

GRADUATE
STUDIES
SOUTHWESTERN
COLLEGE
2003-04

Southwestern College

MBA Program Office

2040 South Rock Road

Wichita, Kansas 67207

(316) 684-5335, ext. 101

Master of Education Program
Office

Center for Teaching Excellence

100 College Street

Winfield, Kansas 67156

(620) 229-6253

OUR VISION

Southwestern College in Winfield, Kansas,

is a learning community

dedicated to

—intellectual growth and

career preparation,

—individual development and

Christian values,

—lifetime learning and

responsible citizenship, and

—leadership through service

in a world without boundaries.

Catalogs

Southwestern College's academic programs are described in two different catalogs. Both the Graduate and Undergraduate Catalogs are available from the registrar on the main campus and from the offices at other campus locations. This is the Graduate Catalog for both the Master of Business Administration and the Master of Education.

Courses and policies in this catalog are subject to change through the processes set forth in the institutional policies manual. Normally, policy revisions are undertaken in the following year after due notification has been served. There may be cases, however, when a policy is changed and implemented in the same year. A curriculum or policy change could be applied to matriculated students and, as such, the catalog should not be construed as a contract between the college and the students.

Southwestern College does not discriminate on the basis of handicap, race, color, creed, sex, age, or national origin in the recruitment and admission of students, faculty, or staff. Southwestern College is an Affirmative Action/Equal Opportunity institution.

Selection of Catalog

In most cases, students will meet graduation requirements stated in the catalog under which they first enter the program. When graduation requirements change, students may adhere to the ones listed in the catalog under which they first entered, or they may optionally select the newer catalog and follow those requirements. Students who leave the

master's program but reenroll having missed no more than two terms (counting fall, spring, and summer as terms) may follow the catalog under which they were previously enrolled.

Accreditation

Southwestern College is accredited by the Higher Learning Commission and is a member of the North Central Association, www.ncahigherlearningcommission.org, phone (312) 263-0456.

It is further accredited by the University Senate of the United Methodist Church, and the Kansas State Department of Education. Southwestern students find credits taken here fully accepted in undergraduate and graduate schools across the nation.

Admission

All applicants must have completed an appropriate baccalaureate degree from an accredited institution. Degree-seeking applicants must have a minimum undergraduate cumulative grade point average of 3.0 on a 4 point scale. This gpa may be on the total undergraduate record or on the last 60 hours of the undergraduate program.

Students applying to pursue an MBA should be aware of the following conditions and requirements:

Admission to the MBA program is competitive. Applicants are required to submit an MBA application form, two letters of reference (at least one from a current or former employer), a personal essay, and official transcripts of all college level work.

Applicants must have a baccalaureate degree from an accredited institution of

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higher learning. The degree need not be in a business field; however, admission preference may be given to applicants with substantial business course work or work experience.

Some applicants may be granted *conditional admission*. In such cases, the MBA director will identify certain undergraduate course work to be successfully completed before formal acceptance into the MBA program.

For transfer students, Southwestern College may recognize hours taken in other accredited graduate programs at the discretion of the MBA director. A maximum of six credit hours (with grades of A or B) may be applied to the Southwestern degree.

A formal application packet may be obtained from:

MBA Program Office
Southwestern College
2040 South Rock Road
Wichita, Kansas 67207
(316) 684-5335, ext. 101

Students who apply to pursue the major in special education must meet these additional requirements:

- hold an undergraduate degree in elementary or secondary education
- have a valid teaching certificate for the level for which they are seeking special education certification
- have successfully completed a course in survey of exceptionalities
- submit GRE scores and date
- submit a written essay discussing why the applicant is seeking a career in special education

For transfer students, Southwestern College will recognize hours taken in other accredited graduate programs if the grade point average of those total hours is 3.0 or higher. A maximum of six se-

mester hours (with grades of A or B) may be applied to the Southwestern degree.

Prospective degree-seeking students are invited to discuss their specific goals and interests with the director of graduate studies before applying for admission. Formal application is made through the:

Center for Teaching Excellence
Southwestern College
100 College Street
Winfield, Kansas 67156
(620) 229-6253
(800) 846-1543

International Students

Admission decisions for international students are based on a combination of English proficiency, successful completion of courses leading to graduation, letters of recommendation, and proof of financial support.

Students who have attended schools where English has not been the primary language of instruction must show evidence of English proficiency through a score of 550 or higher on the Test of English as a Foreign Language (TOEFL), special courses in other institutions such as completion of the highest level of an Intensive English Language Center program, or other relevant experiences.

In addition, international students must submit a certified bank statement indicating that the student or the student's sponsor has sufficient funds to meet the first year's expenses, a personal statement about the student's background, interests and personal accomplishments, and three letters of recommendation. If the student is being sponsored, a certified letter from the sponsor should be submitted indicating that the sponsor will be supporting the student during the student's stay in the United States. If the student is sponsored by the

student's home government, the student should send a certified letter from the government indicating support and billing information.

Graduate Studies Council

The graduate studies council is the ruling body for the graduate program. Its responsibilities include, but are not limited to, establishing academic and conduct standards, reviewing learner progress toward candidacy and the degree, deciding on issues related to probation, suspension or expulsion, processing student complaints including grade appeals, and recommending students to the faculty for graduation. In the Master of Education program, some of these matters are reviewed first by the teacher education committee before being sent to the graduate studies council.

Orientation and Handbooks

All applicants are required to attend program orientation sessions for each degree program or engage in a comparable consultation with the director and obtain and review any written materials provided for orientation. Each graduate degree program has its own handbook, which applicants are required to read and sign before being fully admitted to the program.

Notice of Nondiscrimination

Southwestern College is committed to a policy of nondiscrimination on the basis of race, gender, color, age, sexual orientation, religion, national origin, ethnic origin, or physical disability, veteran (including Vietnam era) status, or other non-merit reasons, in hiring, admissions, and educational programs or activities, all as required by applicable laws and regulations. The college also practices af-

firmative action in hiring. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning the Civil Rights Act of 1960, the Age Discrimination in Employment Act of 1975, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and other related federal, state, and local legislation, executive orders, regulations, and guidelines has been delegated to the vice president for business affairs and human resources, Southwestern College, 100 College, Winfield, KS 67156, telephone (620) 229-6000.

Privacy

Southwestern College has interpreted the Family Educational Rights and Privacy Act of 1974 (FERPA; the Buckley Amendment) to restrict the release of confidential information relating to students. This information includes the student's academic record, test scores, and academic progress. A full statement of policy and students' rights is posted at www.sckans.edu/info on the college's Web site.

Academic Policies

Academic Integrity

Southwestern College assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies will apply.

Academic dishonesty is any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, or sabotage, and any act of aiding and abetting academic dishonesty.

The following definitions make clear the policy of the college.

1. Cheating is using or attempting to use unauthorized materials, information or study aids in any academic exercise.

Examples: copying homework, copying someone else's test, using an unauthorized "cheat sheet," etc.

2. Fabrication is the falsification or invention of any information or citation in any academic exercise.

Examples: making up a source, giving an incorrect citation, misquoting a source, etc.

3. Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise.

Plagiarism includes failing to give a citation for using work from another person or source. Modifications and rephrasings do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

4. Dissimulation is the disguising or altering of one's own actions as to deceive another about the real nature of one's actions concerning an academic exercise.

Examples: fabricating excuses for such things as missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (when original work is requested), etc.

5. Abuse of resources is the damaging of any resource material or inappropriately limiting access to resource material which is necessary for academic work.

Examples: hiding library materials, removing noncirculating material from the library, hiding or stealing another person's textbook, notes or software, failure to return library materials when requested by the library, etc.

6. Forgery of academic documents is the unauthorized changing or construction of any academic document.

Examples: changing transcripts, changing grade books, changing grades on papers which have been returned, forging signatures, etc.

Examples also include completion of an application for any Southwestern academic program which omits or falsifies any requested information. Such violations can result in the revocation of the application, even if approval was previously granted on the basis of fabricated information.

7. Sabotage is the damaging or impeding of the academic work of another student.

Examples: ruining another student's lab work, destroying another student's term paper, etc.

8. Aiding and abetting academic dishonesty is knowingly facilitating any act defined in 1-7.

Policies for Dealing with Academic Dishonesty

Violations of the academic integrity policy will result on the first offense with: A zero for the assignment (paper, exam or project).

All infractions must be reported in writing to the Vice President for Academic Affairs. The student will also be notified. The academic vice president's office shall keep a record of reported infractions and sanctions.

Any subsequent intentional violation of the policy by that student during her/his academic career at Southwestern will result in a disciplinary hearing before the graduate studies council and possible suspension from the institution.

Any student so suspended has a right to an appeal. If a student wishes to appeal, the request should be made in writing and must be received in the academic vice president's office by the date determined by the Vice President for Academic Affairs in consultation with the graduate studies council.

Any violation of the policy not under the supervision of a faculty member will be handled by recommendation of the academic vice president to the graduate studies council.

Adapted and used by permission from Tabor College.

Course Authorization

Courses carrying graduate credit are listed in this catalog. Additional elective courses may be developed and announced in other publications. Only students formally admitted to the graduate program may enroll in these courses.

Course Load

Full time is 9.0 hours per term.

Normal Load

MBA 8-week session 3 hours

M.Ed. 14-week session 12 hours

General Academic Policies

Grading System

The college grading system defines the following marks as graded hours and assigns the grade-point values per credit hour shown:

A = Exemplary attendance, superior academic achievement, and professional communication skills (A+ or A, 4 points; A-, 3.67)

B = Completion of all assigned work with above average quality (B+, 3.33; B, 3; B-, 2.67)

C = Completion of assigned work with acceptable performance (C+, 2.33; C, 2; C-, 1.67)

D = Inadequate demonstration of acceptable quality work (D+, 1.33; D, 1; D-, 0.67)

F = Unacceptable attendance, participation, and/or written work (0 points)

These additional marks are also used but do not designate graded hours and do not impact calculation of a GPA:

WD = Withdrawal from a course

I = Incomplete work

S = Satisfactory work

U = Unsatisfactory work

Incompletes

A student may request a temporary grade of incomplete when the work of the student has been generally satisfactory, but for reasons beyond the student's control it has not been possible to complete certain assignments made by the instructor. If the instructor agrees to the

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student's request, the student and teacher must jointly complete and file with the registrar a form, signed by the graduate program director, describing the work remaining in the course and a plan for its completion.

If an incomplete is given, the deadline for finishing the course work is thirty days after the session in which the incomplete is given, or an earlier deadline as agreed to by the student and teacher. A grade of F will automatically be entered as a final grade if the remaining work is not completed by the deadline.

Extension of the deadline may be allowed by special permission of the program director in cases of illness or other conditions beyond the student's control. Requests for extensions of deadlines must be initiated by the student and endorsed by the instructor involved in order to be considered by the graduate studies council. During the period in which a student holds an incomplete, the grade point average will be calculated without counting the incomplete.

An instructor may not give an incomplete unless the student has requested it. If at the time grades are submitted to the registrar's office the form requesting an incomplete is not attached and jointly signed, a grade of F will be recorded.

Registration Change (Drop/Add)

A change of registration is not official until a student gives written notice to the appropriate graduate program office.

Withdrawal From Courses

A student may withdraw from a course and receive a grade of WD (withdrawn) until 60 percent of the course has elapsed (through the fifth class of an

eight-week session). This grade does not influence the grade point average. Withdrawals after the deadline will result in a grade of F and tuition and fees will be charged to the student.

Independent Study

Independent study is available to serve a student's interest in pursuing study in an area not offered in any established course. Approval forms are available from the respective program offices. The form requires course parameters, rationale, and outcomes and must be completed before course work begins. The following requirements govern enrollment in independent study courses:

1. Written consent of both the instructor and the program director before enrollment.
2. Content of the course cannot be the same as a course offered at a regularly scheduled time (exceptions must have the written approval of a graduate program director before enrollment).
3. Contact hours between student and instructor must be sufficient over the duration of the independent study to ensure appropriate content commensurate with the amount of graduate credit earned in a regular course offering.
4. A maximum of six hours graduate credit may be taken by independent study.

Validation of Credits by Examination

This option is available only in the Southwestern undergraduate program.

Credit for Prior Learning

This option is available only in the Southwestern undergraduate program.

Waiver of Specific Course Requirements

Students who believe they already have attained the outcomes of a required course may petition the program director to have that requirement waived. The director may ask that confirmation of this attainment be made by examination. MBA students may petition the MBA director for a waiver of up to two MBA classes. If granted, this waiver would not reduce the number of hours required for the degree, but would allow the student to arrange more advanced independent study courses in place of the waived courses.

Auditing a Course

Auditing consists of attending a class regularly without participation in class work or receiving credit. Permission to audit a class is granted by the instructor. Some classes may not be audited; others may depend upon payment of special fees. Students auditing a course must register for the course and pay an audit fee.

Cancellation of Courses

Southwestern College reserves the right to cancel any course with an enrollment that falls below the minimum enrollment established by the academic vice-president and the graduate program directors.

Academic Probation

When the overall grade point average falls below 3.00 a student is placed on academic probation and will receive notification from the academic vice president. Any student placed on academic probation is subject to the conditions prescribed by the graduate studies council.

Academic Suspension

Students who fail to make minimum progress toward the degree and who fail to maintain defined academic standards set by the graduate studies council may be suspended from the college. Students who violate professional standards of conduct may also be subject to suspension or expulsion.

New academic standards will be developed by the graduate studies council and communicated to graduate degree candidates and applicants in January 2003. Students may expect to have their academic status reviewed at least once per year, or more frequently if the director of the specific graduate program so requests. The graduate studies council reserves the right to suspend or expel a student from graduate study for the good of the program and the college, regardless of any published criteria.

Any student who is suspended has a right to an appeal. A request for appeal should be made by the student in writing and must be presented to the academic vice president within two weeks of the date of suspension. Supporting material should be submitted by the student prior to the appeals meeting. The appeal will be heard by the graduate studies council and the council's decision shall be final.

Repeating Course Work

If a student repeats a course, both the original and repeat grade will be recorded on the official transcript, but only the repeat grade will be used in calculating earned hours and grade point averages, regardless of whether that grade is higher or lower than the original grade. Courses shown in the catalog as repeatable for credit do not fall under this rule.

Appeal of Grade

Any grade change or appeal for a grade change must be requested within 30 days after the beginning of the fall or spring term following the term in which the grade is given. If a student believes the grade recorded by an instructor is inconsistent with the documentary evidence, an informal discussion with the faculty member is required as the first step of an appeal. If satisfactory resolution is not achieved at this level, the student may then seek resolution with the program director in which the course is taught. The final step would be to submit a written request for an appeal of a grade to the academic vice president.

After receiving the written request, the academic vice president will meet with the student to verify an attempt at resolution of the issue through the negotiation process and/or in mediation with the student and faculty. If it is determined that resolution has not occurred, the academic vice president will request written documentation with rationale from both the student and the instructor regarding the grade assigned. The academic vice president will also schedule a hearing with the graduate studies council. The committee has the right to interview the student, the faculty member(s), and other pertinent individuals in an effort to reach a just resolution of this issue. This committee will render the final decision on the appeal. Notification of the grade appeal findings will be forthcoming from the academic vice president's office.

This process is followed in appealing sanctions placed on a student as a result of the academic integrity policy as well.

Withdrawal From College

Any student wishing to withdraw from the college during a term must give official notice to the appropriate program office or to the college services counter on the main campus. Failure to give notice may damage the student's permanent record. When a student officially withdraws, charges are cancelled according to the information shown in this catalog under "Charges and Fee," for the individual program.

Academic Bankruptcy

A student wishing to erase a poor academic record (reflecting as GPA below 2.00) and start anew may request academic bankruptcy. This process is initiated in a letter addressed to the academic vice president. The student is eligible to request bankruptcy after an absence of one year. Each request for bankruptcy is to be judged by the graduate studies council in terms of the student's readiness for academic success. When granted, the student's permanent record will be placed in the inactive file and a new record initiated. The new record will carry a notation that the previous record has been deleted. No part of the original record may subsequently be used toward completion of a program, nor will it be released except at the request of the student.

Student Services

Advisors

Prospective students are invited to discuss their specific goals and interests with the directors of the respective graduate programs before applying for admission.

For program specific information, please refer to the advising section of the relevant degree.

Library

Students are expected to make use of the Southwestern College Memorial Library, where useful resources are held. Students can also access reference materials and e-books through the internet.

Complaint Policy

Southwestern College tries to be sensitive to student concerns. Students should first attempt to resolve conflicts directly with the instructor. If such an attempt fails, the student should report the complaint to the program director. If the student is not satisfied, a written complaint may be filed in the academic vice president's office on the main campus. The academic vice president will review the complaint and attempt to resolve the issues among the parties. If unable to do so, the academic vice president will refer the complaint to the graduate studies council, whose decision is final.

Master of Business Administration Program

Southwestern College's MBA program is a 36-hour degree program for working adults. Courses are eight weeks long and meet one evening a week for four hours, generally from 6:00-10:00 p.m. Classes are held at the Wichita East Professional Studies Center, 2040 South Rock Road, and on the main campus in Winfield. The degree may be completed in two years of continuous part-time study.

Degree Offered

Southwestern College confers a master of business administration degree. Students seeking the degree must fulfill all requirements as listed in this catalog.

Completion of Degree

From the date of acceptance, students have five consecutive years to complete the degree. If an extension is necessary, an application in writing must be made to the MBA director stating information pertinent to the request.

Academic Advising

All MBA students may choose an advisor, who will be one of the members of Southwestern College's full-time business faculty.

Degree Requirements

These are the requirements for a master of business administration degree:

1. Complete the specific program requirements for the master's program.
2. Complete a minimum of 36 credit hours.

3. Have an overall grade point average of 3.0 (B average).

4. Have Southwestern College graduate course credit of at least 30 hours.

5. Be elected to the degree by the faculty and by the Board of Trustees.

Transfer Students

Students may be able to transfer hours earned in other accredited graduate programs if the grade point average of those total hours is 3.0 or higher. A maximum of six semester hours (with grades of A or B) may be applied to the Southwestern graduate degree. The decision to accept transfer credit will be made by the MBA director.

Transfer students must also meet these requirements:

1. Regardless of grade points earned in graduate study at other institutions, have at least a B average for all work taken in the graduate program at Southwestern College.

2. Accept the judgment of school administrators in substituting transfer credits for courses in the Southwestern graduate catalog.

Registration

The MBA program schedules two consecutive eight-week sessions within each traditional school term. The terms are fall (beginning in late August), spring (January), and summer (May). Students may take one course each session. Students with special circumstances may ask

the program director for permission to take more than one course.

Registration is open during a two week period before the beginning of each term. During registration, students enroll for the two courses they will be taking. For example, in mid-August a student might enroll in Mgmt 635 Organizational Behavior and Mgmt 605 Managerial Economics. The first course, 635, begins in late August and continues for eight weeks to mid-October (session one). The second course, 605, begins in mid-October and finishes in mid-December (session two).

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MBA CALENDAR 2003-2004

FALL TERM

September 1, Monday

Classes begin

East Wichita Track begins

December 22-January 2, Monday-Friday

Winter break (no classes)

SPRING TERM

January 5, Monday

Classes begin

January 7, Wednesday

West Wichita Track begins

March 22-26, Monday-Friday

Spring break (no classes)

SUMMER TERM

April 26, Monday

Classes begin

April 29, Thursday

Winfield Track begins

May 7, Friday

Alumni reception, East-Wichita campus

May 8, Saturday

Baccalaureate service, 10:30 am

MBA reception, 2:00 pm

Commencement Convocation, 4 pm

June 21-July 2, Monday-Friday

Summer break (no classes)

August 26, Thursday

Last day of class

Charges and Fees

These charges are established for 2003-04:

Graduate Tuition (MBA)
(per credit hour): \$357

Special Fees:
Audit (no credit): \$95
Transcript, per copy: \$5
faxed, per copy \$10

Payment

Normal financial arrangements call for students to pay in full, on or before registration. Students enrolling in at least six hours for a sixteen-week term may pay in installments, with a minimum of one-fourth due at registration. The balance of the account is due in equal installments by the first of each of the subsequent three months. (October, November, and December for the fall term, and February, March, and April for the spring term.) Monthly finance charges will be assessed.

Students enrolling in just one course may pay a minimum of one-half the total at registration. The remainder is due before the fourth class begins. Every account must be paid in full at least two weeks before the end of a term. Students who fail to meet this financial obligation may be withdrawn from classes. Exceptions must be requested in advance from the Office of College Services. Students cannot register for a subsequent semester while a previous balance remains on the account.

A monthly finance charge of 1.5% (annual rate, 18%) with a minimum of \$1 is assessed on the unpaid balance of an account.

Cancellation of Charges

Students who officially withdraw from a course may be eligible for some cancellation of its tuition charge. To withdraw, give notice to the MBA program office in writing. Cancellations are calculated from the date notice is received, not the date of the last class attended. If a student gives notice before a course begins, all tuition is cancelled. Thereafter, a percentage of tuition is cancelled. For eight week classes, 90% is cancelled when notice is given within two days following the first class, 50% for notice through the second class, and 25% for notice through the third class.

Transcripts

For a fee, transcripts are available through the Registrar's Office when a student's account is paid to date. Credits are recorded on transcripts at the end of each session of classes.

Financial Aid

Some graduate students are eligible for federal financial aid, primarily loans. For information, see the financial aid coordinator at the Wichita East center or inquire at the financial aid office on the main campus.

Cancellation of Financial Aid

Withdrawing students who have received financial aid are required to return a portion of their aid to those sources that assisted in enrollment. For details, see the undergraduate catalog.

Program Requirements

Master of Business Administration Degree

Requirements (36 credit hours):

In Management:

- 605 Managerial Economics
- 610 e-Commerce
- 615 Financial Analysis and Management
- 620 Marketing Management
- 625 Financial Accounting
- 627 Managerial Accounting
- 630 Human Resource Management
- 635 Organizational Behavior
- 637 Business Law and Ethics
- 640 Operations Management
- 647 Conflict Resolution and Management
- 710 Strategic Management

Management Courses

Department Code: MGMT

- 605 Managerial Economics.** An exploration of the major concepts of macro and micro-economics as they affect business managers. Macroeconomics topics will include an examination of major economic theories; the workings of the monetary and banking system, including the Federal Reserve system; the nature of economic cycles; and the impact of inflation, interest rate changes, and government economic policy. Microeconomics topics will include production and cost structure, product and resource markets, pricing models, and measures of economic competition. This course assumes prior undergraduate economics course work. Credit 3 hours.
- 610 e-Commerce.** Conveys the principles of e-Commerce. This involves leveraging the Internet resources into a redefinition of what it means to market products and services in a world awash with communication channels that literally reach the world in an instant and with great efficiency. Credit 3 hours.
- 615 Financial Analysis and Management.** Covers a broad range of financial topics of interest to managers of large and small businesses. Included are

debt and equity issuance; the stock market and business valuation methods; mergers & acquisitions; risk management; project finance; and basic financial derivatives. The emphasis will be on practical understanding of financial concepts. Students will be expected to perform hands-on modeling projects in Excel. This course will assume prior familiarity with spreadsheet software such as Excel or Lotus. Credit 3 hours.

- 620 Marketing Management.** Explores various marketing concepts of importance to managers, including product development and brand management, price determination, distribution strategy, and advertising/promotion management. The emphasis will be on strategic implications of these topics, rather than the theories themselves. Students will be required to exhibit mastery of the topics through the development of a complete, case-based integrated marketing strategy. Credit 3 hours.
- 625 Financial Accounting.** Concentrates on interpreting financial statement information, using accounting information for decision making and evaluation, and examining current trends in accounting of importance to the manager. Students will exhibit mastery over the subject matter through group interaction, written examinations and appropriate outside-of-class projects. Credit 3 hours.
- 627 Managerial Accounting.** Examines the use of accounting information to assist management in planning, analyzing, and implementing business decisions and activities. Focuses on strategic and operational performance analysis and evaluation. Students will exhibit mastery of the topics through group interaction, written examinations, and the completion of papers and case assignments. Prerequisite: 625. Credit 3 hours.
- 630 Human Resource Management.** Explores human resource issues faced by managers of large and small businesses. Covered will be employee selection and recruitment, training and employee development, performance appraisal, compensation, termination, and labor-management relations. Also discussed will be implications of the global business environment, EEOC

and diversity issues, and other current topics. Special emphasis will be placed on employment law as it affects managers. Credit 3 hours.

635 Organizational Behavior. An examination of the complex organizational dynamics of large and small firms. Discussed will be organizational culture, motivational theories, personality styles, leadership techniques, change management, and other topics of importance to managers. Credit 3 hours.

637 Business Law and Ethics. This course is a study of legal concepts applicable to business, including forms of business organization, legal aspects of organizing and operating a business, the Uniform Commercial Code, contracts, commercial paper, secured transactions, bankruptcy, securities regulation, antitrust law, consumer protection, torts, criminal business law, social & political influences, management rights, powers, and responsibilities, ethical considerations, and a brief overview of the structure of the judicial system. Credit 3 hours.

640 Operations Management. Presents best practices for systems that produce goods and services. Simulations will be used to demonstrate the payoffs of using world class operating policies, methods, and procedures. Subject areas covered will include capacity and facility planning, scheduling, distribution, production control, quality systems management, and demand forecasting. Credit 3 hours.

647 Conflict Resolution and Negotiations. This course explores communication, conflict, negotiation, public relations, and leadership issues in large and small organizations. Included will be individual personality, preference, and style assessment, interpersonal interaction, and group dynamics. Special emphasis will be placed on conflict assessment, resolution, and conflict management techniques, negotiation theory, tactics, and practice as well as contingency theories of management and leadership. Credit 3 hours.

710 Strategic Management. A case-based capstone course in the MBA curriculum. Students will be expected to synthesize material learned in previous

MBA courses. The course will concentrate on written cases, in-class discussion and debate, and team-based problem identification/proposed solutions. The course will include a significant written analysis component, as well as in-class presentations. Prerequisites: successful completion of all other core courses. Credit 3 hours.

Master of Education Program

The master of education degree at Southwestern College was first introduced in 1986 to meet the needs of area teachers. Majors in curriculum and instruction and in special education are offered.

The major in curriculum and instruction is an interdisciplinary program, offering multiple perspectives on themes of teaching and learning experiences.

The major in special education prepares teachers to work with children and youth with disabilities.

Students attracted to Southwestern will be life-long learners who are interested in expanding their knowledge for leadership in the twenty-first century.

Southwestern graduate students are interested in generative questioning and inquiry, and count learning as a passionate, life-long pilgrimage.

Most Southwestern graduate students are professionals employed in education or other fields. To accommodate the needs of these students, graduate classes are scheduled evenings and weekends.

Degree Offered

Southwestern College confers a master of education degree. Students seeking the degree must fulfill all requirements as listed in this catalog.

Completion of Degree

From the date of acceptance, students have five consecutive years to complete the degree. If an extension is necessary,

an application in writing must be made to the director of graduate studies stating information pertinent to the request.

Academic Advising

The director of graduate studies will act as advisor for all students prior to degree candidacy and selection of the pathway mentor. Once the mentor is selected and a course of study commences, the mentor and director will act conjointly.

Pathway Program

Students who elect to major in curriculum and instruction organize their work around the pathway mentor program. This program invites individual apprenticeship. Learners develop capacity for independent research with a personally selected mentor. The student/mentor relationship evolves into a collegial one through sharing the commitment to accomplish the difficult but fulfilling craft of independent research through which the learner's work will reflect master quality by making an original contribution to the education milieu.

The pathway program promotes independent scholarship. Learners have many opportunities to engage in self-initiated independent study under the supervision of their mentor. The format could take a variety of forms; thesis, research project, internship, practicum, directed readings, apprenticeships.

Pathway Sequence

1. Initial Courses. Students must successfully complete 6 required courses and 3 elective courses (27 hours) before entering the pathway. During these prerequisite courses, students identify future academic goals for their selected domain of study in the pathway experience. To

facilitate the process, each required course includes class discussion, investigative reading, academic writing, research techniques, and portfolio development. Required courses¹ (18 hours):

Leadership for the Twenty-first Century
Current Educational Issues in a Pluralistic Society

Writing Across the Curriculum

Research Methodology

Field-Based Research Block 1

Field-Based Research Block 2

During the first 18-hour sequence students, under consistent direction of instructors, will identify graduate study goals and develop a tentative individualized pathway plan.

The student also completes 9 hours of elective courses.

2. Comprehensive Examination.

Successful completion of a comprehensive written examination is required following completion of the six required courses and before initiating the pathway experience. A graduate cumulative 3.0 GPA is required before making application for the comprehensive written examination.

3. Pathway (9 hours).

a. Pathway portfolio presentation/interview with mentor to design academic experience, requirements, and anticipated outcomes.

b. Pathway Experience course (6 hours). Design may include teaching assistantship, collaborative research, coauthoring, technological developments, etc.

c. Pathway Seminar course (3 hours). Academic forum for intellectual discourse among participants.

d. Pathway final project, e.g., thesis or comparable product, is presented in celebration to the college community.

Alternative to Pathway (9 hours)

The following sequence may be elected instead of that shown above:

a. Interview with director of graduate studies to design alternate program, requirements, and anticipated outcomes.

b. Additional course work (3 hours) and advanced independent research (3 hours)

c. Pathway Seminar course (3 hours). Academic forum for intellectual discourse.

d. Final project, e.g., independent research, is presented in celebration to the college community.

4. Summative Examination and Exit Interview

Degree Requirements

These are the requirements for a master's degree:

1. Complete the specific course requirements for a major field of study.

2. Complete a minimum of 36 credit hours.

3. Have an overall grade point average of 3.0 (B average).

4. Have Southwestern College graduate course credit of at least 30 hours.

5. Be elected to the degree by the faculty and by the Board of Trustees.

Transfer Students

Students may transfer hours earned in other accredited graduate programs if the grade point average of those total hours is 3.0 or higher. A maximum of six semester hours (with grades of A or B) may be applied to the Southwestern graduate degree.

Transfer students must also meet these requirements:

1. Regardless of grade points earned in graduate study at other institutions, have at least a B average for all work taken in the graduate program at Southwestern College.

2. Accept the judgment of school administrators in substituting transfer credits for courses in the Southwestern graduate catalog.

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Registration

There are three convenient methods to register for courses:

1. Telephone the college services counter at (620) 229-6251 and enroll in courses using your MasterCard, Visa, or Discover for payment.

2. Write the college services office specifying the courses you are enrolling in and enclose full payment by check.

3. Enroll in person at the college services counter, Christy Administration Building.

CALENDAR 2003-2004

FALL TERM

August 11, Monday

Fall registration begins

August 27, Wednesday

Classes begin

August 28, Thursday

Moundbuilding Ceremony

August 29, Friday

Matriculation Convocation, all students

September 1, Monday

Labor Day (no classes; offices closed)

September 5, Friday

Last day to enroll, or to drop or add classes

September 24, Wednesday

Assessment Day

October 11, Saturday

Homecoming

October 17, Friday

Mid-term grades due, 5 p.m.

October 20-21, Monday-Tuesday

Fall break

October 29, Wednesday

Last day to withdraw from classes

November 25, Tuesday

Thanksgiving recess begins after classes

December 1, Monday

Classes resume

December 12, Friday

Last day of classes

December 15-18, Monday-Thursday

Final examinations

December 22, Monday

Final grades due, noon

December 25-January 1, Thursday-Thursday

College offices closed

SPRING TERM

January 2, Friday

Spring registration begins

January 12, Monday

Registration continues

January 14, Wednesday

Classes begin

January 19, Monday

Martin Luther King Jr. Day (no classes)

January 26, Monday

Last day to enroll, or to drop or add classes

February 27, Friday

Mid-term grades due, 5 p.m.

March 17, Wednesday

Last day to withdraw from classes

March 19, Friday

Spring vacation begins after classes

March 26, Friday

Spring break (offices closed)

March 29, Monday

Classes resume

March 31, Wednesday

Assessment Day

April 9, Friday

Good Friday (no classes)

April 28, Wednesday

Honors Convocation

April 30, Friday

Last day of classes

May 3-May 6, Monday-Thursday

Final examinations

May 6, Thursday

Senior grades due, 5 p.m.

May 8, Saturday

Baccalaureate Service, 10:30 a.m.

Commencement Convocation, 4 p.m.

May 10, Monday

Final grades due, 12 noon

Charges and Fees

These charges are established for 2003-04:

Graduate Tuition (M.Ed.)
(per credit hour): \$247

Special Fees:
Audit (no credit) \$95
Transcript, per copy \$5
faxed, per copy \$10

Payment Plans

Normal financial arrangements call for students to pay in full, on or before registration. Students enrolling in term-long courses may pay in installments, with a minimum of one-fourth due at registration. The balance is due in equal installments by the first of each of the subsequent three months.

Monthly finance charges will be assessed. For details, see the undergraduate catalog. Every account must be paid in full at least two weeks before the last day of classes. Students who fail to meet this financial obligation will be withdrawn from classes, thus losing all college credit for the semester. Exceptions must be requested in advance from the Office of College Services. Students cannot register for a subsequent semester while a previous balance remains on the account.

Transcript service is available when a student's account is paid to date.

Cancellation of Charges

Students who officially withdraw from college may be eligible for some cancellation of charges. To withdraw, give notice in person at the college services counter.

In fall or spring terms, tuition and fees for semester-long courses are cancelled according to the following schedule:

First 8 class days 90%
To end of 2nd week 80%
To end of 4th week 70%
To end of 6th week 60%
To end of 8th week 50%
To last day to withdraw 40%
Later No cancellation

During a summer term, each day of class counts as equivalent to a week in regular term. For classes that last one week or less, regardless of term, no cancellation is possible once the class begins.

Registration Information

The schedule above describes cancellation policy for semester-long programs on the main campus. For Professional Studies programs, see separate announcements.

Financial Aid

Some graduate students are eligible for federal financial aid, primarily loans. For information, see the director of financial aid.

Cancellation of Financial Aid

Withdrawing students who have received financial aid are required to return a portion of their aid to those sources that assisted in enrollment. For details, see the undergraduate catalog.

Program Requirements

M.Ed., Major in Curriculum and Instruction

Major Requirements:

In Education:

- 501 Current Educational Issues in a Pluralistic Society
- 511 Research Methodology
- 530 Leadership for the Twenty-First Century
- 531 Field-Based Research Block 1
- 541 Field-Based Research Block 2
- Nine additional hours (3 courses) in Education

In Humanities:

- 515 Writing Across the Curriculum

Pathway Experience:

These courses must follow completion of above requirements and total at least 9 hours

In Education:

- 565 Pathway Experience
- 567 Pathway Seminar

Or alternative pathway as designed with and approved by the director of graduate studies

M.Ed., Major in Special Education

Satisfactory completion of this program leads to Kansas teacher certification in mild disabilities.

Major Requirements:

In Education:

- 511 Research Methodology
- 522 Educational Strategies for Students with Behavior Disorders
- 523 Educational Strategies for Students with Academic Difficulties
- 524 Characteristics of Students with Mild Disabilities
- 525 Collaboration with Parents and Professionals
- 526 Classroom Management/Behavior Modification
- 535 Assessment Strategies
- 559 Practicum in Mild Disabilities
- 559 Practicum in LD, MR, BD
- 529 Legal Issues in Special Education

- 531 Field-Based Research Block 1
- 532 Technology in Special Education
- 533 Language Development and Disorders
- 534 Transitions in Education

Education Courses

Department Code: EDUC

- 501 Current Educational Issues in a Pluralistic Society.** Examines historical, national, and regional educational issues. Analysis of issues and trends in terms of their application to current educational structures and implications for Kansas schools. Credit 3 hours.
- 511 (or SOCS 511) Research Methodology.** Provides the essentials for conducting research, interpreting statistical principles, and quantification. Descriptive and inferential statistics will be surveyed as well as library techniques. Credit 3 hours.
- 522 Educational Strategies for Students with Behavior Disorders.** The purpose of this course is to study the theories, content, methods, and materials for delivery of instruction to students with behavior disorders, to utilize evaluation procedures to deliver individualized instruction to students, to modify curriculum materials, and to develop instructional materials for use with students with behavior disorders. Credit 2 hours.
- 523 Educational Strategies for Students with Academic Difficulties.** The purpose of this course is to study the theories, content, methods, and materials for delivery of instruction to students with academic problems, to utilize evaluation procedures to deliver individualized instruction to students, to modify curriculum materials, and to develop instructional materials for use with students with academic difficulties. Credit 2 hours.
- 524 Characteristics of Students with Mild Disabilities.** Designed to provide an overview of the fields of behavior disorders, learning disabilities, and mental retardation for present and future teachers, school psychologists, administrators, counselors, and other professionals preparing to work with students with mild disabilities. Emphasis on causes, identification, classification,

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characteristics, and recent trends and issues. Credit 4 hours.

525 Collaboration with Parents and Professionals. Study of the basic principles, tools, and techniques of counseling, conferencing, and consulting related to the parents and professionals working with exceptional children. Credit 3 hours.

526 Classroom Management/Behavior Modification. A study of behavior of children and youth with emphasis on the diagnosis and modification of problematic behaviors. Credit 3 hours.

529 Legal Issues in Special Education. The focus of this course is on the legal and professional issues in special education. It will include an in-depth study of special education laws and their impact on programs for exceptional children and youth. Credit 3 hours.

530 Leadership for the Twenty-First Century. Provides current leadership theory and evidential argument practices congruent with the qualitative changes taking place in leadership/management/education today. Proactive processes, e.g., TQM, will be addressed in terms of change theory. Intra-personal and interpersonal factors, as well as strategies for change, will be studied. Credit 3 hours.

531, 541 Field-Based Research Block 1,2. A cohort experience where students develop and implement action research projects with area schools and service organizations. Special emphases will be placed on issues related to curriculum and student outcomes. The importance of building meaningful school and organization partnerships will be explored. All students majoring in curriculum and instruction are required to complete 531 and 541. Credit 3 hours each.

532 Technology in Special Education. This course will provide an overview of the technology available for students with special needs. Included will be low-tech devices, augmentative devices, and using technology to adapt instruction. Credit 3 hours.

533 Language Development and Disorders. This course is designed to provide an introduction to language disorders. Designed for classroom teach-

ers, it provides an overview of language development and language disorders, the development of literacy, the relationship between language disorders and learning disabilities, and language as it affects academic areas. Credit 3 hours.

534 Transitions in Education. The focus of this course is on the theoretical constructs and practical considerations in programming for students with disabilities from the preschool through the secondary and post-secondary level. Credit 3 hours.

535 Assessment Strategies. Focus on the use of observation techniques and the administration and interpretation of test instruments including screening tests, formal and informal tests, norm and criterion-referenced tests, and diagnostic and achievement tests. Individual assessment of developmental skills, academic achievement, adaptive behavior and processes will be included. Tests will be evaluated for their usefulness in diagnosis, placement, and intervention in special education and remedial programs. Credit 4 hours.

559 Practicum in Mild Disabilities. This is a field-based course relating theory to application. Students will be placed in settings where they will obtain experiences working with students with mild disabilities. Credit 3 hours.

559 Practicum in LD, MR, or BD. This is a field-based course relating theory to application. Students will be placed in settings where they will obtain experiences working with students with learning disabilities, mental retardation, or behavior disorders. Credit 3 hours.

565 Pathway Experience. With the assistance of an advisor and a mentor, the student designs a comprehensive study of one subject area. Design might include a teaching assistantship, collaborative research, coauthoring a manuscript, or examination of technological developments. Credit 3-9 hours; may be repeated to total of nine hours.

567 Pathway Seminar. Students working on a pathway experience join this academic forum for intellectual discourse among participants. Credit 3 hours.

Elective Courses in Education

Elective courses vary in response to stu-

dent interest and faculty resource availability. The following electives have been offered recently.

504 Educational Theory in the Classroom. This course will emphasize the application of learning theories in the classroom. A variety of theories regarding brain-based research will be explored including multiple intelligences and emotional intelligence. Extensive opportunities will be provided to develop classroom activities and strategies that utilize these theories. Credit 3 hours.

509 (or PSYC 509) Advanced Educational Psychology. Provides comprehensive summaries of the major contemporary theories of personality. Relevant research and general evaluation of the theories will also be included. The theories will be placed in the general context of psychology and educational pedagogy for purposes of application in educational settings. A further intent is that the course will provide intra-personal and interpersonal understandings. Credit 3 hours.

554 Walnut Valley Writers Workshop. Provides hands-on experiences for teachers using writing as a tool for learning and creating. Writing instruction for all grades will be enhanced by integrating authentic writing contexts into all disciplines. Credit 3 hours.

554 Multi-Cultural Literature. Compares literature of many countries and explores possibilities for curricular integration. Credit 3 hours.

554 Infusing Basic Reading Skills Throughout the Curriculum. Helps teachers learn fundamental reading skills and how to use them throughout the curriculum. Word attack, vocabulary, comprehension, assessment techniques, and study skills will be addressed. Credit 3 hours.

554 Creative Drama in the Classroom. Invites participation in designing creative experiences for students. Credit 1 hour.

554 Teaching Critical and Creative Thinking in Content Reading. Explores teaching critical reading skills in all content subjects. Using a variety of graphic organizers/concept maps, participants will learn strategies for teach-

ing sequence, comparison/contrast, cause/effect, prediction, and design activities using their own curriculum for their classroom. Expository and narrative texts will be used. Credit 1 hour.

Humanities

Department Code: HUM

515 Writing Across the Curriculum. Prepares teachers for implementing writing activities across various disciplines. The writing process, collaborative writing, peer assessment, revision, and strategies for promoting writing in the classroom will be studied and practiced. Credit 3 hours.

Faculty and Administration

Administration

James A. Sheppard, Ph.D., Interim Vice President for Academic Affairs.

Karen Schoenebeck, Director, Master of Business Administration Program.

Victoria White, Ph.D., Director, Master of Education Program.

Faculty

Barbara A. Corvette, 2001. Associate Professor of Business. B.S.C., University of Louisville; M.B.A., J.D., George Washington University; M.A., Ph.D., Fielding Institute. C.P.A., C.C.S.

Gary H. King, 1977. Professor of Computer Science. B.A., Southwestern College; M.B.A., City University; Ph.D., Union Graduate School; C.D.P.

Karen Schoenebeck, 2001. Assistant Professor of Accounting. B.S., University of Wisconsin-LaCrosse; M.B.A., University of Minnesota. C.P.A.

Michael J. Wood, Sr., 2002. Assistant Professor of Business and Finance. Chair, Business Division. B.A., M.B.A., University of Northern Iowa.

Michelle Boucher, 1993. Associate Professor of English. Director of Integrative Studies. Coordinator of Advising. B.A., Southwestern College; M.A., Southwestern Oklahoma State University.

Troy Boucher, 1968. Professor of English. Chair, English Department. Coordinator, Writing-Across-the-Disciplines. Coordinator, Senior Capstone Course. B.A., Southwestern Oklahoma State University; M.A., Northwestern Oklahoma State University; M.F.A., Wichita State University.

Martha R. Butler, 1986. Professor of Nursing. Director of Nursing Program. Director of Nursing Program, Professional Studies. B.S.N., M.N., Wichita State University; Ph.D., Texas Woman's University.

Daniel F. Daniel, 1970. Professor of English. B.A., Berea College; M.A., University of Chicago; Ph.D., University of Wisconsin; post-doctoral studies, University of Kansas.

Marvin Estes. Superintendent, Winfield USD 465. B.A., Southwestern College; M.Ed., Ed.S., Wichita State University.

Cindy Goertz. Like Skills/Reading Discovery School Coordinator. B.A., Southwestern College; Reading Specialist, Wichita State University; M.Ed. Southwestern College.

Marsha D. Granberry, 2001. Assistant Professor of Education. Coordinator of Secondary Education Program. B.M.E., M.M.E., Wichita State University.

Dean W. Johnston, 2003. Assistant Professor of Education. Coordinator, Master of Education Program in Special Education. B.A., University of Minne-

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sota; Ph.D., The University of Texas at Austin.

Philip R. Schmidt, 1967. Professor of History. Chair, History and Political Science Department. B.A., Ottawa University; M.A., Ph.D., University of Kansas.

Victoria A. White, 1999. Associate Professor of Education. Director of Teacher Education Program. Director of Master of Education Program. B.A., M.A., Ph.D., Wichita State University.