

Students must satisfactorily complete a minimum of 120 semester hours. Of the minimum 120, at least 60 hours must be business courses, and a minimum of 54 hours must be non-business courses (i.e., all courses not normally offered in the College of Business Administration). Additional electives may be required to reach a minimum of 120 hours and can be either business or non-business.

As a part of the 120-hour requirements for the B.A. or B.S. degree, the following criteria also apply:

GPA: A minimum grade-point average of 2.0 must be achieved in the major and/or minor field, as well as in all College work and in all USF work, for students to be certified for graduation.

CLAST and Gordon Rule: Students must have satisfactorily completed CLAST and the writing and computation course requirements of 6A-10.30 ("Gordon Rule").

Foreign Language: For a Bachelor of Arts degree, students must demonstrate competency in a foreign language (refer to the Academic Policies and Procedures section of this catalog). The College of Business does not approve American Sign Language for the Foreign Language Exit Requirement.

Residency: College of Business Administration residency requirements for graduation exceed the minimum requirements established for USF. Students are required to complete satisfactorily at USF a minimum of 50 percent (30-33 semester hours depending on major) of required business courses, including 12-18 semester hours in the major field. Normally, independent study and independent research courses do not fulfill this requirement.

International Course Requirement: All business students are required to select at least one course that deals with contemporary international topics. This course can be included in the business, non-business, or elective category. Consult with a business advisor for suggestions on acceptable courses.

No S/U courses in major or minor: All courses in the major or minor field and all foundation coursework in business must be taken on a graded basis; the S/U option is not available.

Degree Requirements

NON-BUSINESS (54 hrs. minimum) Semester Hours

1. General Education Requirements*	
a. English Composition	6
b. Quantitative Methods (Calculus is required)	6
c. Natural Sciences	6
d. Social Sciences	6
e. Historical Perspectives	6
f. Fine Arts	3
g. African, Latin American, Middle Eastern, or Asian Perspectives	3
Total	36
2. Liberal Arts Exit Requirements*	
a. Major Works and Major Issues	6
b. Literature and Writing	3
Total	9
*See Liberal Arts Requirements for more details	
3. Speech/Writing Requirements for Business Majors	
a. SPC 2600 Public Speaking	3
or	
COM 3110 Communication for Business and the Professions	
b. ENC 3213 Professional Writing	3
or	
ENC 3310 Expository Writing or equivalent	
Total	6
4. Additional elective credits	
Students may or may not need to take additional hours to meet the minimum of 54 non-business credits (see "Electives" heading below for a suggested course)	
Total non-business credit hours	54

BUSINESS (60-69 hrs. minimum)

1. Foundation Courses in Business	
Required - a minimum grade of C- in each foundation course with an overall 2.0 GPA	
ACG 2021 Principles of Financial Accounting	3
ACG 2071 Principles of Managerial Accounting	3
ECO 2013 Economic Principles: Macroeconomics	3
ECO 2023 Economic Principles: Microeconomics	3
QMB 2100 Business & Economic Statistics I	3
BUL 3320 Law and Business I	3
FIN 3403 Principles of Finance	3
ISM 3011 Information Systems in Organizations	3
QMB 3200 Business & Economic Statistics II	3
MAN 3025 Principles of Management	3
MAR 3023 Basic Marketing	3
GEB 4890 Strategic Mgmt/Decision Making	3
Total	36
2. Major Requirements (specific courses for each major are listed in the "Departments and Programs" section below.)	18-24
3. Business Electives (sufficient electives to meet 60 credit hour minimum in Business)	0-6
Minimum Business Credits	60-66

ELECTIVES IN BUSINESS OR NON-BUSINESS

Sufficient elective courses to reach a minimum of 120 hours (ranges from 0-6 credit hours if above requirements are met)
Minimum total hours 120

USF Campuses and Teaching Sites

Due to limited enrollment and faculty, only the following majors are regularly offered at the regional campuses:

St. Petersburg: Accounting, Economics, Finance, General Business Administration, Management, Management Information Systems, and Marketing

Sarasota: Accounting, Finance and General Business Administration

Lakeland: General Business Administration and Marketing

North Pinellas Teaching Site (at St. Petersburg College, Clearwater): offers the General Business Administration program.

Students may need to travel from one USF campus to another in order to finish their particular program within a shorter time period.

Student Advising and Records

The Office of Undergraduate Advising and Programs (located in Ferguson Hall, BSN 2102) provides the following:

- Orientation for freshmen and transfer students.
- Academic advising and program information for:
 - pre-business students who have applied to the COBA and declared business as their intended major.
 - students who meet all COBA admission requirements.
- Evaluation of undergraduate transcripts for all declared and admitted business transfer students.
- Maintenance of academic advising records for the Tampa, Lakeland and Sarasota campuses for all declared and admitted business students.
- Certification of graduation.

Advising Offices

Tampa Campus: BSN 2102, (813) 974-4290 or schedule an advising appointment on-line: <http://www.coba.usf.edu/services/ugrad/index.html>.

St. Petersburg Campus: DAV 134, (727) 553-1511

Sarasota Campus: SMC-C107, (941) 359-4330

Lakeland Campus: LLC 2100, (863) 667-7063

Office Hours

Tampa Campus: 8am-6pm Monday-Thursday.
8am-4pm on Fridays.

St. Pete Campus: 8am-6pm Monday-Thursday.
8am-5pm on Fridays.

Sarasota Campus: 8am-6pm Monday-Thursday.
8am-5pm on Fridays.

Lakeland Campus: 9am-6pm Monday-Thursday.
8am-5pm on Fridays.

While the University provides advising services to assist students with academic planning, **the responsibility for ensuring that all graduation requirements are met ultimately rests solely with the student.**

Academic Dismissal

Students who have been dismissed twice from the University for academic reasons will not be readmitted to the College of Business Administration.

DEPARTMENTS AND PROGRAMS

• GENERAL BUSINESS (GBA)

The General Business major provides students with substantial preparation in two functional areas of business and prepares them for positions in a business world that is increasingly interdisciplinary and values cross-functional abilities.

Requirements for the B.A./B.S. Degree: Within the 120-semester-hours program as listed in the General Requirement section, students must complete two minors from the following business disciplines: accounting, economics, finance, management, management information systems, or marketing. A minimum of 24 hours of upper-level course work must be earned with a GPA of at least 2.0 in each minor. The requirements for each minor are listed with the description of the major.* Minors applied to the General Business major will be referred to as concentrations. Concentrations used as part of the General Business Major will not also be subsequently listed as independent minors on the transcript.

***One exception:** A minor/concentration in economics must consist of four upper level economics courses, excluding QMB 3200.

Please note: Courses used to satisfy a major in accounting, economics, finance, information systems management or marketing may not be used to satisfy either minor or economics concentration requirement for the GBA major.

Requirements for a Minor in Business Administration (Non-Business Majors Only): Students are required to process an application for the minor in the College of Business. Students must complete an introductory computer course (with a content similar to CGS 2100 Computers in Business) or obtain a waiver for this requirement from the College of Business Administration by demonstrating competence in the use of computers.

- The course requirements are as follows:

ACG 3074	Managerial Accounting for Non-Business Majors*	3
ECO 1000	Basic Economics**	3
FIN 3403	Principles of Finance	3
MAN 3025	Principles of Management	3
MKT 3023	Basic Marketing	3
MAN 4802	Entrepreneurship & Small Business Management	3
Total		18
- A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
- At least 12 hours of the required 18 credit hours must be taken in residence at USF.

*ACG 2021 & ACG 2071 can be substituted for ACG 3074.

**ECO 2013 & ECO 2023 can be substituted for ECO 1000.

• **ACCOUNTING (ACC)**

The objective of the baccalaureate degree program in accountancy is to provide students with accounting and business knowledge that will serve as a basis for careers in industry, government, non-profit organizations and public accountancy.

The baccalaureate program also prepares students for entry into the Master of Accountancy (M.Acc.) professional degree program.

The State of Florida, like most states, requires a fifth year of education in order to sit for the CPA examination. Questions concerning the CPA examination should be directed to the faculty of the School of Accountancy.

Requirements for the B.A./B.S. Degree: In addition to the non-business and business foundation courses listed in the General Requirements section, students must complete a minimum of 24 hours of upper-level accounting courses, of which 18 credit hours must be taken in residence at USF. In addition to the State Mandated Common Prerequisites for admission to the College of Business Administration (or equivalents) with a grade of C or higher, students admitted to the School of Accountancy must successfully complete (with a grade of C, 2.0 or better) ACG 3103 and ACG 3341 before enrolling in other upper level accounting courses. If the student repeats ACG 3103 and/or ACG 3341, only the first two attempts (W's count as attempts) will be considered for continuation in the major. Those students who fail to meet the requirements to continue in this program will be counseled into other programs either in COBA or other colleges as appropriate. A grade of "C" or higher (not C-) is required in the 24 hour major courses plus a 2.0 GPA in all major course work at USF and an overall 2.0 GPA including transfer work.

Required Accounting Courses:

ACG 3103	Intermediate Financial Accounting I	3
ACG 3113	Intermediate Financial Accounting II	3
ACG 3341	Cost Accounting and Control I	3
ACG 3401	Accounting Information Systems	3
ACG 4632	Auditing I	3

TAX 4001	Concepts of Federal Income Taxation	3
Electives (6 hours selected from):		
ACG 4123	Intermediate Financial Accounting III	3
ACG 4351	Cost Accounting and Control II	3
ACG 4642	Auditing II	3
ACG 4931	Selected Topics	3
ACG 5201	Advanced Financial Accounting	3
ACG 5501	Governmental/Not-for-Profit Accounting	3
ACG 5675	Internal and Operational Auditing	3
TAX 5015	Federal Taxation of Business Entities	3
Total		24

The student's program must also include course work taken in behavioral sciences and humanities, such as psychology, anthropology, and sociology, and the political environment of business and society, such as political science, public administration, and ethics. College of Business Administration advisors will recommend courses that will satisfy the program requirements.

Accounting majors can use the forgiveness policy only once in upper-level accounting courses. Accounting courses taken by accounting majors on an S/U basis will not be counted toward the 120-hour graduation requirement. Independent Research, ACG 4911, will not be accepted as credit toward the minimum degree requirements in the accounting concentration.

Requirements for a Minor in Accounting (for Business Majors Only): Students majoring in Business Administration may minor in Accounting. The requirements are:

- ACG 3103 Intermediate Financial Accounting I 3
 ACG 3341 Cost Accounting and Control I 3
 ACG 3401 Accounting Information Systems 3
 TAX 4001 Concepts of Federal Income Taxation 3
- A grade of "C" (not C-) or better must be earned in each of the four upper-level accounting courses taken. A grade point average of 2.0 or higher must be achieved in all minor course work. All attempts will be included in the GPA unless grade forgiveness has been used. Only one grade forgiveness may be used in the minor.
- All 12 credit hours must be taken in residence at USF.

• **FINANCE (FIN)**

The Finance major provides a broad-based, analytical program for students anticipating a career in the management of both large and small organizations. Finance provides a good background for students seeking general careers in business. Finance majors can elect to take courses in the following areas that prepare them for entry and advanced careers in

- financial management of corporations
- management of financial institutions
- investments
- financial services, insurance, and real estate.

In addition, the program in Finance is designed to provide the skills required by students earning degrees in other business disciplines and by students who seek professional degrees in areas such as law and public administration.

The Finance program offers applied and theoretical courses that enable the graduate to identify and solve problems in the acquisition and allocation of funds by organizations in the public and private sectors in domestic and international settings. It provides the background necessary for managing wealth in a risky environment. Finance relies on an interdisciplinary approach that draws on economic theory, accounting, information systems, and the quantitative decision frameworks of statistics and mathematics.

The major is designed to ensure that graduates are familiar with the tools of financial decision-making and that they possess the skills to stay abreast of the developments in the field. Finance graduates will understand the functions and operations of financial markets, become familiar with computer applications in finance, and know how to access and utilize financial

information. Course content is designed to provide majors with an appreciation of cooperative work skills and to enhance their verbal and written communication skills.

Requirements for the B.A./B.S. Degree: Within the 120-semester-hour program listed in the General Requirements section, students must complete a minimum of 18 hours of upper-level finance courses beyond FIN 3403. At least 12 hours must be taken in residence at USF. A grade point average of 2.0 or higher must be achieved in all major course work at USF and an overall 2.0 GPA including transfer work.

Required Finance Courses:

FIN 4303	Financial Institutions and Markets	3
FIN 4414	Advanced Corporation Finance	3
FIN 4504	Principles of Investments	3
Additional upper-level Finance electives		<u>9-15</u>
Total		<u>18-24</u>

Finance electives can be selected from among those 3000 and 4000 level classes that have FIN, REE, and RMI prefixes. At least two electives must have an FIN prefix. Independent Study (FIN 4905) and Independent Research (FIN 4915) will not be accepted as credit toward the minimum degree requirements for a major in Finance. The courses listed below are suggested electives that are relevant for students who might want to pursue careers in the following areas:

Corporate Financial Management

FIN 3604	International Finance
FIN 4412	Working Capital Management
FIN 4443	Financial Policies and Strategies
FIN 4461	Financial Statements Analysis

Management of Financial Institutions

FIN 3233	Money and Banking
FIN 3604	International Finance
FIN 4324	Bank Management
FIN 4412	Working Capital Management
FIN 4443	Financial Policies and Strategies
FIN 4461	Financial Statement Analysis

Investments

FIN 3604	International Finance
FIN 4461	Financial Statement Analysis
FIN 4514	Advanced Investment Analysis & Management
REE 4303	Real Estate Investment Analysis

Financial Services

FIN 3604	International Finance
FIN 4514	Advanced Investment Analysis & Management
REE 3043	Real Estate Decision-Making
REE 4303	Real Estate Investment Analysis
RMI 3011	Principles of Insurance

Requirements for a Minor in Finance (for Business Majors only): Students majoring in Business Administration can minor in Finance. The requirements are

- | | | |
|--|------------------------------------|-----------|
| 1. FIN 4504 | Principles of Investments | 3 |
| FIN 4303 | Financial Institutions and Markets | 3 |
| FIN 4414 | Advanced Corporation Finance | 3 |
| Another upper-level Finance Elective with an FIN, REE, or RMI prefix | | <u>3</u> |
| Total Finance Hours | | <u>12</u> |
- A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
 - At least 9 of the required 12 credit hours must be taken in residence at USF.

• **INFORMATION SYSTEMS AND DECISION SCIENCES (ISM)**

The Management Information Systems (MIS) major provides the skills and knowledge necessary for information systems development and support positions in both business and non-business organizations.

Requirements for the B.A./B.S. Degree: Within the 120-semester-hour program listed in the General Requirements section, students must complete a set of 5 required MIS courses and 3 approved MIS electives. MIS majors must earn a "C" or higher (not C-) in the five required MIS courses and must have a 2.0 or higher GPA in the major; they can use grade forgiveness for only one upper-level MIS course. At least 15 hours must be taken in residence at USF. A grade point average of 2.0 or higher must be achieved in all major course work at USF and an overall 2.0 GPA including transfer work.

Required MIS Courses:

ISM 3232	Business Application Development*	3
ISM 3113	Systems Analysis and Design*	3
ISM 4212	Database Administration	3
ISM 4220	Business Data Communications	3
ISM 4300	Managing Information Resources	3

Plus Approved MIS Electives**	<u>9</u>
Total Hours Required for B.A./B.S. Degree	<u>24</u>

*ISM 3232 (Business Application Development) must be taken before, or concurrently with, ISM 3113 (Systems Analysis and Design), which is a prerequisite for all other required MIS courses.

**No more than three hours of ISM 4950 can be counted as MIS electives. (ISM 4905 will not count as an MIS elective.)

Requirements for a Minor in MIS (for Business majors only):

Students majoring in Business Administration may minor in MIS. The requirements are

- | | | |
|-----------------------|-----------------------------|-----------|
| 1. ISM 3113 | Systems Analysis and Design | 3 |
| ISM 4212 | Database Administration | 3 |
| Approved MIS Elective | | <u>6</u> |
| Total MIS hours | | <u>12</u> |
- A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
 - At least 9 hours of the required 12 credit hours must be taken in residence at USF.

• **MANAGEMENT AND ORGANIZATION (MAN)**

The undergraduate degree in Management prepares students for entry-level positions in general business and management, as well as human resources/organizational development positions and small business management. It also prepares students for graduate study in Business such as the MBA program. Management is a dynamic field that focuses on planning, organizing, and leading in business, non-profit and governmental organizations. Managing people in organizations involves behavioral concepts such as motivation, personality, teamwork, communication and leadership skills. Management is responsible for the triple bottom-line: financial profits, environmental good and social good. With a focus on people in organizations, managers develop the human capital of organizations. Motivating and developing an organization's workforce today requires attention to relationships with people inside and outside the organization, locally and across the world. The curriculum in management covers all aspects of management including: human resources development, organizational behavior theory, leadership, organizational development, negotiation, social issues in management, and strategic planning. Students leave this program knowing how to apply the latest ideas and concepts in management to organizational issues. Analytical skills, communication skills and leadership skills are developed in both classroom and assignment activities throughout the curriculum.

Requirements for the B.A./B.S. Degree: Within the 120-semester-hour program listed in the General Requirements section, students must complete 18 hours of management beyond MAN 3025. At least 12 hours must be taken in residence at USF. A grade point average of 2.0 or higher must be achieved in all major course work at USF and an overall 2.0

GPA including transfer work.

Required Management Courses:	
MAN 3240 Organizational Behavior Analysis	3
Additional upper-level management courses	15-21
Total	18-24

MAN 4504 and MAN 4507 do not count toward the management major.

Requirements for a Minor in Management (for Business Majors Only): Students majoring in Business Administration may minor in Management.

The requirements are:

- | | |
|-------------------------------------|----|
| 1. MAN 3240 Organizational Analysis | 3 |
| MAN 3301 Human Resource Management | 3 |
| MAN 4282 Organizational Assessment | 3 |
| MAN 4600 International Management | 3 |
| Total Management hours | 12 |
- A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
 - At least 9 hours of the required 12 credit hours must be taken in residence at USF.

• MARKETING (MKT)

Marketing is a dynamic field with many dimensions, including product selection and planning, product distribution, pricing and promotion. Marketing poses many challenges and yields generous rewards for those who meet these challenges. Marketing operations are carried out domestically and internationally in virtually all business organizations that offer a product or service. Many marketing concepts are applicable to the operations of non-profit organizations such as governmental, educational, and health care institutions, as well as charitable and political campaigns.

Marketing operations provide the most visible links between the firm or institution and its many publics. Marketing deals with people who are constantly changing in their needs, wants, and desires; and coupled with these changing tastes is a fiercely competitive environment sustained by all the resources of a rapidly evolving technology. These forces lead to much of the challenge and to much of the dynamic nature of marketing.

The Marketing program at USF prepares students for initial entry and management positions in many areas of marketing with a curriculum that is concerned with:

- Understanding how to attract and retain customers;
- Having the ability to find and analyze information;
- Being able to design, collect, and analyze marketing information to be used in managerial decision making;
- Using electronic and traditional media to create satisfied loyal customers;
- Having personal communication skills that businesses demand;
- Being capable of writing a winning marketing plan;
- Understanding and being able to apply the latest marketing concepts, including marketing automation.

Requirements for the B.A./B.S. Degree: Within the 120-semester-hour program listed in the General Requirements section, students must complete a minimum of 18 hours in marketing beyond MAR 3023. At least 12 hours must be taken in residence at USF. A grade of "C" or higher (not C-) is required in all Marketing Classes plus a 2.0 GPA in all major course work at USF and an overall 2.0 GPA including transfer work.

Required Marketing Courses:	
MAR 3823 Marketing Management	3
MAR 3613 Marketing Research	3
MAR 3400 Professional Selling	3
MAR 4333 Electronic/Promotion Management	3
MAR 4824 Marketing Management Problems	3
Additional upper-level marketing courses	3-9
Total	18-24

It is strongly recommended that marketing majors take an internship course as part of their plan of study. It is also recommended that courses in information technology, finance, management, and international business be included in the business electives.

Undergraduate students in the College of Business not majoring in Marketing can greatly enhance their attractiveness to employers by taking a minor in Marketing or taking selected courses from the Marketing curriculum to broaden their backgrounds. Marketing is particularly complementary for College of Business students majoring in Information Systems, Finance, and Management.

Requirements for a Minor in Marketing (for Business Majors Only): The requirements are:

- | | |
|--|----|
| 1. MAR 3823 Marketing Management | 3 |
| Any 3 upper level Marketing courses with a MAR prefix (excluding MAR 4824) | 9 |
| Total Marketing Hours | 12 |
- A grade of "C" or higher (NOT C-) is required in all marketing minor coursework.
 - A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
 - At least 9 hours of the required 12 credit hours must be taken in residence at USF.

COLLEGE OF EDUCATION

Admission Requirements for Students Entering Educator Preparation Programs

Students who wish to teach in a particular subject area or field should begin preliminary coursework during their first year in college. However, students are not admitted to the College of Education (and into an educator preparation program) until they finish the university's liberal arts freshman and sophomore requirements and the state-mandated common prerequisites for education.

Students may apply for entrance into one of the upper-level educator preparation programs offered by the College of Education after completing prerequisite courses. All students who plan to teach apply for admission to an educator preparation program through the Student Academic Services Office of the College of Education.

Admission to an upper-level educator preparation program is contingent upon meeting the following preliminary college requirements:

- Completion of a College of Education application form.
- Completion of the University's General Education requirements. (See "Liberal Arts Requirements" section of the catalog.) **Note:** Students should attend a pre-education advising session to make certain they are enrolled in courses appropriate to their intended major.
- Completion of all portions of the CLAST, PRAXIS I, or General Knowledge Test with passing scores. No exemptions or waivers accepted.
- Although no longer required for admission to the College of Education, students are still encouraged to take the ACT or SAT. Many existing scholarships still require these scores.
- Completion of State Mandated Common Prerequisites **Note:** The following prerequisites are required for all education majors. Students should consult their intended majors (listed under "Departments and Programs," below) for a list of other specific course prerequisites and requirements beyond these listed below:
 - EDF X005 Introduction to Education 3
 - EDG 2701 Teaching Diverse Populations 3
 - EME 2040 Introduction to Educational Technology 3
 - Nine (9) semester hours in English to include writing, literature, and speech

- Nine (9) semester hours in science to include earth science, life science, and physical science, with a minimum of one associated laboratory
- Nine (9) semester hours in mathematics to include college algebra or above and geometry
- Twelve (12) semester hours in social sciences to include American history and general psychology
- Six (6) semester hours of courses with an international and/or diversity focus (in addition to EDG 2701). If these courses are taken elsewhere, the institution transferring credit to USF must certify that the course content satisfies the international/diversity focus requirement. Refer to the list below for courses that satisfy both the General Education and the international and/or diversity course requirements.
- Three (3) semester hours in Philosophy
- Three (3) semester hours in Fine Arts

*Only courses with the prefixes MGF, MTG, MAC, and STA will qualify for the courses in mathematics. MGF 1106 Liberal Arts Mathematics I meets the intent of the program approval rule with respect to the inclusion of geometry in the mathematics requirement.

International/Diversity Courses Credits

AFA 2000	Introduction to the Black Experience in Africa and Its Diaspora	3
AFS 2250	Culture and Society in Africa	3
AMH 2010	American History I	3
AMH 2020	American History II	3
AMS 2030	Introduction to American Studies	3
ANT 2000	Introduction to Anthropology	3
ANT 2410	Cultural Anthropology	3
ARH 2050	History of Visual Arts I	3
ARH 2051	History of Visual Arts II	3
BSC 2025	Food: Personal and Global Perspectives	3
COM 2000	Introduction to Communication	3
EGN 2031	History of Technology	3
EUH 2011	Ancient History I	3
EUH 2021	Medieval History I	3
EUH 2022	Medieval History II	3
EUH 2030	Modern European History I	3
EUH 2031	Modern European History II	3
FIL 2001	Film: Language of Vision	4
GEO 1930	Geography of Current Events	4
GEO 2371	Introduction to Earth Systems Science	3
INR 1015	World Perspective	3
LAH 2734	Latin American History in Film	3
LIT 2010	Introduction to Fiction	3
LIT 2040	Introduction to Drama	3
MUL 2011	The Enjoyment of Music	3
MUH 2051	Folk and Traditional Music of World Cultures	3
MUH 2632	Music in the United States	3
MUL 2111	Introduction to Music Literature	3
POS 2080	The American Political Tradition	3
REL 2300	Introduction to World Religions	4
REL 2306	Contemporary World Religions	4
REL 3501	History of Christianity	4
SPT 2524	Women Writers of Latin America	3
SYG 2000	Introduction to Sociology	3

6. Minimum GPA: An overall minimum GPA of 2.50 on all attempted hours.

7. Additional criteria as may be established by each program. Credit requirements in each major include courses in the following categories: Professional Education Core, Teaching Specialization Preparation, and Liberal Arts Exit Requirements. For questions concerning General Education and Liberal Arts Exit Requirements, refer to the Liberal Arts Requirements section of the catalog. See specific requirements for each major listed in "Departments and Programs" below.

Some programs accept a limited number of students. Additionally, certain programs admit students only in a specified semester. Students should refer to the specific program descriptions in this catalog for additional admission information and prerequisites. Information regarding admission requirements for programs may also be obtained from Pre-Education Advising (DAC 107).

Education Advising

Student Academic Services (SAS) is responsible for many of the processes and procedures that support the academic pursuits of students in the College. The department's major areas of responsibility include: Pre-Education Advising, Undergraduate Advising, Graduate Studies, Teacher Certification, and Internship. SAS is committed to serving the University community, particularly students in the College of Education.

Students are ultimately responsible for knowing and fulfilling all university, college, and degree program requirements for graduation. Students are encouraged to make an appointment with an academic advisor in EDU 106 each semester. For additional contact information, please call the SAS office or visit the web site at <http://www.coedu.usf.edu/sas/>.

Advising Offices

Tampa Campus: For admitted College of Education students, EDU 106, (813) 974-1804. For pre-education students, DAC 107, (813) 974-2979.

Sarasota Campus: USS 805D, (941) 359-4331 or 4330.

Lakeland Campus: LLC 2100, (800) USF-5636 (in state only), or (863) 667-7023

Office Hours: 9 a.m. – 5 p.m. Monday through Friday. The Tampa office is closed on Wednesdays until 10:00 a.m. Generally offices are open 9:00 a.m. - 5:00 p.m. Monday through Friday. Some offices are open before 9 a.m. or until 6, Mondays through Thursdays; call the offices listed above for exact hours and appointment times.

Application Information:

(Admitted USF students are eligible.) For general information, call (813) 974-2979. The admission process to the College of Education (COE) is separate and in addition to admission to USF. The deadlines to submit an application are as follows: Fall Semester (July 15th), Spring Semester (November 15th), and Summer Semester (April 15th). Not all majors accept applications for summer entrance. Contact the Pre-Education Advising Office (DAC 107) for those majors that accept summer applicants. Tampa Campus students must register and attend a College of Education orientation after being accepted into the College of Education.

During the College Orientation, students receive information about their degree program, and register for courses for their first semester. Regional campus students should call their appropriate campus for orientation and advising appointments.

Time Limitations

The College of Education may accept professional education and specialization coursework completed at this University or at other accredited institutions as follows:

1. Courses completed within the last five years may be accepted.
2. Courses completed over five years but less than ten years ago must have the approval of the chairperson from the department in which the equivalent course is taught.
3. Courses completed ten years ago or longer will count as elective credit only.

Qualifications for Internship Experience in Educator Preparation Programs

The final internship experience involves observing and teaching in an early childhood, elementary, secondary, or exceptional classroom. In most programs internship sites include the entire spectrum of sites available in the various counties served by USF. Other than Senior Seminar and EEX 4070, students may not enroll in additional courses during the semester in which the

final internship occurs unless an exemption is granted through a College of Education petition.

Special requirements for enrollment in the final internship and seminar courses are:

1. Admission to the College of Education.
2. Completion of General Education, "Gordon Rule," and all other program prerequisites (includes passing all sections of the General Knowledge Test).
3. Completion of an application for the final internship by the deadline noted. Applications for final internship are made through the Student Academic Services website (www.coedu.usf.edu/sas/). Application deadline for Fall Semester is January 15th. Application deadline for Spring semester is June 15th.
4. Completion of fingerprinting and background check as required by the school district in which the student is placed.
5. Elementary, Early Childhood and Physical Education programs require completion of all professional education and specialization course work except for EEX 4070 and Senior Seminar. Special Education programs require completion of all professional education and specialization coursework. Secondary Education Programs require completion of the professional course sequence except for EEX 4070/EDF 4430 and a minimum of two thirds of the specialization coursework.
6. Elementary, Early Childhood, and Physical Education programs require a combined grade point average of 2.50 in professional education and specialization coursework as well as an overall USF GPA of 2.50. Special Education programs require an overall USF GPA of 2.50. Secondary Education programs require a minimum GPA of 2.50 in professional education and specialization coursework or an overall USF GPA of 2.50.
7. Students must earn a minimum "C-" grade or "S" in their required major courses.

College Requirements for Graduation from Educator Preparation Programs

1. To be certified by the College of Education for graduation, a student must have earned a minimum of 120-semester hours credit.
2. Successful completion of all program requirements for ESOL endorsement.
3. A minimum overall USF grade-point average of 2.50 or a minimum GPA of 2.50 in teaching specialization courses and a minimum GPA of 2.50 in the Professional Education sequence is required for Secondary Education Programs. The Physical Education, Elementary and Early Childhood programs require a combined grade point average of 2.50 in professional education and specialization as well as an overall USF GPA of 2.50.
4. Satisfactory completion of the internship is also required. Must pass the General Knowledge Test prior to the completion of internship.
5. Passing scores on the appropriate FTCE Subject Area and Professional Education subtests. NOTE: English, Math, Science, and Social Science majors must pass the 6-12 subject matter exam.
6. All documents due for graduation (i.e., test scores, final grades, final transcripts) must be submitted to the Director of Undergraduate Programs and Internship (in EDU 106) no later than 5:00 pm on the Friday after the graduation ceremony. If that date is a university holiday, then the said information must be submitted no later than 5:00 pm on the Thursday after the graduation ceremony.
7. Completed the major requirements in a state-approved educator preparation program (which includes general preparation, teaching specialization, and professional preparation).
8. A minimum of 8 credits in professional courses in addition to internship and 12 credits in specialization courses must have been earned at USF.

9. A minimum of 30 hours after admittance to an upper-level program.

Note: Normally, the college will recommend the granting of a Bachelor of Science (BS) degree which includes a minimum of 6 credit hours of exit courses. To obtain a Bachelor of Arts (BA) degree, the student must meet the Foreign Language Competency (see graduation requirements in front of catalog) and complete 9 hours of exit courses, 3 of which must be in Literature and Writing and 3 of which must be offered outside the College of Education.

Department of Childhood Education

The Childhood Education Department has the responsibility for the development and supervision of programs leading to the Bachelor of Science Degree in Early Childhood Education and Elementary Education.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

All of the programs offered on regional campuses may vary in requirements and course offerings. For an accurate schedule of courses and requirements, please check with the campus you plan to attend.

Early Childhood and Elementary Education Programs

Early Childhood and Elementary majors will be assigned to a specified sequence of courses to be followed throughout the program enrollment. Coursework will include internship and field experience. Students who withdraw from or who have unsatisfactory grades in the field experiences or internships must petition the department Professional Standards Committee before they will be allowed to repeat the internships.

Students must have an overall USF GPA of 2.5 and a GPA of 2.5 in the combined Professional Core and Teaching Specialization prior to final internship and graduation.

Part-time students in Elementary Education (those planning to take 9 hours or less per semester) must meet program and internship requirements associated with the programs. These requirements include being available to participate in the internships during regular school hours.

Part-time students in Early Childhood Education must meet with the program coordinator prior to admission to the program. These students also must meet program and internship requirements associated with the programs. The requirements include being available to participate in internships during regular school hours.

Early Childhood Program

Students may complete a state-approved program to be eligible for licensure in Early Childhood Education Pre-Kindergarten/Primary (age 3 - Grade 3). The current program of studies includes both coursework and extensive field experiences in early childhood settings to enable students to integrate theory with teaching practice. Graduation is dependent upon successful completion of the required courses, chalk and wire requirements, associated internships, and a professional portfolio demonstrating the program outcomes and the Florida Educator Accomplished Practices. Early Childhood majors will be eligible for certification in Pre-Kindergarten/Primary (age 3 - Grade 3).

Early Childhood Education with ESOL Endorsement

The College of Education offers a full ESOL Endorsement for all Early Childhood Education major graduates. The special requirements for ESOL endorsement through infusion are as follows: Successful completion of (1) FLE 4362, FLE 4363, and FLE 4364, with a minimum grade of 70% or better on all three sections of the ESOL Comprehensive Exam administered in the three ESOL courses; (2) a 20-hour early ESOL field experience

in FLE 4362; (3) a late ESOL field experience where students plan, implement, and evaluate lessons for one or more ESOL students over 10 days; and (4) an ESOL folder, containing all assignments and test results from FLE 4362, FLE 4363, and FLE 4364, and all ESOL performance check-off sheets from other ESOL-infused courses that a student has taken.

Elementary Education Program

Students may complete a state-approved program to be eligible for certification in Elementary Education (Grades K-6). Degree and certification requirements are subject to change in accordance with state mandates. The current program of studies includes both coursework and extensive field experience in elementary school settings to enable students to integrate theory with teaching practice. All elementary education students are required to demonstrate the Accomplished Practices (APs) through core assignments in courses and internships that are submitted to the Chalk and Wire electronic portfolio system.

Elementary Education with ESOL Endorsement

The College of Education offers a full ESOL Endorsement for all Elementary Education major graduates. The special requirements for ESOL endorsement through infusion are as follows: Successful completion of (1) FLE 4362, FLE 4363, and FLE 4364, with a minimum grade of 70% or better on all three sections of the ESOL Comprehensive Exam administered in the three ESOL courses; (2) a 20-hour early ESOL field experience in FLE 4362; (3) a late ESOL field experience where students plan, implement, and evaluate lessons for one or more ESOL students over 10 days; and (4) an ESOL folder, containing all assignments and test results from FLE 4362, FLE 4363, and FLE 4364, and all ESOL performance check-off sheets from other ESOL-infused courses that a student has taken.

• **EARLY CHILDHOOD EDUCATION: Pre-Kindergarten/Primary**

Requirements for the B.S. Degree (BEC): In addition to the courses listed below, students must complete "Preliminary Requirements for Students entering Teacher Education Programs."

Prerequisites (State Mandated Common Prerequisites): These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

- EDF X005 Introduction to Education (3)
 - EDG X701* Teaching Diverse Populations (3)
 - EME X040 Introduction to Educational Technology (3)
- *In addition to EDG X701, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the community college or university where the student is currently earning the Associate in Arts or baccalaureate degree. Foreign language courses may be used to meet this requirement.

Completion of General Education requirements: General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog or in the Community College Counseling Manual. (For USF, see "Academic Policies and Procedures - Liberal Arts Requirements" section of the catalog.)

For additional prerequisites see program requirements below.

Professional Education Core (39 cr. hrs.):

EDF 4111	Child Growth and Learning	3
EEC 4940	Senior Internship and Seminar	12
EEC 4941	Field Experience I	3
EEC 4942	Field Experience II	3
EEC 4943	Field Experience III	3

EDG 4909	Young Children With Special Needs	3
EDG 4909	Assess., Eval., Reporting Progress	3
FLE 4362	Curriculum and Pedagogy of ESOL	3
FLE 4363	Literacy Development in English Language Learners	3
FLE 4364	Applying Linguistics to ESOL Teaching and Testing	3

Specialization (30 cr. hrs.):

EEC 4008	Literature in Early Childhood Education (Exit)	3
OR		
LAE 4414	Children's Literature	3
EEC 4203	Programs for Young Children	3
EEC 4211	Integrated Curriculum: Science and Mathematics	3
EEC 4212	Integrated Curriculum: Social Sciences/Humanities & Art	3
EEC 4303	Creative and Affective Experiences for Young Children	3
EEC 4307	Cognitive Experiences for Young Children	3
EEC 4408	Child, Family & Teacher Relations	3
EEC 4706	Language and Emerging Literacy	3
HSC 3301	Health, Safety, Nutrition and Motor Skills for the Young Child	3
RED 4310	Early Literacy Learning	3
RED 4511	Linking Literacy Assessment to Instruction	3

The order in which these courses are to be taken is spelled out in the program of study.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

NOTE: In order to satisfy the 6 hour rule for Exit requirements, Early Childhood students must pass an exit requirement course (in addition to EEC 4008) outside of the Early Childhood program.

• **ELEMENTARY EDUCATION**

Requirements for the B.S. Degree (BEE): In addition to the courses listed below, students must complete "Preliminary Requirements for Students entering Teacher Education Programs."

Prerequisites (State Mandated Common Prerequisites): These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

- EDF X005 Introduction to Education (3)
 - EDG X701* Teaching Diverse Populations (3)
 - EME X040 Introduction to Educational Technology (3)
- *In addition to EDG X701, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the community college or university where the student is currently earning the Associate in Arts or baccalaureate degree. Foreign language courses may be used to meet this requirement.

Completion of General Education requirements: General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog or in the Community College Counseling Manual. (For USF, see "Academic Policies and Procedures - Liberal Arts Requirements" section of the catalog.)

Students are advised that the Elementary Education specialization will require an enrollment of more than the traditional four semesters of the junior and senior years in order to complete the

program specialization courses and the required sequence of internship.

The order in which these courses are to be taken is designated in the program of study.

Professional Education (32-33 credit hours):

EDF 3122	Learning and the Developing Child	3
EDF 3604	Social Foundations of Education (Exit)	3
EDF 4430	Measurement for Teachers	3
EEX 4070	Integrating Exceptional Students in the Regular Classroom	2-3
FLE 4362	Curriculum and Pedagogy of ESOL	3
FLE 4363	Literacy Development in English Language Learners	3
FLE 4364	Applying Linguistics to ESOL Teaching and Testing	3
EDE 4940	Internship	10-12

Specialization (41 credit hours):

EDE 4301	Classroom Management, School Safety, Ethics, Law, and Elementary Methods	3
EDE 4941	Childhood Education Internship Level I	3
HLP 4722	Health and Physical Education for the Child	2
EDE 4942	Childhood Education Internship Level II	6
LAE 4314	Teaching Writing in the Elementary School	3
LAE 4414	Teaching Literature in the Elementary Schools (Exit)	3
MAE 4310	Teaching Elementary School Mathematics I	3
MAE 4326	Teaching Elementary School Mathematics II	3
RED 4310	Reading and Learning to Read	3
RED 4511	Linking Literacy Assessment to Instruction	3
SCE 4310	Teaching Elementary School Science	3
SSE 4313	Teaching Elementary School Social Studies	3
EDE 4223	Creative Experiences for the Child	3

Department of Secondary Education

The following programs are housed in the Department of Secondary Education:

- English Education with ESOL Endorsement
- Foreign Language Education with ESOL Endorsement
- Mathematics Education
- Science Education
- Social Science Education

The undergraduate programs offered by the department are designed to prepare students to meet Florida teacher certification requirements and to become highly competent secondary teachers. Specialized courses in the teaching of mathematics, science, and social science are also offered for students majoring in elementary, early childhood, and special education.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

• ENGLISH EDUCATION with ESOL Endorsment

Requirements for the B.S. Degree (BEN): In addition to the courses listed below, students must complete "Preliminary Requirements for Students entering Teacher Education Programs."

The College of Education offers a full ESOL Endorsement for all English Education major graduates. The special requirements for ESOL endorsement through infusion are as follows: Successful completion of (1) FLE 4317 and FLE 4316 with a minimum grade of 70% or better on part one and part two of the

ESOL Comprehensive Exam administered in the two ESOL courses; (2) a 20-hour early ESOL field experience in FLE 4317; (3) a late ESOL field experience where students plan, implement, and evaluate lessons for one or more ESOL students over 10 days; and (4) an ESOL binder, containing all ESOL-related assignments taken in the College of Education and an ESOL-performance Standards Checklist that documents the completion of the necessary number of standards.

Prerequisites (State Mandated Common Prerequisites):

These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

- EDF X005 Introduction to Education (3)
- EDG X701* Teaching Diverse Populations (3)
- EME X040 Introduction to Educational Technology (3)
- Other program prerequisites: **

SPC X600 Public Speaking (3)
Literature course (3)
Electives in English (3)

*In addition to EDG X701, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the community college or university where the student is currently earning the Associate in Arts or baccalaureate degree. Foreign language courses may be used to meet this requirement.

**Courses specified in this category may apply to general education coursework.

Completion of General Education requirements: General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog or in the Community College Counseling Manual. (For USF, see "Academic Policies and Procedures - Liberal Arts Requirements" section of the catalog.)

Recommended Courses:

Literature Course (3 hours) - select from LIT, AML, ENL (LIT 2000 or ENL 3323 recommended)

English Electives (9 hours) - to include advanced composition and mediacy

(CRW 2100 or CRW X111 and MMC 2100 or ENC X310 and LIT 2046 or LIT X301 recommended)

Professional Education (23 credit hours):

EDF 3604	Social Foundations of Education (Exit)	3
EDF 3214	Human Development and Learning	3
EDF 4430	Measurement for Teachers	3
EEX 4070	Integrating Exceptional Students in the Regular Classroom	2
FLE 4316	Language Principles and Acquisition	3
FLE 4317	Teaching LEP Students K-12	3
	Literacy Course	3
ESE 4322	Classroom Management	3

Specialization (45 credit hours):

ENC 3310	Expository Writing	3
One of the following:		
LIT 3103	Great Literature of the World (Exit)	3
WST 4410	Third World Women Writers (Exit)	3
LAE 4469	Teaching World Literature to Middle and Secondary Students	3

One of the following:

AML 3031	American Literature to 1860	3
AML 3032	American Literature 1860-1912	3
AML 3051	American Literature 1912-1945	3

One of the following:

ENL 3015	British Literature to 1616	3
ENL 3230	British Literature 1616-1780	3
ENL 3251	British Literature 1780-1900	3
ENL 3273	British Literature 1900-1945	3

One of the following:

LIT 3383	The Image of Women in Literature	3
LIT 4386	British and American Literature by Women (Exit)	3

One of the following:

LIN 3010	Introduction to Linguistics	3
ENG 4060	History of the English Language	3

One of the following:

LIN 3670	English Grammar and Usage	3
LIN 4680	Structure of American English	3

Additional Specialization (24 credit hours):

LAE 4464	Adolescent Literature for Middle and Secondary Students (Exit) (Must be taken with LAE 4323)	3
LAE 4323	Methods of Teaching English: Middle School (Must be taken with LAE 4464)	3
LAE 4530	Methods of Teaching English: Practicum (Must be taken with LAE 4335)	3
LAE 4335	Methods of Teaching English: High School (Must be taken with LAE 4530)	3
LAE 4936	Senior Seminar in English Education	2
LAE 4940	Internship: English Education	10

LAE 4530 and LAE 4335 must be taken in the Fall or Spring immediately preceding internship. LAE 4323 must be taken prior to LAE 4530. LAE 4464 must be taken concurrently with LAE 4323.

• SOCIAL SCIENCE EDUCATION

Requirements for the B.S. Degree (BSS): In addition to the courses listed below, students must complete "Preliminary Requirements for Students entering Teacher Education Programs." It is recommended that students pursue a double major in Social Science Education with History or one of the Social Sciences.

Prerequisites (State Mandated Common Prerequisites):

These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

- EDF X005 Introduction to Education (3)
- EDG X701* Teaching Diverse Populations (3)
- EME X040 Introduction to Educational Technology (3)
- Other program prerequisites**:

American Government (3)
 Select four of the six areas for a total of 12 credit hours: Anthropology (3), Cultural Geography (3), Economics (3), History (3), Psychology (3), Sociology (3)

*In addition to EDG X701, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the community college or university where the student is currently earning the Associate in Arts or baccalaureate degree. Foreign language courses may be used to meet this requirement.

** Courses specified in this category may apply to general education coursework.

Completion of General Education requirements: General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog or in the Community College Counseling Manual. (For USF, see "Academic Policies and Procedures - Liberal Arts Requirements" section of the catalog.)

The following are the courses recommended by the Social Science Education department to fulfil the State Mandated Common Prerequisites:

- ¹ POS 2041 American National Government

or

POS 2080	American Political Tradition	
ANT 2000	Introduction to Anthropology	

or

ANT 2410	Cultural Anthropology	
GEA 2000	Global Geography	
ECO 1000	Basic Economics	

or

ECO 2013	Macroeconomics	
SYG 2000	Introduction to Sociology	

or

SYG 2010	Contemporary Sociology	
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Professional Education Core (17 credit hours):

EDF 3214	Human Development and Learning	3
EDF 3604	Social Foundations of Education (Exit)	3
EDF 4430	Measurement for Teachers	3
EEX 4070	Integrating Exceptional Students in the Regular Classroom	2
FLE 4365	ESOL Competencies and Strategies	3
ESE 4322	Classroom Management	3

Social Sciences Specialization (48 credit hours):

AMH 2010	American History I	3
AMH 2020	American History II	3
GEA 2000	World Regional Geography	3
HUM 2211	Studies in Culture: Classical through Medieval	3
HUM 2243	Studies in Culture: Renaissance through the 20 th Century	3
POS 2112	State and Local Government	3
POS 2080	American Political Tradition	3

One of the following:

HIS 4104	Theory of History	4
POT 4054	Modern Political Theory	3
POT 4064	Contemporary Political Thought	3
POT 4204	American Political Thought	3
Any course from African, Asian, or Latin American, or Middle Eastern History		3
AMH 3421	Early Florida History	4
AMH 3423	Modern Florida History I	4

One of the following:

ANT 2000	Introduction to Anthropology	3
ANT 2410	Cultural Anthropology	3

One of the following:

ECO 1000	Basic Economics	3
ECO 2013	Macroeconomics	3

One of the following:

SYG 2000	Introduction to Sociology	3
SYG 2010	Contemporary Problems	3
INR 3018	World Ideologies	3

Social Science Education (27 credit hours):

SSE 4333	Teaching Middle Grades Social Science	3
SSE 4334	Teaching Secondary Grades Social Science	3
SSE 4335	Teaching Social Science Themes*	3
SSE 4600	Reading and Basic Skills in the Social Sciences	3
SSE 4936	Senior Seminar in Social Sciences Education	2
SSE 4940	Internship: Social Science Education**	10

*SSE 4333 must be successfully completed prior to SSE 4335.

**Only SSE 4936 can be taken at the same time as SSE 4940.

Department of Special Education

The Department of Special Education prepares teachers to work with children who have emotional and behavioral disabilities, mental retardation, and specific learning disabilities. The undergraduate program is a state-approved program that leads to certification in Exceptional Student Education (ESE).

Students are required to meet University and College of Education entrance requirements prior to enrollment in the Department. Upon admission, students affiliate with the campus on which they wish to take their program of studies. Students may not register for courses on other campuses without permission. On the Tampa Campus, students are assigned to teams. All courses are taken with the assigned team. The program sequence includes three semesters of part-time field experience and one semester of full-day internship. All part-time field experiences must be successfully completed as a member of a team concurrently enrolled in a specified course in designated local schools. Final internships are assigned only to designated school districts where partnerships exist. Field experiences begin during the first semester of a student's enrollment with increasing involvement throughout the program. Students are responsible for providing transportation to their experience sites.

In some instances students may pursue a part-time program (9 hours or less a semester). This requires that students be available to participate in field experiences and concurrent classes during regular school hours.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

• EXCEPTIONAL CHILD EDUCATION with ESOL Endorsement

The College of Education offers a full ESOL Endorsement for all Special Education major graduates. The special requirements for ESOL endorsement through infusion are as follows: Successful completion of (1) FLE 4317 and FLE 4316 with a minimum grade of 70% or better on part one and part two of the ESOL Comprehensive Exam administered in the two ESOL courses; (2) a 20-hour early ESOL field experience in FLE 4317; (3) a late ESOL field experience where students plan, implement, and evaluate lessons for one or more ESOL students over a 10 days; and (4) an ESOL binder, containing all ESOL-related assignments taken in the College of Education and an ESOL-performance Standards Checklist that documents the completion of the necessary number of standards.

Prerequisites (State Mandated Common Prerequisites):

These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

- EDF X005 Introduction to Education (3)
- EDG X701* Teaching Diverse Populations (3)
- EME X040 Introduction to Educational Technology (3)

*In addition to EDG X701, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the community college or university where the student is currently earning the Associate in Arts or baccalaureate degree. Foreign language courses may be used to meet this requirement.

Completion of General Education requirements: General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog or in the Community College Counseling Manual. (For USF, see "Academic Policies and Procedures - Liberal Arts Requirements" section of the catalog.)

Professional Education Core (31-32 credit hours):

The required courses in the professional education core are as follows:

EEX 4941	Practicum in ESE	6
EDF 3122	Learning and the Developing Child	3
or		
EDF 3214	Human Development and Learning	3

EDF 3604	Social Foundations of Education (Exit)	3
EDF 4430	Measurement for Teachers	3
FLE 4316	Language Principles and Acquisition	2
FLE 4317	Teaching LEP Students K-12	3
EEX 4940	Internship: Exceptional Student Education	1-10
EEX 4936	Senior Seminar in Exceptional Student Education	1

Area of Specialization

Exceptional Student Education

Students seeking the B. S. degree with certification in Exceptional Student Education are required to take the following courses:

EEX 4011	Foundations of Special Education	3
EEX 4054	Perspectives on Learning and Behavioral Disorders	3
EEX 4221	Educational Assessment of Exceptional Students	3
EEX 4243	Education of the Exceptional Adolescent and Adult	3
EEX 4604	Behavior Management for Special Needs and at Risk Students	3
EEX 4742	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues (Exit)	3
EEX 4846	Clinical Teaching in Special Education	3
EMR 4011	Mental Retardation and Developmental Disabilities	3
LAE 4314	Teaching Writing	3
MAE 4310	Teaching Elementary School Mathematics I	3
RED 4310	Early Literacy Learning	3
RED 4511	Linking Literature Assessment to Instruction	3

COLLEGE OF NURSING

The program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, (212) 363-5555 ext. 153, the Commission on Collegiate Nursing Education, One Dupont Circle, NW Suite 530, Washington, DC, 20036, (202) 887-6791, and approved by the Florida State Board of Nursing. Graduates of the upper division are eligible to write the qualifying examination for licensure as a registered nurse. Graduates may apply for licensure in Florida or other states and successful undergraduates have the educational background necessary for graduate study in nursing.

The College of Nursing encourages applications from qualified applicants of both sexes and from all cultural, racial, religious, ethnic, and age groups. The College of Nursing uses selective criteria for the admission of students. Limitations on enrollments are determined on the basis of availability of sufficient qualified faculty, laboratory and classroom facilities, and clinical teaching resources.

Undergraduate Nursing Program General Information

The RN Completion Program is for qualified registered nurses who are graduates of associate degree or diploma programs in nursing. Students must complete the College Level Academic Skills Test (CLAST) or equivalent and the writing and computation course requirements of 6A-10.30 (Gordon Rule). The student must be currently licensed to practice as a Registered Nurse by the Florida Board of Nursing.

Admission Process

In order to be considered for admission to the college, the applicant must:

1. Submit an application to USF by the appropriate deadline.

2. Submit an on-line College of Nursing application by the appropriate deadline at http://hscsf.hsc.usf.edu/con_online_app/index.cfm.
3. Complete all prerequisite courses with a grade of "C" or better.
4. Complete, prior to registration, the College of Nursing Health Form.

Nursing Advising

The College of Nursing Office of Student Services offers a comprehensive service for all College of Nursing degree programs and advice to non-majors who are interested in being admitted. The service includes Preview USF, Fantastic Friday, Information Sessions, registration, academic advising, scholarships, graduation certification, mentorship programs, and referrals to other university and community-based services and career-related opportunities. However, the student must remember that he or she is ultimately responsible for meeting all graduation requirements.

- The goals of the office of Student Affairs are to
- Facilitate the application and acceptance process for students
 - Assist students as they develop their educational plans
 - Guide students to select appropriate courses
 - Help students interpret institutional requirements
 - Advise students to facilitate progression in their course of study
 - Facilitate graduation process for students

Location/Phone(s): The Health Science Center for the College of Nursing (MDN) is located near Bruce B. Downs Blvd. and West Holly Drive on the Northwest corner of campus. The mailing address is 12901 Bruce B. Downs, MDC22, Tampa, FL 33612-4766. The College telephone number is (813) 974-2191.

Advising Offices: To schedule an advising appointment at a location where the College of Nursing offers courses call the College of Nursing Office of Student Affairs, (813) 974-9305; (888) 974-9488.

Office Hours: 8 a.m. - 5 p.m., Monday through Friday.

For information about programs, scholarships, faculty, and courses, consult the College of Nursing website at <http://www.hsc.usf.edu/nursing>.

NURSING PROGRAM

•• REGISTERED NURSE - COURSE OF STUDY

NUR 3806	Educational Transitions for RN	3
NUR 3066	Physical Examination and Assessment	2
NUR 3066L	Clinical Experience in Health Assessment - RN	1
NUR 3125	Pathophysiology for Nursing Practice	4
NUR 3145	Pharmacology in Nursing Practice	3
NUR 4636	Community/Public Health Nursing	3
NUR 4636L	Comm/Public Health Nursing Clinical - RN	3
NUR 4838	Leadership & Management in Professional Nursing Practice	3
NUR 3826	Ethical Legal Aspects in Nursing and Health Care	3
NUR 4165	Nursing Inquiry	3
NUR XXXX	Nursing Elective	3

Total Hours **72**

College of Nursing courses include predominately live classroom courses with some web-based courses and some blended coursed. Not all courses are available as on-line courses and blended courses require some campus classroom meetings.

UNDERGRADUATE STUDIES

Bachelor of Science in Applied Science (APS)

Location/Phone: SVC 2002; (813) 974-4051

Office Hours: 8 a.m. – 5 p.m., Monday through Friday

Web Address: <http://www.ugs.usf.edu/bsas.htm>

Workforce projections for the 21st century indicate that there will be an ongoing need for people with specific skills and abilities to fill Florida's growing number of specialized, scientific, industrial and technological positions. Florida's two-year colleges offer many exceptional programs that meet these demands through their Associate in Science (A.S.) degrees. Although these applied and technical degrees provide excellent preparation for students seeking jobs that require specific knowledge, skill and ability, they have not generally transferred very efficiently into four-year Bachelor's degree programs. The Bachelor of Science in Applied Science (BSAS) has been developed by USF under certain provisions of Florida legislation to remove constraints from the transfer process, recognize past course work as transferable credit to the university, and afford exciting new opportunities for A.S. degree holders to pursue and acquire a distinctive USF Bachelor's degree.

The BSAS program is a "capstone" degree offering A.S. degree holders an efficient pathway to a Bachelor's degree. It provides Florida A.S. transfer students with a broad educational experience and a unique academic area of concentration. The various concentrations allow students to somewhat tailor their degree to match their academic interests and career ambitions. To achieve this end, BSAS students will plan their program in ongoing consultation with an academic advisor who will help students design their individualized program of study.

Requirements for the Major in Bachelor of Science in Applied Science

Recommended Prerequisites (State Mandated Common Prerequisites)

This degree program is available ONLY to Associate in Science (A.S.) graduates from a Florida public community/junior college.

There are no State Mandated Common Prerequisites for this degree program.

Students wishing to transfer to USF must complete the A.S. degree with an overall "C" average in all college-level courses accepted for transfer credit to USF. Students are encouraged to complete at least 18 credit hours of the General Education Requirements as part of their A.S. degree, and it is highly recommended that students select Gordon Rule communication and computation courses to fulfill these requirements while at the community college.

The A.S. degree will transfer as a complete "60 credit hour package" to USF (applicable only to the BSAS program). Technical coursework will transfer as a 42 credit hour technical block. The remaining 18 credit hours of General Education coursework from the A.S. will be matched against USF requirements to determine which courses remain outstanding for fulfillment of the university's 36 credit hour General Education Requirement.

Please be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Community College Block Credit (Transferred from A.S.)	42
Community College General Education (Transferred from A.S.)	18
USF General Education	18
USF Exit Courses	9
USF Area of Concentration*	18
USF Electives**	15
Total BSAS Credit Hours	120

*Note that all BSAS Areas of Concentration are at least 18 credit hours (some require 21 credit hours).

** Elective credit hours may vary slightly, but will not require students to exceed a total of 120 credit hours for completion of the BSAS degree.

Within the 60 credit hours of USF/upper-level coursework beyond the A.S., BSAS students will complete:

- a minimum of 48 credit hours of upper-level (3000-4999) courses
- at least 30 hours of the last 60 credit hours at USF
- CLAST requirements
- foreign language requirement (can be satisfied by two years of high school foreign language credit or 8 college credit hours in a single foreign language)

Requirements for Areas of Concentration

BSAS – Criminal Justice Concentration (ACJ) consists of 18 credit hours:

Only available at Lakeland or Sarasota campus

CCJ 3024	Survey of Criminal Justice	(3)
CCJ 3610	Theories of Criminal Behavior	(3)
CJL 3110	Substantive Criminal Law	(3)
CJC 4010	American Correctional Systems	(3)
CCJ 4934	Seminar in Criminology	(3)
CJE 4144	American Law Enforcement	(3)

BSAS - General Business Concentration (ABU) consists of 18 credit hours:

ACG 3074	Managerial Accounting for Non-Business Majors	(3)
ECO 1000	Basic Economics	(3)
FIN 3403	Principles of Finance	(3)
MAN 3025	Principles of Management	(3)
MAN 4802	Entrepreneurship & Small Business Management	(3)
OR		
GEB 4890	Strategic Management & Decision Making	(3)
MAR 3023	Basic Marketing	(3)

BSAS – Early Child Development Concentration (AEC) consists of 18 credit hours:

Only available at Lakeland or Sarasota campus

EDF 4111	Child Growth & Learning	(3)
EDG 4909	Young Children w/ Special Needs	(3)
HSC 3301	Health, Safety, Nutrition & Motor Skills	(3)
EEC 4303	Creative & Affective Experiences	(3)
EEC 4408	Child, Family & Teacher Relations	(3)
PAD 4419	Personnel & Supervision	(3)

BSAS – Hospitality Management Concentration (AHG) consists of 18 credit hours:

Only available through Sarasota campus

PREREQUISITES - 12 HOURS:

ACG 2021	Financial Accounting	(3)
ACG 2071	Managerial Accounting	(3)
MAN 3025	Principles of Management	(3)
MAR 3023	Basic Marketing	(3)

REQUIRED COURSES:

FSS 3231	Introduction to Food Production & Management	(3)
HFT 3005	Introduction to Hospitality & Tourism	(3)
HFT 3423	Hospitality Information Systems	(3)
HFT 3503	Hotel Marketing and Sales	(3)
HFT 4221	Human Resources Management	(3)
HFT 4253	Lodging Management	(3)

BSAS - Public Administration Concentration (APU) consists of 18 credit hours:

PAD 3003	Introduction to Public Administration	(3)
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PAD 4204	Public Financial Administration	(3)
PAD 4419	Personnel and Supervision in Today's Organizations	(3)
PAD 4712	Managing Information Resources in the Public Sector	(3)
POS 3182	Florida Politics and Government	(3)
Plus any one of the following:		
PUP 4002	Public Policy	(3)
PAD 5035	Issues in Public Administration and Public Policy	(3)
PAD 5044	Environment of Public Administration	(3)
PAD 5159	Urban Policy Analysis	(3)
PAD 5333	Concepts and Issues in Public Planning	(3)
PAD 5605	Administrative Law and Regulation	(3)
PAD 5700	Research Methods in Public Administration	(3)
PAD 5807	Urban and Local Government Administration	(3)
PAD 5836	Comparative Public Administration	(3)

Bachelor of Science in Hospitality Management

Program Email: hospitality@sar.usf.edu

Location: USF Sarasota-Manatee, SMC-B221

Academic Advising: Office of Student Services, SMC-C107, (941) 359-4330

Web address: <http://www.sarasota.usf.edu/hospitality>

The mission of the School of Hotel and Restaurant Management at the University of South Florida is to provide excellence in teaching, research and service to all persons and to build foundations for lifelong learning. The School of Hotel and Restaurant Management prepares individuals for industry management and leadership roles in a global economy and interfaces with stakeholders to deliver hospitality professionals that add to the financial, intellectual, environmental, ethical and social growth of Florida and the Nation.

The Bachelor of Science Degree in Hospitality Management prepares outstanding individuals to be service-oriented professionals. The School of Hotel and Restaurant Management educates students to succeed at entry-level management and supervisory level positions in the hospitality industry. A general business foundation with specialized hotel and restaurant management courses equips the students to approach problem solving in a disciplined and systematic manner. An advisory board composed of leaders from major hospitality-related corporations and organizations that are directly involved in the review of the curriculum, school development/programming and prepares students for future career challenges.

Students should have 60 transferable hours from a regionally accredited institution and an overall GPA of 2.0 prior to admission to the University of South Florida Sarasota-Manatee.

Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements, thereby transferring maximum hours to the university. If students transfer without an A.A. degree and have fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements, including ACT or SAT test scores, GPA, and course requirements.

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Students should complete the following **prerequisite courses** listed below at the lower level prior to entering the university. If these courses are not taken at the community college, they must be completed before the degree is granted. (*no grade lower than a C-.*)

- ACG X021 Principles of Financial Accounting or ACG X001 and ACG X011
- ACG X071 Principles of Managerial Accounting
- ECO X013 Macroeconomics
- ECO X023 Microeconomics

Admission to the School of Hotel and Restaurant Management

Admission to the School of Hotel and Restaurant Management is open to all students who have been accepted to the University of South Florida and declare the major of Hospitality Management. Students should contact the Office of Student Services, SMC-C107 (941) 359-4330 for assistance. Students who have credits from other institutions may need to provide copies of course descriptions from the catalog for purposes of determining credit towards the Hospitality Management major requirements at USF.

General Requirements for a B.S. Degree in Hospitality Management

1. The Hospitality Management major requires at least 120 credit hours.
2. General Education Requirements can be satisfied by completing the university's general education requirements or completing the AA degree from a Florida public community college.
3. All transfer work will be reviewed by the advising office and the Director of the School of Hotel and Restaurant Management.
4. Students must satisfactorily meet the College Level Academic Skills Test (CLAST) along with the writing and computation course requirements of 6A-10.30 (Gordon Rule).
5. Students must complete the Foreign Language Entrance Requirement as mandated by the university catalog.
6. Nine hours of exit courses must be taken at USF as defined in the university catalog.
7. Students must earn at least a 2.0 overall GPA, USF GPA, and in the major to be certified for graduation.
8. The university provides advising tools and services to assist the student, however, it is the responsibility of the student to meet all graduation requirements and deadlines of the university.
9. Students must comply with all university academic policies and procedures in order to meet all requirements set forth by the University of South Florida.

Major requirements for the B. S. Degree In Hospitality Management are as follows:

Business Courses (12 Credits) with no grade lower than C-:

- FIN 3403 Principles of Finance
- ISM 3011 Information Systems in Organizations
- MAN 3025 Principles of Management
- MAR 3023 Basic Marketing

Hospitality Courses (36 Credits) with no grade lower than C- and 2.0 GPA:

- FSS 3231 Introductory Food Preparation Management*
- HFT 3005 Introduction to Hospitality and Tourism
- HFT 3263 Restaurant and Catering Management*
- HFT 3423 Hospitality Information Systems
- HFT 3424 Cost Control in Hospitality Operations
- HFT 3503 Hotel Marketing and Sales
- HFT 3603 Law and Security for the Hospitality Industry
- HFT 4323 Facilities Mgmt for the Hospitality Industry
- HFT 4221 Human Resource Management
- HFT 4253 Lodging Management
- HFT 4471 Mgmt Accounting & Finance for the Hospitality Industry
- HFT 4930 Selected Topics in Hospitality Management
- HFT 4945 Advanced Internship (300 hours)
(In final academic semester with departmental approval)

Communications Courses (6 Credits)

COM 3110 Communication for Business and the Professions

or

SPC 2600 Public Speaking

and

ENC 3310 Expository Writing

or

ENC 3250 Professional Writing

Non-Credit Major Requirement

In addition to completion of HFT 4945, students must complete an additional 700 documented working hours in the hospitality industry before graduation.

*FSS 3231 and HFT 3263 require a lab fee.

Other Hospitality Programs Available

Certificate Programs

The Certificate Programs are designed for industry professionals currently working in hotels and restaurants to enhance their professional knowledge. The student must be currently employed in the hospitality field and satisfactorily complete the five required courses (15 credit hours in residence at USF) in hotel management or restaurant management. The certificate will be issued when a student has earned at least a 2.0 GPA and receive no less than a grade of C- in any of the five classes in their concentrated certificate program. Contact the department for further information.

Minor Programs

Minor in Restaurant Management & Minor in Hotel Management

Both programs are 18-credit hour programs. The minor program is a valuable addition to any major. Both minor programs provide the general information that will allow students to pursue hospitality related careers that they might otherwise not be qualified or credentialed to pursue. Majors of other disciplines will find this minor interesting and rewarding. Either minor program may open the door to a myriad of management positions in the hospitality industry. Contact the department for further information at (941) 359-4330.

Minor in Hotel Management

Required Courses:

- HFT 3005 Introduction to Hospitality and Tourism
- HFT 3503 Hospitality Marketing and Sales*
- HFT 3603 Law and Security for the Hospitality Industry*
- HFT 4221 Human Resources Management
- HFT 4253 Lodging Management
- HFT 4471 Management Accounting and Finance
Hospitality Industry
- HFT 4936 Hotel Management Seminar
(only taught on the USF Tampa Campus)

*Students are required to choose one of the two listed classes. Students must achieve a grade point average of 2.0 or higher in the minor course work for certification of the minor for graduation. At least 9 credit hours must be taken in residence at USF.

Minor in Restaurant Management

Required Courses:

- HFT 3005 Introduction to Hospitality and Tourism
- HFT 3263 Restaurant and Catering Management
- HFT 3424 Cost Control in Hospitality Operations
- HFT 3503 Hospitality Marketing and Sales*
- HFT 3603 Law and Security for the Hospitality Industry*
- HFT 4221 Human Resources Management
- HFT 4853 Restaurant Trends and Challenges
(only taught on the USF Tampa Campus)

*Students are required to choose one of the two listed classes. Students must achieve a grade point average of 2.0 or higher in

the minor course work for certification of the minor for graduation. At least 9 credit hours must be taken in residence at USF.

NOTE: Both minor programs are taught on the USF Tampa Campus. See our webpage for course descriptions, www.sarasota.usf.edu/hospitality.

Bachelor of Science in Applied Science with concentration in Hospitality

Students who have earned an A.S. degree from a Florida public community college should refer to the "Undergraduate Studies, Bachelor of Science in Applied Science" section of this catalog.

Exchange Programs

Students who are interested in an International educational experience should contact the School of Hotel and Restaurant Management for updated information.

School of Hotel and Restaurant Management Faculty

Director: Jay R. Schrock; *McKibbon Chair*: John R. Walker; Assistant Professor: Katerina D. Annaraud; Program Coordinator: Amanda M. Kulaw

Program Email: hospitality@sar.usf.edu Location: Sarasota/Manatee Campus, SMC-B221.

Bachelor of Science in Information Technology

The Mission of the Information Technology Program is to provide high quality educational opportunities for students interested in pursuing careers in the broad range of fields that support our computer/information-based society and economy. Additionally to utilize the resources of the program to provide service to society; and to emphasize to students the need for lifelong learning, ethical conduct and an understanding of the diverse social context in which Information Technology is practiced. The program is offered through the Lakeland Campus.

Specifically the program aspires to:

1. Lead to the advancement of Information Technology through nationally recognized education at the undergraduate level, as well as technology transfer to regional industries and businesses;
2. Prepare students for full and ethical participation in a diverse society and encourage lifelong learning;
3. Educate undergraduates in the best practices of the field as well as integrate the latest research and practices into the curriculum;
4. Emphasize the development of problem solving and communication skills as an integral component of the educational process and the later practice of the discipline;
5. Provide quality learning experiences through highly interactive techniques of course delivery that will include the use of electronic support equipment as well as newly developing distance learning technologies.

Objectives

The Information Technology program graduates will:

1. Have the requisite education and skills to be immediately employable as professionals in our computer/information-based society
2. Be prepared to enter into graduate studies in a number of related graduate programs
3. Be ethical and responsible members of their profession and society as a whole
4. Be well founded in the variety of sub-disciplines that comprise Information Technology which include basic principles of computation, mathematics, science and engineering.

The Information Technology (IT) program is designed to bridge the gap between computer science and management

information systems. The emphasis of the program is on knowledge-based computer and information technology, traditional computer science concepts, as well as more practical topics including programming, applications, and networking, systems administration and the management of a variety of computing environments (in an era of rapidly changing technology). IT students will take coursework in computer organization, human-computer interface, data structures, operating systems, networking, databases, and software engineering. Electives can include such application areas as: advanced database, advanced networking, web page design and administration, and e-commerce as well as a variety of other related areas. Through a broad based set of electives, IT students will be able to tailor their program to satisfy individual preferences and strengths.

Students completing the IT program will qualify for a broad range of positions in computer-intensive businesses and industry such as: programmer analyst, systems analyst, database administrator, network administrator, computer resource manager, systems development manager, and information technology management, to name a few.

In addition to the University's graduation requirements, the program has the following policies:

1. Mandatory academic advising of each student each term,
2. Exit interviews as a graduation requirement for all students, and
3. Only grades of C and above in IT courses can be used to fulfill graduation requirements.

Four-Year Curriculum in Information Technology

Prerequisites (State Mandated Common Prerequisites) for Students Transferring from a Community College: If a student wishes to transfer without an A.A. degree and has fewer than 60 semester hours of acceptable credit, the student must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

Students should complete the following **prerequisite courses** listed below at the lower level prior to entering the University. If these courses are not taken at the community college, they must be completed before the degree is granted. Unless stated otherwise, a grade of "C" is the minimum acceptable grade.

Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university.

PSY XXXX	Any Psychology Course
STA X023	Statistics
ECO X013	Economics (Macroeconomics)
CGS XXXX	Any Database Course
COP 2XXX	Any Computer Programming Course
COP 2XXX	Any Object-Oriented Computer Programming Course
MAC XXXX	Pre-Calculus Course
PHY XXXX	Any Physics Course
M** XXXX	Discrete Mathematics Course

Please be aware of the immunization, foreign language, continuous enrollment policies of the university, and qualitative standards required.

The schedule that follows indicates how a diligent student, who can devote full time to coursework, can satisfy requirements in four academic years. Students without a solid foundation, or those who cannot devote full time to academics, should plan for a slower pace.

Semester I

CGS 2100	Computers in Bus.	3
ENC 1101	Composition I	3
MAC 1140	Precalculus Algebra	3
Gen. Ed.		6
Total		15

Semester II

COP 2510	Programming Concepts	3
ENC 1102	Composition II	3

MAD 3100	Discrete Math	3
ECO 2013	Economic Principles (Macro.)	3
PSY 2012	Psychological Science I	3
Total		15
Semester II		
Natural Science		3
COP XXXX	OO Programming (e.g., C++)	3
Electives		9
Total		15
Semester IV		
STA 2023	Introductory Statistics I	3
PHY 2020	Conceptual Physics	3
Fine Arts		3
Electives		6
Total		15
Semester V		
COP 3515	Program Design for Information Technology	3
ENC 3246	Communication for Engineers	3
INR 3033	International Political Cultures	3
CGS 3303	IT Concepts	3
CEN 3722	Human Computer Interfaces for IT	3
Total		15
Semester VI		
CDA 3101	Computer Organization for Information Technology	3
EEL 4782	Computer Information Networks for IT	3
EEL 4782L	Information Networks Lab for IT	1
EEL 4854	Data Structures and Algorithms for IT	3
ENC 4260	Advanced Technical Writing	3
IT Approved Electives		3
Total		16
Semester VII		
CIS 4703	Database Systems for IT	3
CEN 4031	Software Engineering Concepts for IT	3
COP 4610	Operating Systems for IT	3
COP 4610L	Operating Systems Lab for IT	1
IT Approved Electives		6
Total		16
Semester VIII		
COP 4930	Information Technology Seminar	1
CIS 4935	Senior Project in IT	3
CIS 4253	Ethical Issues for Information Technology	3
IT Approved Electives		6
Total		13

INFORMATION TECHNOLOGY (IT) MINOR PROGRAMS

There are two IT Minor options available.

The **IT General Minor** (15 semester hours) is aimed at providing a good understanding of the concepts underlying Information Technology while enabling the student to choose four elective topics in which to specialize. These elective encompass a wide spectrum of topics such as programming, networking and web design, Human Computer Interface and Security Management. The outcome of this program is to build a solid culture of IT technologies and disciplines from scratch.

The **IT Technical Minor** (24 semester hours) enforces basic scientific pre-requisites and requires interested students to attend three core IT courses meant to provide them with the conceptual and technical basis necessary to successfully dwell in more advanced topics. The elective part of the IT Technical Minor is composed of two electives to be chosen from a larger set of courses including Data Base Systems and Operating System. Successful students are expected to develop a conceptual understanding of the IT field while developing programming skills they may apply to strengthen their major.

IT GENERAL MINOR

Required Course:		
CGS 3303	IT Concepts	3

Electives (choose four from list):

CDA 3101	Computer Organization for IT	3
CEN 3722	Human Computer Interfaces for IT	3
CIS 4361	IT Security Management	3
CIS 4412	IT Resource Management	3
COP 3515	Program Design for IT	3
EEL 4782	Computer Information Networks for IT	3
EEL 4782L	Information Networks for IT	1
EEL 4854	Data Structures and Algorithms for IT	3
ETG 4931	Special Topics in Technology I	1-5
ETG 4932	Special Topics in Technology II	1-5

IT TECHNICAL MINOR

Prerequisite Courses:

COP 2510	Programming Concepts	3
COT 3100	Introduction to Discrete Structures	3
PHY XXXX	Physics	3

Required Courses:

CGS 3303	IT Concepts	3
COP 3515	Program Design for IT	3
EEL 4854	Data Structures and Algorithms for IT	3

Electives (choose four from list):

CDA 3101	Computer Organization for IT	3
CEN 3722	Human Computer Interfaces for IT	3
CEN 4031	Software Engineering Concepts for IT	3
CIS 4361	IT Security Management	3
CIS 4412	IT Resource Management	3
COP 4610	Operating Systems for IT	3
COP 4610L	Operating Systems Lab for IT	1
COP 4703	Database Systems for IT	3
EEL 4782	Computer Information Networks for IT	3
EEL 4782L	Information Networks for IT	1
ETG 4931	Special Topics in Technology I	1-5
ETG 4932	Special Topics in Technology II	1-5

POST-BACCALAUREATE CERTIFICATE PROGRAMS IN INFORMATION TECHNOLOGY (IT)

There are two Post-Baccalaureate Information Technology (IT) Certificates available. Both Certificates are designed for students who hold bachelor's degrees in fields other than IT, but do not seek either a master's degree or a complete undergraduate degree in IT.

The **IT Management Certificate** (15 semester hours) is designed to provide the student an application-oriented managerial background in IT. The typical student pursuing this certificate is not looking to change careers, but rather looking to enhance their technical abilities in their existing job. A four year Bachelor's degree plus some prerequisites are required to enter the IT Management Certificate Program.

The **IT Professional Certificate** (30 semester hours) is designed to help students change careers, i.e. begin a new career as an IT Professional. All classes (15 hours) taken in the IT Management Certificate directly apply toward the IT Professional Certificate. Therefore, each student having completed the IT Management Certificate, will only need 15 additional hours to complete the IT Professional Certificate. However, certain additional prerequisites may be required of the student prior to taking the advanced technically oriented classes contained in the IT Professional Certificate.

Students wanting to enter one of the IT Certificate programs, need to fill out an application to apply and have an official transcript sent from the College or University where they completed their undergraduate degree. The transcript is used to first verify that the student completed their undergraduate degree and second to identify if any additional prerequisite classes that may be required.

IT MANAGEMENT CERTIFICATE

The prerequisites to enter the IT Management Certificate program is a four year undergraduate degree plus the following:

1. MACxxxx Pre-Calculus
3 hrs.
2. STA2023 Intro. To Statistics
3 hrs.
3. Any Basic Computer Skills Course
3 hrs.
(Word Processing, Spreadsheets, Windows, etc.)

NOTE: The course numbers may be different depending on the university. IT advisors will make the determination whether or not the student has satisfied these requirements based on supportive material (such as catalog descriptions, official letters, etc.) supplied by the student.

After admission to the IT Management Certificate program, the student must complete 15 hours selected from the following:

CEN 3722	Human Computer Interfaces for IT	3
CGS 3823	IT Web Design	3
CGS 3845	Electronic Commerce	3
CIS 4361	IT Security Management	3
CIS 4412	IT Resource Management	3
CIS 4935	Senior Project in Information Technology	3
COP 4930	Information Technology Seminar	1-3
ENC 4260	Advanced Technical Writing	3
ETG 4931	Special Topics in Technology I	1-5
ETG 4932	Special Topics in Technology II	1-5
	IT Current Topics	3
	IT Approved Elective	3

IT PROFESSIONAL CERTIFICATE

The prerequisites to enter the IT Professional Certificate program is a four year undergraduate degree plus the following:

1. STA 2023 Intro. To Statistics
3 hrs.
2. CGS xxxx Any Data Base
3 hrs.
3. COP 2xxx Computer Programming
3 hrs.
4. COP 2xxx OO Programming
3 hrs.
5. MAC xxxx Pre-Calculus
3 hrs.
6. xxxx Discrete Mathematics
3 hrs.

NOTE: The course numbers may be different depending on the university. IT advisors will make the determination whether or not the student has satisfied these requirements based on supportive material (such as catalog descriptions, official letters, etc.) supplied by the student.

After admission to the IT Professional Certificate program, the student must complete the following 30 hour program:

Required courses for the IT Professional Certificate (12 credit hours):

CDA 3101	Computer Organization for IT	3
COP 3515	IT Program Design	3
COP 4610	Operating Systems for IT	3
COP 4610L	Operating Systems Laboratory for IT	1
EEL 4854	Data Structures and Algorithms for IT	3
Electives (18 credit hours):		
CEN 3722	Human Computer Interfaces for IT	3
CEN 4031	Software Engineering Concepts for IT	3
CGS 3823	IT Web Design	3
CGS 3845	Electronic Commerce	3
CIS 4361	IT Security Management	3
CIS 4412	IT Resource Management	3
CIS 4703	Database Systems for IT	3
CIS 4935	Senior Project in IT	3-5
COP 4930	IT Seminar	1-3
EEL 4782	Computer Information Networks for IT	3
EEL 4782L	Information Networks Laboratory for IT	1

ENC 4260	Advanced Technical Writing	3
ETG 4931	Special Topics in Technology I	1-5
	IT Current Topics	3
	IT Approved Elective	3
Total		30

Information Technology Faculty

Chair (Interim): W. D. Armitage; Faculty: P. Bao, A. Ejnoui, F. Fleschute, A. Gaspar, B. Harding, R. Hawat, S. Lodwig, R. Walsh, J. Wiginton.