

## Table of Contents

1	Academic Calendars.....	i-iii
2	Welcome from the President.....	v
3	Introduction .....	1-7
4	Bushnell University Faculty, Staff, and Trustees.....	9-15
5	Traditional Undergraduate Admission.....	16-21
6	Evening and Online Program Admission.....	22-23
7	Post-Baccalaureate Program Admission.....	24
8	Graduate Program Admission.....	25-30
9	Student Finances.....	32-50
10	Registration & Academic Policies .....	51-73
11	Student Development.....	74-77
12	Traditional Undergraduate Programs of Study .....	79-141
13	Evening and Online Programs of Study .....	142-171
14	Graduate Programs of Study .....	172-199
15	Post-Baccalaureate Programs of Study .....	200-211
16	Course Descriptions .....	212-297
17	Index.....	298-299



## 2021-2022 Traditional Undergraduate Academic Calendar

### Fall Semester

New Student Orientation.....	August 19, 2021
Classes begin .....	August 23, 2021
Labor Day holiday .....	September 6, 2021
Last day to add or drop classes .....	September 7, 2021
Embrace the Community Day (No Afternoon Classes).....	September 21, 2021
Last day to declare P/NP .....	October 29, 2021
Last day to withdraw .....	October 29, 2021
Reserved registration for juniors/seniors .....	October 25-October 31, 2021
Registration for next semester.....	November 1-November 24, 2021
Veterans Day.....	November 11, 2021
Thanksgiving holiday .....	November 25-26, 2021
Academic Creativity & Excellence Day .....	December 1, 2021
Last day of classes .....	December 3, 2021
Final examinations.....	December 6-12, 2021
Commencement services .....	December 10, 2021

### Spring Semester

Classes begin .....	January 10, 2022
Martin Luther King, Jr. holiday .....	January 17, 2022
Last day to add or drop classes .....	January 24, 2022
Last day to declare P/NP .....	March 18, 2022
Last day to withdraw .....	March 18, 2022
Spring break.....	March 21-25, 2022
Reserved registration for juniors/seniors .....	March 14-March 27, 2022
Good Friday holiday.....	April 15, 2022
Registration for next semester.....	March 28-April 22, 2022
Academic and Creativity Excellence Day .....	April 27, 2022
Last day of classes .....	April 29, 2022
Final examinations.....	May 2-8, 2022
Baccalaureate services .....	May 6, 2022
Commencement services .....	May 7, 2022

## 2021-2022 Academic Calendar for Evening & Online, and Graduate Programs

	Session 1	Session 2
<b>Fall 2021</b>	8 Week 1	8 Week 2
August 23, 2021 - December 12, 2021	8/23/2021 - 10/17/2021	10/18/2021 - 12/12/2021
Registration Begins	7/5/2021	7/5/2021
Admission Deadline	8/12/2021	9/30/2021
Registration Deadline	8/19/2021	9/30/2021*
Decision Date for Class Cancellations	8/12/2021	9/30/2021
Classes Begin	8/23/2021	10/18/2021
Labor Day Holiday (no classes)	9/6/2021	
Last Day to Add or Drop Classes	8/30/2021	10/25/2021*
Veterans Day		11/11/2021
Last Day to Declare Pass/No Pass	9/24/2021	11/19/2021
Last Day to Withdraw	9/24/2021	11/19/2021
Thanksgiving Holiday (no classes)		11/25/2021 – 11/26/2021
Classes End	10/17/2021	12/12/2021
Commencement		12/10/2021

### Interterm 2021-2022

December 11, 2021 – January 9, 2022

<b>Spring 2022</b>	8 Week 1	8 Week 2
January 10, 2022 - May 7, 2022	1/10/2022-3/6/2022	3/7/2022-5/7/2022
Registration Begins	10/25/2021	10/25/2021
Admission Deadline	12/24/2021	2/17/2022
Registration Deadline	12/17/2021	2/17/2022*
Decision Date for Class Cancellations	12/24/2021	2/17/2022
Classes Begin	1/10/2022	3/7/2022
Martin Luther King Day Holiday (no classes)	1/17/2022	
Last Day to Add or Drop Classes	1/18/2022	3/14/2022*
Spring Break		3/21/2022-3/25/2022
Good Friday		4/15/2022
Last Day to Declare Pass/No Pass	2/11/2022	4/18/2022
Last Day to Withdraw	2/11/2022	4/18/2022
Classes End	3/6/2022	5/8/2022
Commencement		5/7/2022

**Summer 2022**

	7 Week 1	7 Week 2
May 9, 2022 - August 14, 2022	5/9/2022-6/26/2022	6/27/2022-8/14/2022
Registration Begins	3/14/2022	3/14/2022
Admission Deadline	4/20/2022	6/22/2022
Registration Deadline	4/22/2022	6/22/2022*
Decision Date for Class Cancellations	4/20/2022	6/22/2022
Classes Begin	5/9/2022	6/27/2022
Independence Day Holiday		7/4/2022
Last Day to Drop	5/16/2022	7/5/2022*
Memorial Day Holiday	5/30/2022	
Last Day to Declare Pass No Pass	6/10/2022	7/29/2022
Last Day to Withdraw	6/10/2022	7/29/2022
Classes End	6/26/2022	8/14/2022
Commencement	See 2021/2022 December Commencement	

\* students who register in session one for the entire semester must petition with an Academic Advisor to add or drop classes in session two after the session one drop deadline. Petition fees may apply.



## A Welcome from the President



Bushnell University is a Christ-centered learning community grounded in an appreciation for the liberal arts within a biblical context. For nearly 125 years the Bushnell University campus has been characterized by a unique faculty-student relationship that moves beyond the mere acquisition of information and technical expertise. We believe the best of what we do is manifest in the molding of a college experience that promises superb career preparation within an environment that champions Christ and inspires service in the Church, community, and family.

An education at Bushnell University gives students the proficiencies and habits of a well-educated person: the ability to evaluate and think critically, communicate effectively, work collaboratively, and employ a real sense of purpose in this world. Your experience here, whether you enroll as an undergraduate, graduate, or an evening and online student will be richest when you fully engage all

Bushnell University has to offer. Please take the time to explore this catalog for a glimpse of the Bushnell University experience through the descriptions of our challenging academic programs and opportunities for personal and spiritual growth.

If you are already a member of the Bushnell University community I'm sure you share my enthusiasm for this unique and vibrant institution. If you are a prospective student, parent, educator or pastor, allow me the chance to offer my most sincere greeting on behalf of all of us here at Bushnell University.

Blessings,

Joseph D. Womack, Ed.D



# An Introduction to Bushnell University

## The Mission, Vision, & Core Themes of Bushnell University

### *Mission*

Bushnell University fosters wisdom, faith, and service through excellent academic programs within a Christ-centered community.

### *Vision*

Bushnell University aspires to be characterized by its commitment to equip students to discover and answer God's calling in their lives.

Bushnell University achieves this vision through academic excellence and faithful stewardship in a Christ-centered community that develops purposeful graduates.

### *Core Themes*

Our core themes are the following:

1. Manifest Excellence in Christian Higher Education
2. Exercise Faithful Stewardship
3. Foster Life-transformation in Christ-centered Community
4. Develop Purposeful Graduates

### *Core Theme 1: Manifest Excellence in Christian Higher Education*

Excellence in Christian higher education at Bushnell University is measurable by the extent to which we achieve the following objectives:

- Demonstrate commitment to the authority of the Bible as Holy Scripture;
- Demonstrate academic excellence by recruiting, supporting, and retaining qualified faculty;
- Demonstrate academic excellence by developing, assessing, improving, and resourcing approved academic programs;
- Demonstrate academic excellence by providing quality library and learning resources and academic support services; and
- Demonstrate commitment to excellence in Christian higher education by offering extra- and co-curricular activities that complement and enhance scholarship and the integration of faith and learning.

### *Core Theme 2: Exercise Faithful Stewardship*

Exercising stewardship for sustainability is measurable by the extent to which we achieve the following objectives:

- Maintain a fiscally sound educational environment which supports and sustains faculty, staff, and students at every stage of the learning process;
- Operate from a position of financial strength and quality facilities;
- Achieve steady growth in the development and advancement of donors, donor relations, annual giving, capital funds, endowments, and scholarships; and
- Increase student enrollment in Traditional Undergraduate, Evening and Online, and Graduate programs.

### *Core Theme 3: Foster Life-transformation in Christ-centered Community*

Fostering life-transformation in Christ-centered community is measurable by the extent to which we achieve the following objectives:

- Provide an on-campus Christ-centered community that fosters spiritual, social, leadership, and physical development for all members of the community;

- Create partnerships among faculty, staff, churches, and community partners that support the life-transforming experience of students; and
- Provide a supportive environment that addresses the specific needs of non-traditional evening and online students.

#### *Core Theme 4: Develop Purposeful Graduates*

Developing purposeful graduates is measurable by the extent to which we achieve the following objectives:

- Provide an environment that encourages and trains students towards the practical application of new skills and knowledge;
- Provide opportunities for students to investigate and learn about God's calling upon their lives; and
- Equip students to fulfill their calling in their chosen careers, as well as in their service to God and the world.

## **The History of Bushnell University**

### *History of Our Name: From Divinity School to College to University*

In 1895 Eugene Divinity School was established adjacent to the University of Oregon campus in order to provide courses in Bible and Christian ministry while allowing students the use of extensive resources at the state institution. The name of the college was changed to Eugene Bible University in 1908; in 1930 the name changed again, to Eugene Bible College.

On May 10, 1934 Eugene Bible College merged with Spokane University. Established in 1912, Spokane University was forced to close its doors in 1933 as a result of financial difficulties. Following this merger, the name of the institution was changed to Northwest Christian College.

In the 1990s, Northwest Christian College began to expand its curriculum beyond ministerial

training which had been the major emphasis through most of the twentieth century. By the outset of the twenty-first century, in addition to the continued emphasis upon biblical studies and Christian ministry, the institution offered a broad range of academic programs – undergraduate, graduate, and degree completion – in the liberal arts, teacher education and counseling, and business and management. In recognition of the growth and expansion of curriculum and facilities, Northwest Christian College changed its name to Northwest Christian University on July 1, 2008 and then later to Bushnell University on July 1, 2020.

Bushnell University is named after the first president of the Board of Regents, James A. Bushnell, whose pioneer conviction led to the institution's establishment in 1895.

### *Church Relationships and Theological Context*

Bushnell University is closely affiliated with the churches that make up the so-called Stone-Campbell Movement. In particular, the historical roots of Bushnell University lie in the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ. Since its beginnings the University has shared human resources with these churches; in return these churches generously support the University with prayers and encouragement, student referrals, financial contributions, and representation on its governing board. Many of the ministers of these congregations and a large number of lay leaders in the Pacific Northwest are alumni of Bushnell University.

Due to this Stone-Campbell Movement heritage, Bushnell University also has a strong ecumenical interest. The University offers its resources to students and congregations from virtually every tradition of the Church – locally, nationally, and globally.

*Characteristics of Our Churches<sup>1</sup>*

The family of churches known as Christian Churches, Christian Church (Disciples of Christ), and Churches of Christ grew out of an early 19th Century movement with origins in both the United Kingdom and the United States of America. Today there are congregations related to this Christian World Communion in more than 178 countries.

Today, in any Christian World Communion there is great diversity in belief and practice; however, there are also many features of each family that are shared by the whole church of Jesus Christ. What follows is an attempt to create an overall but simple picture of who the Churches of Christ and Christian Churches are. Thus, it needs to be read as a whole. It also needs to be read with the understanding that no attempt is being made to separate this family from the church of Christ universal but rather to describe its place within the whole church.

It is possible to choose ten major characteristics of the churches that comprise this common heritage:

1. A concern for Christian Unity
2. A commitment to Evangelism and Mission
3. An emphasis on the centrality of the New Testament
4. A simple Confession of Faith
5. Believers' Baptism
6. Weekly Communion
7. A Biblical Name
8. Congregational Autonomy
9. Lay Leadership
10. Diversity/Freedom/Liberty

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<sup>1</sup>"Characteristics of Our Churches" is adapted from a statement prepared by Lorraine & Lyndsay Jacobs, former General Secretaries of the World Convention of Churches of Christ, and is used by permission.

*A Concern for Christian Unity*

In the 1808 "Declaration and Address" Thomas Campbell wrote that the "Church of Christ on earth is essentially, intentionally and constitutionally one." Another pioneer, Barton Stone, spoke of Christian unity being the "polar star." The "Christian" movement was a movement for unity within the fragmented and often hostile and competitive church environment of that time but ultimately became a separate movement. Today there are different conceptions of how Christian unity might be understood and achieved. These range from: commitment to the ecumenical movement, with some involved in dialogue and negotiation with other church families; a belief that there is already an underlying God-given unity despite apparent division; to those who feel that they have discovered what the church should be like and that unity will come through others recognizing this and joining with them.

*Commitment to Evangelism and Mission*

For the Christian Churches and Churches of Christ, unity was never an end in itself. Its desirability came out of the understanding "that the world could be won only if the church became one." Today that commitment is shown both by emphasizing the need for personal commitment to Jesus Christ and by a concern for peace and justice for all people. Many achieve a balance between these two emphases but often one is emphasized over the other.

*New Testament Emphasis*

Christian Churches and Churches of Christ are "People of The Book." They believe that unity can be achieved by "restoring" the New Testament Church—stripping away the accumulation of traditions that brought about division. The authority was the scriptures—not the church. Many still prefer to be referred to

The text may also be found at the World Convention of Churches of Christ website:  
[www.worldconvention.org](http://www.worldconvention.org).

as the “Restoration Movement.” Other Christian Churches have difficulty accepting that the New Testament provides a clear unified model for the church. They believe that the church must also be open to God’s present word measured against the biblical revelation. All members of Churches of Christ and Christian Churches would describe themselves as “biblical” but interpretation of that varies greatly.

### *Simple Confession of Faith*

From Matthew 16:16 comes the cornerstone question for church membership in the Christian Church or Church of Christ: “Do you believe that Jesus is the Christ and accept him as your Lord and Savior?” An affirmative answer is all that is required for membership, though many congregations now have membership classes. This simple question avoided the use of (often divisive) creeds. Many today do not make any use of creeds; others use them as a means of expressing faith—but within the Christian Church or Church of Christ creeds are not used as a test of faith.

### *Believers’ Baptism*

Within the Church of Christ only people who have reached an age where they can make their own confession of faith are baptized. The means of baptism is always immersion. Many congregations will now accept (by transfer) into membership those who become church members through other traditions; other congregations are adamant that believers’ baptism is essential. Baptisteries—for immersion—are features of worship facilities.

### *Weekly Communion*

Again, believing that they follow the New Testament model, Christian Churches and Churches of Christ celebrate communion or “The Lord’s Supper” each Sunday.

### *Biblical Name*

Members of the emerging 19th Century Movement wanted to be known only as “Christians” or “Disciples of Christ.” Slogans

such as “Christians only—but not the only Christians” and “Biblical names for Biblical people” captured this emphasis. Congregations use names such as Church (or Churches or church) of Christ, Christian Church, or Christian Church (Disciples of Christ). There are also congregations within uniting churches in many areas and countries.

### *Congregational Autonomy*

Members of Churches of Christ and Christian Churches live under the authority of Christ, but this authority is seen as being worked out in the local congregation. For many this congregational autonomy is absolute; others guard their autonomy jealously but have established ways of working together; many are organized in regions and/or nationally but still with a very large degree of congregational autonomy. Globally there is very limited organization. Some countries have nationally organized; these countries cooperate through the “Disciples Ecumenical Consultative Council.” The World Convention of Churches of Christ is a global fellowship which endeavors to build up fellowship and understanding within the whole family.

### *Lay Leadership*

Belief in the “Priesthood of all Believers” is a mark of all Christian Churches and Churches of Christ. Within the churches this belief is referred to as a “mutual ministry.” Participation by lay people in all aspects of the church’s life is a notable feature. Lay people conduct the sacraments. Despite the emphasis on lay ministry, there exists within the church an employed and trained ministry, though recognition of this varies from a “paid member” to an expectation of special leadership.

### *Diversity*

“In essentials unity, in nonessentials liberty, and in all things love” is the best-known slogan in our family. Christian Churches and Churches of Christ have always allowed for diversity and much of that diversity has been enriching. Diversity also allows for the possibility of

intolerance and division and that unfortunately has been part of our experience. This Christian family is left with the challenge of finding for itself the unity-in-diversity it seeks for the whole church of Jesus Christ.

## Bushnell University Memberships

- Online Consortium of Independent Colleges and Universities (OCICU)
- Council for Christian Colleges and Universities (CCCU)
- Oregon Alliance of Independent Colleges Association (OAICA)
- Council of Independent Colleges (CIC)

## Honor Societies

### *Sigma Beta Delta*

Sigma Beta Delta, the international honor society for Business Management and Administration, was established in 1994 to recognize outstanding scholarship by students enrolled in institutions that have regional accreditation. The principles of Sigma Beta Delta are represented by three Greek words, the initials of which form the name of the society, ΣΒΔ. Sigma is the initial letter of the Greek word ΣΟΦΙΑ, which means wisdom. Beta is the initial letter of the Greek word ΒΕΒΑΙΟΣ, which signifies honor. Delta is the initial letter of the Greek word ΔΙΩΚΩ, which signifies the pursuit of meaningful aspirations.

The Bushnell University chapter of Sigma Beta Delta was established in November 2006 and resides in the School of Business and Management. The top 20 percent of students (Traditional Undergraduate, Evening and Online Program, and Graduate), who have completed at least half of their major, are invited to lifetime membership. Graduating students may wear a green and gold honor cord at commencement.

### *Sigma Tau Delta*

Sigma Tau Delta is the international honor society for English and a member of the Association of College Honor Societies. The society's central purpose is to confer distinction upon students of the English language and literature in Traditional Undergraduate, Evening and Online Program, and Graduate programs. Members are eligible to apply for scholarships, submit literary and academic works for publication, and attend academic conferences. The international motto is **ΣΤΔ**, Sincerity, Truth, Design. Graduating seniors are entitled to wear a crimson and black honor cord at commencement.

### *Pi Gamma Mu*

Pi Gamma Mu is the oldest and preeminent honor society in the social sciences. The mission is to encourage and recognize superior scholarship in social science disciplines and to foster cooperation and social service among its members. Pi Gamma Mu serves the various social science disciplines which seek to understand and explain human behavior and social relationships as well as their related problems and issues.

### *Chi Alpha Sigma*

Chi Alpha Sigma is the national college athlete honor society. The motto of Chi Alpha Sigma is "excellence in athletics and academics," and the watchwords of this society are "athletics, academics, achievement and attitude." Honor cords are black and yellow and inductees must have achieved a cumulative GPA of 3.8, have earned a letter in a varsity intercollegiate sport, be a Champion of Character, and have endorsement from their head coach.

### *Nu Chi Upsilon chapter of Chi Sigma Iota*

Chi Sigma Iota, the international honor society for counselor educators and supervisors, students, and professional counselors in all settings and specialties of the profession was established in 1985 to promote scholarship, research, professionalism, leadership, advocacy, and excellence in counseling, and to recognize

high attainment in the pursuit of academic and clinical excellence in the profession of counseling. The Greek letters were selected to denote the Counseling Society International. Members seek to contribute to the realization of a healthy society by fostering wellness and human dignity. Graduating students may wear a gold honor cord at commencement.

### *Alpha Alpha Tau*

Nursing students who achieve academic excellence in their nursing courses and rank in the top 35% of their graduating class are granted membership in Sigma Theta Tau International Honor Society of Nursing's Alpha Alpha Tau Chapter.

## **Bushnell University Accreditation & Educational Philosophy**

### *Accreditation*

Bushnell University is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable

assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on  
Colleges and Universities  
8060 165th Avenue N.E., Suite 100  
Redmond, WA 98052  
(425) 558-4224 [www.nwccu.org](http://www.nwccu.org)

Bushnell University is authorized as a degree-granting institution by The Office of Degree Authorization, Oregon State Board of Licensure. Degree programs in business and management are further accredited by the International Assembly for Collegiate Business Education (IACBE). Teacher education and school counseling programs are approved by the Oregon State Teachers Standards and Practices Commission (TSPC). Bachelor of Science and Master of Science in Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE). Clinical Mental Health Counseling is accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP). Bushnell University is approved by the U.S. Department of Justice, Immigration, and Naturalization Service for international and non-immigrant students. Programs at Bushnell University are approved for the use of veteran's benefits.

### *Educational Philosophy*

Bushnell University is a community of higher learning in which faculty and students strive together for knowledge, understanding, and meaning in relation to the life and teachings of Jesus Christ. The Christian quest for truth relates to all aspects of the liberal arts and sciences, including the Humanities, Social Sciences, and Physical and Life Sciences. The institutional framework and objectives of this community recognize the individual and their

need for biblical faith, intellectual development, personal effectiveness, and social awareness.

Bushnell University seeks to create learning situations, both in and out of the classroom, where students will have the opportunity to discover their potential and consider their relationships with the many environments of their world. Such learning situations require biblical and general studies be integrated effectively and meaningfully with the issues and needs of society. The faculty assumes that the learning process involves the active participation of students; this participation will increase the student's capacity to think critically and responsibly in an environment of openness, freedom of expression, and respect for one another.

As a Christian liberal arts university, Bushnell University offers a variety of courses of study including preparation for ministry, professional programs in business management and teacher education, liberal arts degrees in areas such as psychology and speech communication, graduate degree programs in business, education, professional counseling, and many other programs as can be seen in this catalog. No matter the academic program, the University seeks to provide an education that equips graduates for a variety of vocations and professions, while grounding all of its degrees in biblical studies and Christian values.

*Resolution of Commitment to Excellence  
and the Assessment of Institutional  
Effectiveness*

We, the faculty, staff, and administration of Bushnell University, are committed to excellence in all that we do as we seek to be one of the United States of America's great Christian liberal arts universities and live out faithfully our vision, mission, and values.

With that commitment, we embrace a continuous and institution-wide strategy of assessing and improving the effectiveness of our programs and activities.



## Bushnell University Faculty

### Full-Time Faculty

**John Paul Allee**, Ph.D., Associate Professor of Biology

B.S., University of Southern Maine, 2005; Ph.D., University of Oregon, 2011. (Since 2015)

**Kelly Ballard**, D.Min., Associate Dean of Music & Performing Arts and Associate Professor of Music

B.A., Warner Pacific College, 1989; M.Rel., Warner Pacific College, 1992; D.Min., George Fox University, 2001. (Since 2021)

**Mindi Barta**, M.A., LPC, Clinic Manager, Internship Coordinator, Instructor of Counseling

B.A. Bushnell University, 2010; M.A., Bushnell University, 2012. (Since 2018)

**Melisa Ortiz Berry**, Ph.D., Assistant Professor of History and World Christianity

B.A. Loyola Marymount University, 1995; M.A. University of Nevada, Las Vegas, 1998; M.A. Knox Theological Seminary, 2005; M. Div. Princeton Theological Seminary, 2010; Ph.D. Claremont Graduate University, 2018. (Since 2019)

**Michael Bollenbaugh**, Ph.D., Professor of Philosophy and Biblical Studies

B.A., San Jose Christian College, 1975; M.A., Lincoln Christian Seminary, 1978; B.A., Northwest Nazarene College, 1980; M.A., University of Calgary, 1987; Ph.D., University of Oregon, 1994. (Since 1994)

**Ernest Bonat**, Ph.D., Associate Professor of Computer Science and Software Engineering

B.Sc. and M.Sc., National Technical University of Ukraine, 1983; Ph.D., National Technical University of Ukraine, 1987 (Since 2020)

**Tammara Bovee**, M.S., NASM-CES, NASE-CSS, Assistant Professor of Kinesiology

B.A., University of Oregon, 1990; M.S., California University of Pennsylvania, 2015. (Since 2016)

**Sheryl Oakes-Caddy**, JD, MSN, RN, CNE, Associate Professor of Nursing J.D. Willamette University

School of Law, 2007; MSN, Walden University, 2010; BSN, Oregon Health Sciences University, 1995; ADN, Linn-Benton Community College, 1984

**Brian Carrigan**, Ph.D., Associate Professor of Physics and Mathematics

B.S., Villanova University, 1977; M.A., Washington University, 1982; Ph.D., Washington University, 1987. (Since 2015)

**Jenee Cazares**, M.A., Assistant Professor of Spanish and ESOL

B.A., Central Washington University, 1994; M.A., Central Washington University, 1997. (Since 2018)

**John D'Aguzzo**, Ed.D., Director of Academic Records and Program Development/Registrar

B.A., DePaul University, 2008; MAT, Concordia University, 2012; Ed.D., Concordia University, 2017. (since 2021)

**Troy Dean**, M.A., Campus Pastor and Assistant Professor of Christian Ministry

B.S., California Polytechnic University, 1991; M.A., Hope International University, 1995. (Since 2010)

**Peter Diffenderfer**, Ph.D., Professor of Business

B.S., State University of New York at Cortland, 1973; M.S., University of Oregon, 1975; Ph.D., University of Oregon, 1986. (Since 2014)

**Angela Doty** M.A., Dean of Career and Academic Resources

B.A., Bushnell University, 2000; M.A., Bushnell University, 2005. (Since 2012)

**Scott Gallagher-Starr**, M.L.S., Instruction/Reference Librarian; Assistant Professor

B.S., Oregon State University, 1989; M.L.S., Syracuse University, 2000. (Since 2007)

**Allyssa Goertzen**, M.A., Assistant Professor of School Counseling

B.A., Bushnell University, 2014; M.A., Bushnell University, 2016. (Since 2019)

- Agametochukwu Iheanyi-Igwe**, Ph.D., Associate Dean of Bible and World Christianity, Associate Professor of Bible and World Christianity  
B.Eng., Federal University of Technology, Owerri, 1998; M.A., Biola University, 2010; Ph.D., Biola University, 2015. (Since 2017)
- Gene James**, Ph.D., Associate Professor of Counseling  
B.A., The Evergreen State College, 2001; M.S., Oregon State University, 2003; Ph.D., Oregon State University, 2007. (Since 2013)
- Brian Kaelin**, Ed.D., Professor of Teacher Education  
B.A., Biola University, 1989; M.A., San Jose State University, 2007; Ed.D., George Fox University, 2013. (Since 2007)
- Kaj Kayij-Wint**, Ph.D., Associate Professor of Counseling  
B.A., Providence College, 2005; M.A., St. Martin's University, 2011; Ph.D., Oregon State University, 2018. (Since 2019)
- Julie Lerwick**, Dr. Theol., Vice President for Academic Affairs and Dean of Faculty; Professor of Biblical Studies
- Dennis R. Lindsay**, Dr. Theol., Vice President for Academic Affairs and Dean of Faculty; Professor of Biblical Studies  
B.A., Lincoln Christian University, 1978; M.A., Lincoln Christian University, 1980; M.A., University of Illinois, 1985; Dr. Theology, Eberhard-Karls Universitat, 1991. (Since 2000)
- Heike McNeil**, Ph.D., Professor of Chemistry  
B.S., Linfield College, 1996; Ph.D., University of Oregon, 2000. (Since 2002)
- Ryan Melton**, Ph.D., LPC, ACS, Dean of Psychology and Counseling; Associate Professor of Counseling  
B.A., Pacific University, 1997; M.A., Pacific University, 2001; Ph.D., Oregon State University, 2012. (Since 2016)
- Brian J. Mills**, DEd., M.A., M.B.A., Associate Professor of History and Bible; Director of Assessment  
B.A., University of Oregon, 2003; M.A., Westminster Seminary California, 2005; M.B.A. Bushnell University, 2016. (Since 2009)
- Suzanne Price**, M.Ed., Associate Dean of Education and Assistant Professor of Teacher Education  
B.S., Oregon State University, 1985; M.Ed., University of Phoenix, 1996 (Since 2021)
- David Quirk**, MBA, Assistant Professor of Business and Management  
B.S., Florida State University, 1989; M.B.A., Strayer University, 1996. (Since 2007)
- Ray Ricks**, M.Ed., Assistant Professor of Education  
B.A., Whitworth University, 1995; M.Ed., Whitworth University, 2005. (since 2020)
- Nani Skaggs**, Ph.D., Professor of Psychology  
B.S., George Mason University, 1990; M.A., George Mason University, 1993; Ph.D., George Mason University, 1996. (Since 2009)
- Doyle Srader**, Ph.D., Professor of Speech and Communication  
B.A., Baylor University, 1992; M.A., Baylor University, 1993; Ph.D., University of Georgia, 2003. (Since 2007)
- A.J. Swoboda**, Ph.D., Assistant Professor of Biblical Studies and World Christianity  
B.A., New Hope Christian College, 2003; M.A. George Fox Evangelical Seminary, 2006; Ph.D., University of Birmingham, 2011. (Since 2019)
- Timothy Veach**, Ph.D., Associate Professor of Business  
B.A., University of Oregon, 2000; M.B.A., Oregon State University, 2002; Ph.D., Dankook University, 2010. (Since 2015)

**Linda Veltri**, Ph.D., R.N., Dean of Nursing; Professor of Nursing

B.A., Whitworth College, 1978; B.S.N., Whitworth College, 1996; M.S.N., Gonzaga University, 2002; Ph.D., University of Wisconsin, 2010. (Since 2016)

**David Walsh**, J.D., Dean of Business

B.A., Loras College, 1971; J.D., University of Wisconsin, 1974; M.B.A., Alaska Pacific University, 1990; M.P.S., Cornell University, 2012. (Since 2019)

**James Watson**, Ph.D., Associate Professor of English

B.A., Portland State University, 2007; Ph.D., Baylor University, 2016. (Since 2016)

**Janet Welch**, MSN, R.N. Assistant Professor of Nursing

BSN, University of Minnesota, 1977; MSN, University of Minnesota, 1981. (Since 2018)

**Constance Wilmarth**, Ph.D., Associate Dean of Arts & Sciences, Professor of Mathematics

B.S., University of Oregon, 1997; M.S., University of British Columbia, 2001; Ph.D., University of California at Davis, 2008. (Since 2008)

**Mary Ann Winter-Messiers**, Ph.D., Professor of Psychology

B.A., University of Oregon, 1980; License, Université de Paris IV – La Sorbonne, 1985; Maitrise, Université de Paris IV – La Sorbonne, 1987; M.A., University of Oregon, 2008; Ph.D., University of Oregon, 2013. (Since 2014)

## Faculty Emeriti

**Timothy M. Bergquist**, Ph.D., Professor Emeritus: Quantitative Analysis (1996-2015)

**Maud E. Fowler**, M.S., Professor Emeritus: English (1964-67)

**Steven Goetz**, Ph.D., Professor Emeritus: History and Philosophy (1981-2017)

**John Hakes**, M.A., Professor Emeritus: Music (1991-2012)

**Ronald E. Heine**, Ph.D., Professor Emeritus: Biblical Studies (2007-2015)

**Michael Kennedy**, D.B.A., Professor Emeritus: Business and Management (1997-2011)

**George Knox**, S.T.D., Professor Emeritus: New Testament, Homiletics (1979-1995)

**LeRoy L. Lane**, Ph.D., Professor Emeritus: Communication, Management (1969-1997)

**Anne Maggs**, M.B.A., Professor Emeritus: Business and Management (1997-2011)

**Ernest Mathes**, D.Min., Professor Emeritus: Pastoral Ministry (1986-1998)

**Margaret Sue Rhee**, M.L.S., Professor Emeritus: Bibliography and Research Methods (1977-2005)

**Song Nai Rhee**, Ph.D., Academic Dean Emeritus (1984-1998); Professor Emeritus: Biblical Studies, Anthropology (1963-2000)

**Chuck Sturms**, M.A., Professor Emeritus: Intercultural Studies (1990-2012)

## President Emeritus

**James E. Womack**, D.Hum (*hon.*), President Emeritus: Basketball Coach/Campus Activities Coordinator, Director of Planned Giving, President (1971-1976, 1986-2004)

## Administrative Officers and Staff

### Office of the President

President ..... Joseph Womack  
 Executive Administrative Assistant ..... Jennifer Box

### Academic Affairs

Vice President for Academic Affairs and Dean of Faculty ..... Dennis R. Lindsay  
 Administrative Assistant to the Vice President for Academic Affairs ..... Tiffany Boss  
 Director of Assessment ..... Brian J. Mills  
 Director of Academic Records and Program Development/Registrar ..... John D'Aguanno  
 Assistant Registrar ..... Mary Jo Goosmann  
 Director of Academic Advising ..... Sarah Slater  
 Academic Advisor ..... Ben Carpenter  
 Academic Advisor/Records and Transfer Specialist ..... Lauren Riley  
 Academic Advisor ..... Tammy Hatling  
 Field Placement Coordinator and Licensure Specialist ..... Corri Carpenter  
 Dean of Career and Academic Resources ..... Angela Doty  
 Science Operations Manager ..... Timothy Rogers  
 Administrative Assistant for Education & Counseling ..... Marsha Imlach  
 Administrative Assistant for the Music Dept & Academic Advisor ..... Wendy Alexander  
 Contemporary Music Industry Coordinator ..... Jacob Miller  
 Science Laboratory Manager ..... Josh McKluskey

### Advancement

Vice President for University Advancement ..... Keith Potter  
 Senior Director of Public Affairs ..... Pat Walsh  
 Director of Development ..... Corynn Gilbert  
 Director of Annual Giving ..... Bethany Dilla  
 Donor Relations Specialist ..... Lars Coburn  
 Administrative Assistant to the Vice President for Advancement ..... Catherine Walsh

### Center for Career and Academic Resources

Administrative Dean ..... Angela Doty  
 Instruction / Reference Librarian ..... Scott Gallagher-Starr  
 Public Services Supervisor ..... Karen Head  
 Technical Services Supervisor ..... Lindsey Quigley-Johnson

### Enrollment

Vice President for Enrollment & Student Development ..... Michael Fuller  
 Dean of Admission ..... Kacie Gerdrum  
 Director of Admission - Operations ..... Miles Adkisson  
 Director of Admission - Undergraduate ..... Kassia Strunk  
 Assistant Director of Admission – Online & Graduate ..... Carrie Gillies

Admission Counselor – Grad/Online - UG..... Hailey Aitken  
 Admission Counselor – Grad/Online - UG..... Devon Halleman  
 Admissions Counselor – UG .....Kaylynn Bush  
 Admissions Counselor – UG .....Rebecca Rinaldi  
 Director of Marketing & Digital Communication ..  
 Coordinator for Marketing & Graphic Design..... Laura Pierson  
 Office Manager for Enrollment .....Brevin Russnogle

## Facilities Grounds & Maintenance

Vice President for Finance and Administration ..... Gene De Young  
 Director of Physical and Technical Operations.....Stead Halstead  
 Grounds Manager..... Kent Willocks  
 Grounds and Maintenance Worker I..... Tysen Buhler  
 Groundskeeper and Maintenance Worker I ..... Cris Niblett  
 Maintenance Worker II ..... Robert Wood

## Financial Services

Vice President for Finance and Administration ..... Gene De Young  
 Assistant Vice President for Financial Services/Title IX Coordinator.....Jocelyn Hubbs  
 Business Affairs Manager / Institutional Research ..... Greg Battle  
 Director of Financial Aid ..... Nathan Icenhower  
 Financial Aid Counselor..... Taylor Irons  
 Financial Aid Counselor ..... Erik Carrazco  
 Accounts Receivable Manager ..... Darcy Nolte  
 Accounts Payable / Student Account Specialist ..... Darlene Vermilyea  
 Cashier/Student Services Specialist.....Lynette Fields  
 Payroll & Benefits Specialist/HR Coordinator .....Wendy Yamada

## Information Technology Department

Vice President for Finance and Administration ..... Gene De Young  
 Director of Physical and Technical Operations.....Stead Halstead  
 IT Technician/Help Desk Support ..... Nathan Fuller  
 Network/system Administrator .....Timothy Werth  
 System Technician I .....Shijo John  
 Help Desk Technician 1 ..... Delaney McMahon  
 Media Services Coordinator .....

## Student Development

Vice President for Enrollment & Student Development..... Michael Fuller  
 Director of Residence Life & Student Services.....Jennifer Little  
 Campus Pastor..... Troy Dean  
 Director of Student Programs..... Paul Wright  
 Counselor & Coordinator for Wellness.....Sarah Halstead  
 Resident Director and Assistant Director of Residence Life ..... Emily Johnston  
 Resident Director & Coordinator for Student Programs..... Jonathan Kurtz

Coordinator for Campus Ministry.....	Matt Geronimo
Office Manager of Student Life .....	Brittany Brockbank
Athletic Director .....	Corey Anderson
Associate Athletic Director .....	Sarah Freeman
Assistant Athletic Director for Communications .....	Nick Askew
Assistant Sports Information Director.....	Kelsey Segren
Head Athletic Trainer.....	Guillermo Torres-Sanchez
Assistant Athletic Trainer.....	Brianna Dixon
Assistant Athletic Trainer.....	Caitlin O'Donnell
Assistant Athletic Director & Head Women's Basketball Coach .....	Chad Meadors
Athletic Event Coordinator & Head Softball Coach .....	Katie Duroe
Director of Track and Field.....	Tom Boldon
Director of ESPORTS .....	Miles Adkisson
Head Volleyball Coach.....	Jason Corwin
Head Men's Basketball Coach .....	Eddie Alexander
Head Men's Soccer Coach .....	Will Hander
Head Women's Soccer Coach .....	Benny Flores
Associate Head Track Coach.....	George Walcott
Director of Golf .....	Larry Watts
Strength & Conditioning Coach and Head Basketball Coach.....	Tommy Richards

## Title IX

Title IX Coordinator .....	Jocelyn Hubbs
Title IX Deputy Coordinator .....	Chad Meadors
Title IX Deputy Coordinator.....	Jen Little

## Board of Trustees

Bushnell University is an Oregon corporation, governed by a board of trustees, whose purpose is to maintain a Christian institution of higher learning. The board of trustees consists of not fewer than 20, nor more than 36 people. Members are elected by the board. Significant representation on the Board must come from members of the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ. Significant representation on the Board must also come from the alumni of the University.

The board of trustees is the policy-making and governing body of the University. Based on recommendations made by the president of the University, it establishes a course for the development of the total program of the University and fulfillment of its mission, and it strives to provide essential funds.

### Officers/Executive Committee of the Board of Trustees

Gary Jurden, chair, *financial advisor, Ameriprise Financial Services, Inc., Eugene, Ore.*  
 Bob Hutchins, vice-chair, *senior vp, Hutchins Group, D.A. Davidson & Co., Medford, Ore.*  
 Juanita Metzler, secretary, *senior director, conventions, Travel Lane County, Eugene, Ore.*  
 Clare Buhler, *senior pastor, Harrisburg Christian Church, Harrisburg, Ore.*  
 Barry Lind, at-large, *senior pastor, Northwood Christian Church, Springfield, Ore.*  
 Sandy Park, at-large, *assistant pastor of renewal ministries, First Baptist Church, Eugene, Ore.*

### Members

Jill Workman Anderson, *vp, institutional retirement & trust, Wells Fargo, Portland, Ore.*  
 Mike Dryden, *endodontist & partner, Valley River Endodontist, Eugene, Ore.*  
 Idong Ekwere, *mortgage loan officer, Umpqua Bank, Eugene, Ore.*  
 Melaney Grenz, *speech-language pathologist, Eugene, Ore.*  
 Tim Haskell, *ceo, Haskell Valuation, Jefferson, Ore.*  
 Dan Hill, *sr. principal/architect, Arbor South Architecture, PC, Eugene, Ore.*  
 Gene Hill, *interim pastor, Boise, Idaho*  
 Matt Hogan, *principle broker/partner, C.W. Walker & Associates, LLC, Eugene, Ore.*  
 Bridget Baker Kincaid, *president/executive director, Baker Family Foundation, Eugene, Ore.*  
 DeLeesa Meashintubby, *exec. director, Volunteers in Medicine; pastor/St. Mark's CME Church, Eugene, Ore.*  
 Ron Naff, *retired pastor, Longview, Wash.*  
 Mike Petersen, *interim head coach, Atlanta Dream (WNBA), Atlanta, Ga.*  
 John Richardson, *retired pastor, Vancouver, Wash.*  
 Bruce Shelby, *chief sales officer/co-founder, Continuant, West Linn, Ore.*  
 Dan Smith, *principal, North Medford High School, Grants Pass, Ore.*  
 Rodger Terrall, *retired banker, Eugene, Ore.*  
 Pat Turanski, *co-founder/owner, Glorybee, Inc., Eugene, Ore.*  
 Kim Williams, *co-managing member, McKay Investment Company, Eugene, Ore.*  
 Joseph Womack, *president, Bushnell University, Eugene, Ore.*

## Traditional Undergraduate Admissions

### Undergraduate Admissions

Bushnell University seeks to enroll academically qualified and motivated students who are eager to learn and develop their faith, gifts, and talents. The application process is essentially designed to assess the student's preparation for higher education and predict future performance. Meeting minimum standards does not guarantee admission. Applicants are considered for admission on the basis of overall grade performance, adherence to College Preparation Standards, content and difficulty of courses taken, quality of involvement in an applicant's church, community, and school activities, and other materials submitted by applicants. Bushnell University reserves the right to request additional information from a student, including, but not limited to updated transcripts, standardized test scores, additional essays, and an interview.

Entrance to Bushnell University is possible at the beginning of the fall and spring semesters. Once completed, an application receives prompt and careful consideration. General admission to the University does not constitute admission to the School of Education. Specific requirements are listed under "Programs of Study: Teacher Education." Please contact the Office of Admissions for further details.

### First-Year Students

A First-Year student is defined as one who has graduated from high school and has not been enrolled in a post-secondary institution after the date of high school graduation.

College credit earned while in high school — through Running Start, College in the High School, other accelerated programs — does not place you in the "transfer student" category.

To be eligible for admission to Bushnell University, students must submit:

- A completed Bushnell Application or Common Application;
- A personal statement (short essay); and
- An official transcript showing at least a 2.50 unweighted high school grade point average (GPA) or higher in all high school subjects taken toward graduation.

Students who have not graduated from high school are considered for admission on the basis of their performance on the test of General Educational Development (GED). Home-Schooled students or graduates from a nonstandard or unaccredited high school are considered for admission primarily through proficiency-based admission standards. Please refer to "Graduates of Nonstandard or Unaccredited High Schools and Home-Schooled Students."

### *Weighted GPAs*

Bushnell University reserves the right to use weighted GPAs for admission and scholarship purposes as applicable.

### *College Preparation Standards*

Students are encouraged to work with their high school advisor in selecting the most appropriate classes to meet their individual career and educational objectives. At the same time, students are urged to pursue a challenging college preparatory program at their high school. College preparatory recommendations are:

- **Language Arts** (4 years): Emphasis on English language study, speech, and expository writing;
- **Mathematics** (3 years): First-year algebra and additional mathematical preparation selected from geometry,

trigonometry, advanced algebra, analytical geometry or calculus;

- **Science** (2 years): Biology, chemistry, physics, or physical and earth science; at least one with a laboratory section;
- **Social Studies** (3 years): At least one year of U.S. history – courses in geography, world history, and government are advisable;
- **Second Language** (2 years): Two years of the same foreign language (American Sign Language is an acceptable option); and
- Other university preparatory coursework such as computer literacy, humanities, social science, art, drama, or music.

also be submitted and will be considered in the admission decision.

- **An Admissions Interview** may be required for an applicant by the Admissions Committee.

## Graduates of Nonstandard or Unaccredited High Schools and Home-Schooled Students

Students who graduate from nonstandard or unaccredited schools should follow the application procedure outlined for “First-Year Students.” A minimum score of 21 on the ACT or a combined score of 1020 on the Math and Critical Reading sections of the SAT is strongly encouraged. A minimum 2.50 grade point average (GPA) in all high school subjects taken toward graduation is also required.

For home-schooled students, an official graded transcript of the full curriculum from grades 9-12 is required. Transcripts prepared in conjunction with a diploma program through a local secondary school or by an agency that assesses home school curricula are preferred. If a conventional transcript is not available, a typed list of all home courses studied with grades assigned is acceptable. An official transcript must also be submitted from each high school or college from which classes have been taken.

### *Financial Aid Eligibility for Home-Schooled Students*

Meeting the requirements for admission may not necessarily qualify the home-schooled student for certain types of financial aid. To qualify for federal aid, the U.S. Department of Education requires all students to show the “ability to benefit” from a post-secondary education. Students with a high school diploma or its equivalent meet this criterion. Recognized equivalents to the high school diploma include a General Education Development (GED) Certificate and a secondary school completion credential issued by the student’s home state.

## Transfer Students

Students who wish to transfer to Bushnell University, have earned a high school diploma or equivalent, and have attended other institutions of higher learning are invited to apply for admission. Applicants with at least 24 semester credits (36 quarter credits) are evaluated on their academic achievement and courses completed at their prior institution(s). The quality of the applicant’s involvement in church, community, and school activities is also taken into account. A minimum 2.25 GPA is required.

### *Application Procedure*

To apply for admission, transfer students must provide the following:

- A completed Application for Admission.
- An official transcript (signed and dated by the registrar) from each college or university attended, regardless of the number of credits taken or whether attempted classes were completed.
- If fewer than 24 semester credits (36 quarter credits) have been completed, **an official high school transcript** must

Some states issue a secondary school completion credential to homeschooled students. If this is the case in the state where the student was homeschooled, the student must obtain this credential in order to be eligible for FSA funds.

## High School Non-graduates

Applicants who have not graduated from a standard or nonstandard high school (or its equivalent) may be considered for admission on the basis of the test of General Education Development (GED). To be admitted, applicants who have taken the GED prior to 2014 must receive an average score of 510 for the five subtests with no individual test score of less than 450. Applicants who have taken the GED post-2014 must receive a total score of 628 or higher with no individual test score less than 154. Students are expected to complete the first-year student application procedure. An official transcript must be submitted from each high school attended.

## International Students

Bushnell University welcomes applications from students of other countries. Evidence of proficiency in the English language is a prerequisite for admission. Applicants from non-English speaking countries are required to provide proof of English proficiency. Adequate forms of documentation include:

- Official results from the Test of English as a Foreign Language (TOEFL) A score of 173 (computer based) or 80 (internet based) or 550 (paper based) is required for admission consideration.
- Official results from the International English Language Testing System (IELTS) showing a score of 6.0 or higher.
- A composite score of at least 900 on the SAT with no less than 400 on each subsection.
- A composite score on the ACT of at least 19 with no less than 17 on each subsection.

- Completion of an English Proficiency program or satisfactory grades of university courses in English.
- An interview with an Admission Committee.

As part of their application, international applicants also must submit current and reliable documentation of their ability to pay the full cost of education, including all tuition and fees, and living expenses for the entire degree program.

The fall deadline for international applications is June 1. To apply for admission, an international applicant should submit the following to the Office of Admissions:

- A completed Application for Admission.
- International applicants must provide official transcripts from each secondary and post-secondary school attended. Applicants who have attended a foreign school must submit foreign coursework to a credentialing service for a course-by-course US equivalency report. This report should then be sent directly to Bushnell from the credentialing service. This evaluation will take approximately two to four weeks.
  - NOTE: All student-athletes must have foreign transcripts evaluated by InCred in order to be approved for athletic eligibility within the NAIA (National Association for Intercollegiate Athletics).
  - Acceptable evaluation services for non-student athletes include: Incred, any NACES member from <http://www.naces.org/>, or ACEI Global.
- International Studies Abroad (ISA) is an appropriate service for international study abroad program credentialing.

- Proof of English Proficiency is required if English is not the student's native language (see above for score requirements).
- A letter of recommendation from a minister or pastor detailing the student's dedication to spiritual growth and service to the community is required to be considered for Bushnell University's International Student Scholarship.
- Documentation of adequate financial resources is required. Students must complete proof of financial documentation which includes a letter from each individual or organization that is contributing to the student's education expenses indicating the amount of funds to be given. In addition, from each sponsoring individual, an account statement verifying that sufficient funds are available is required. All letters and statements must be original copies and dated within three months of the application for admission. Contact the Office of Admissions for further details.
- An interview with a faculty panel may also be required.

International students who have provided documentation of adequate financial resources and have been approved for admission are mailed a letter of acceptance and Certificate of Eligibility I-20.

In order to enroll, international students are expected to pay their bill in full at the beginning of each semester.

## Veterans

Programs at Bushnell University are approved for the use of the GI Bill®<sup>2</sup> education benefits. To apply for admission, veterans and active duty personnel should follow regular admissions policies and contact the School Certifying Official in the Registrar's Office as early as possible to expedite handling of VA forms and to coordinate benefits.

To use veteran benefits, students must submit the following documents prior to the first day of class:

- [Request for Veteran Educational Benefits](#)
- Certificate of Eligibility

Bushnell University participates in the Army Current Admissions Program (ConAP) in which new enlistees may be admitted and enrollment deferred until completion of active military service. Additional information is available through the service recruiting station.

For more information regarding the use of Veteran Educational Benefits at Bushnell University, visit our [Veteran Benefit](#) page online.

## Readmission of Former Students

Former students who have not attended Bushnell University in four or more consecutive semesters (two academic years) must complete the full transfer application process in order to be readmitted. Such students are required to meet the academic and graduation requirements in effect at the time of readmission. An appeal letter must accompany the application to be reviewed by the Admissions Committee if the student did not leave the university in good standing.

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<sup>2</sup> "GI Bill" is a trademark owned by VA and registered with the U.S. Patent and Trademark Office as of October 16, 2012.

Students in good standing who have not been enrolled at Bushnell University for three or less semesters are required to submit an abbreviated readmission application form and official transcripts for any and all courses completed while away from Bushnell University.

Students on approved leave from the University or doing approved study abroad or special studies programs are not required to apply for readmission.

## Conditional Admission

Bushnell University admits a limited number of students who do not meet admissions standards. Applicants with marginal grades and/or low ACT/SAT/CLT scores are considered on a case-by-case basis for “conditional” admission if there is other evidence of academic potential. In some cases, additional information will be requested from the applicant in order to make a decision. In order to enroll, the student is required to meet with a designated academic liaison to develop an individual plan for academic success.

## Credit Transfer

Transfer of prior college or university credit depends on the nature of the previous coursework and the institution from which it was taken. Each official college or university transcript is evaluated according to the degree requirements of Bushnell University once the application and transcript(s) have been received. The Registrar’s Office evaluates and applies the credit toward general education and elective requirements. Credits transferring towards major requirements must be approved by program faculty. All transferable credits are converted to semester units and credit is granted only for classes completed with a grade

of C- or higher from a regionally accredited institution.

Credit transfer is considered case-by-case from a school that is not regionally accredited. A student who is accepted as a transfer student from such an institution must complete one full semester of work at Bushnell University before any credit is transferred. A complete evaluation of the work will be made at the end of the first semester. If the student has maintained a C average at Bushnell University, full credit will be given for the transferred work unless otherwise specified by a formal articulation agreement. A maximum of 30 credits may be transferred if approved.

### *Associate of Arts Oregon Transfer*

The Associate of Arts Oregon Transfer (AAOT) degree or a previous bachelor’s degree from a regionally accredited institution satisfies all Bushnell University general education requirements with the exception of eight semester credits in Bible and Christian Ministry.

### *Veteran Transfer Credit*

Any veteran receiving GI Bill®<sup>3</sup> benefits while attending Bushnell University is required to obtain transcripts from all previously attended schools, as well as military transcripts, and submit them to the school for review of prior credit.

### *Credit by Examination*

Students are encouraged to submit test scores from examinations designed to measure college level proficiency in various academic subjects. Any courses that meet bachelor degree requirements using one or both of the College Board sponsored testing programs described in the Academic Policies section can be used for academic credit.

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<sup>3</sup> “GI Bill” is a trademark owned by VA and registered with the U.S. Patent and Trademark Office as of October 16, 2012.

### *Final Transcripts*

In order to enroll at Bushnell University, a final official transcript must be sent directly from the high school if applying as a first-year student, or from the college or university if applying as a transfer student. It is the responsibility of the student to arrange for the transcript(s) to be sent. A high school transcript must include the date of graduation. If the transcript submitted as part of the application process was final and official, no additional transcript is required.

## **Admissions Requirements**

### *Advance Tuition Deposit*

An advance tuition deposit of \$200 is required of all incoming students prior to registration. This deposit serves as an indication of sincere intention to enroll at Bushnell University and initiates registration and billing procedures. The deposit is credited to the student's account to be applied to tuition charges upon enrollment and is refundable until May 1 for fall applicants and December 1 for spring applicants.

### *Delayed Enrollment*

Students accepted for admission to Bushnell University may postpone enrollment for up to two academic years (this does not apply for the Accelerated Baccalaureate in Nursing ABSN). If students have attended another college or university during that period, they are required to complete the transfer application procedure. The entire admissions process must be repeated if admission is delayed beyond two years. For students admitted through the ConAP program, the admission agreement is in effect for two years following completion of active military service.

### *Standardized Test Policy*

Bushnell University is committed to a holistic view of all of our applicants. The University has a test-optional policy that will allow those applying for admission the option of not submitting standardized test scores, except in select circumstances. If a student chooses to submit an application without a standardized test (SAT or ACT or CLT) score, the admissions review will focus on high school transcripts and admissions essay along with any supplemental documentation of academic ability. If you choose to submit scores, Bushnell accepts official examination scores from the Scholastic Assessment Test (SAT), American College Testing Program Assessment (ACT), or Classic Learning Test (CLT).

## **Campus Visits**

Students considering Bushnell University are encouraged to visit the campus, preferably when classes are in session and students and faculty are readily available. Visitors may tour facilities, attend classes, meet with students and professors, eat complimentary meals in the cafeteria, and attend chapel. For those who are unable to visit campus in-person, virtual visit options are available. Both onsite and virtual campus visits are easily arranged by contacting the Office of Admissions.

All application materials and questions regarding admission should be directed to:

Office of Admissions  
Bushnell University  
828 E. 11th Avenue  
Eugene, OR 97401-3745  
Phone: (541) 684-7201 or (877) 463-6622

Email: [admissions@bushnell.edu](mailto:admissions@bushnell.edu)

Website: [www.bushnell.edu](http://www.bushnell.edu)

## Evening and Online Program Admission

### Evening and Online Admissions

The mission of our Evening and Online Program is to serve students by giving them the opportunity to enhance both their personal and professional life through education in a caring, compassionate, and faith-based manner. The following policies and procedures help an student gain admission into our programs and sustain status for degree completion.

### Admissions Policies and Procedures

Applicants seeking admission to the evening and online program must have a high school diploma or equivalent and fulfill the following requirements to be considered:

- Complete and submit the application form
- Submit one official transcript from each college/university attended and military transcripts (an applicant may also be asked to furnish a high school transcript, if they have less than 12 college-level semester credits)
- Have a minimum grade point average of 2.0 (2.75 for RN to BSN applicants). If the applicant's grade point average is below a 2.0 (or 2.75 for RN to BSN applicants), then they may submit a one page statement of purpose to the Admissions Committee explaining the situation and reasons for admission consideration.
- RN to BSN students must have graduated from an accredited Registered Nursing program and currently hold an active unencumbered Registered Nursing license.

A student must be free from academic or behavioral probation or suspension at all colleges previously attended to be eligible for admission to Bushnell University. All financial holds must also be settled with the Business

Office prior to any readmission into the program. Soon after the admission file is completed, the applicant will be notified of the decision made. At this time, an Enrollment Advisor will explain to the admitted student the results of the transfer evaluation and the steps for major transfer consideration, registration, and orientation to the program.

### Admission Status

An applicant who does not meet requirements for admission may be considered on a case-by-case basis for conditional or provisional admission to the University. A provisional student or a conditional student will not be advanced to full status until all the admission requirements are satisfied.

#### *Provisional Admission*

Provisional status is defined as a student who is missing a key piece of the admission file, such as an official transcript. Provisional students are not eligible for any Federal Financial Aid programs. Classes must be paid in full while a student is classified as provisional. Provisional status is normally granted for only one semester.

#### *Conditional Admission*

Conditional status can be granted to students who do not meet minimum admission requirements, such as a GPA lower than 3.0 or a test score below the recommendation. Conditional students are eligible for Federal Financial Aid programs. Conditional status is normally removed after one semester of taking at least 6 graduate-level credits (or the duration of time it takes to complete 12 undergraduate-level credits for RN to MSN and MSN Bridge) and maintaining (maintain?) a 3.0 or higher GPA.

#### *Postponed Admission*

Students accepted for admission to the Evening and Online Program may postpone enrollment

for one academic year. If students have attended another college or university during that period, they are required to submit official transcripts from each institution.

The entire admissions process must be repeated if admission is delayed beyond one year.

## Transfer Credit

Students who have completed work at other regionally accredited educational institutions and who have submitted official transcripts for evaluation may be entitled to transfer credit. Bushnell University applies the credits toward the general education and electives requirements. Consideration for courses to meet major requirements are reviewed by deans or program directors upon request through your Enrollment Advisor.

Only courses in which the student has earned a C- or better are accepted as transfer credit. The Associate of Arts Oregon Transfer Degree will satisfy all general education requirements except Bible (BTM Courses), but it may not necessarily meet school, department, or major requirements with regard to all prerequisite courses for a particular major. For more information please see the Academic Policies section of the catalog.

## Residence Requirements

A student must complete a minimum of 30 semester hours in residence for the bachelor's degree.

## Veterans

Programs at Bushnell University are approved for the use of the GI Bill®<sup>4</sup> education benefits. To apply for admission, veterans and active duty personnel should follow regular admissions policies and the School Certifying Official in the Registrar's Office as early as possible to expedite handling of VA forms and to coordinate benefits.

To use veteran benefits, students must submit the following documents prior to the first day of class:

- [Request for Veteran Educational Benefits](#)
- Certificate of Eligibility

Bushnell University participates in the Army Current Admissions Program (ConAP) in which new enlistees may be admitted and enrollment deferred until completion of active military service. Additional information is available through the service recruiting station.

Any veteran receiving GI Bill®<sup>4</sup> benefits while attending Bushnell University is required to obtain transcripts from all previously attended schools, as well as military transcripts, and submit them to the school for review of prior credit.

For more information regarding the use of Veteran Educational Benefits at Bushnell University, visit our [Veteran Benefit](#) page online.

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<sup>4</sup> "GI Bill" is a trademark owned by VA and registered with the U.S. Patent and Trademark Office as of October 16, 2012.

## Admission Requirements for the Accelerated Baccalaureate

### Nursing Program (Bachelor of Science in Nursing)

#### *Admission Requirements for the ABSN Program*

- Bachelor's degree in a non-nursing field from a regionally-accredited institution
- Completed online application
- Official copy of all post-secondary educational transcripts either mailed or sent electronically to the Office of Admissions
- Proof of a current, unencumbered Certified Nursing Assistant (CNA) or Licensed Practical Nurse (LPN) license
- A current resume
- Two letters of reference from non-family members who can provide testimony of the applicant's leadership abilities, academic capabilities and achievements, life, work, volunteer, healthcare, or other experiences, compassion/respect for all people, and passion for nursing
- Test of English as a Foreign Language (TOEFL) score for non-native English speakers
- Completion of all prerequisite courses as outlined on the [prerequisite checklist at bushnell.edu](https://bushnell.edu/prerequisite-checklist)
- A minimum grade of 3.0 in all required prerequisite science courses (biology, human anatomy & physiology + lab, and microbiology + lab)
- No more than one repeated grade for any prerequisite science course
- A minimum letter grade of "B minus" in all other required prerequisite courses (nutrition, growth and development, or other elective physical, biological, social, and behavioral science courses).

- Pass/no pass is not accepted for *any* prerequisite courses with the exception of courses completed spring semester or winter/spring term(s) 2020.

When an application is complete, it will be submitted and held for review by the program's admission committee. If any information is missing the application will not be considered. Students applying for admission, but not admitted, may reapply for the next program start.

#### *Post-Admission Process*

Following admission to the ABSN program (at least 30 days prior to their spring or fall semester start date, but not more than three months prior) admitted students will complete and submit proof of the following clinical entry requirements:

- Cleared Criminal Background Check that includes a Social Security Number trace, state/national criminal background history, sex offender registry check, and Office of Inspector General's List of Excluded Individuals and Entities (OIG LEIE) check.
- Clean Urine Drug Screen.
- American Heart Association Basic Life Support certification.
- Immunizations (Seasonal Flu, Hepatitis B, Varicella, 2 step TB test *or* QuantiFERON-TB Gold, Measles, Mumps, Rubella, Tetanus, Diphtheria, Pertussis). Please see [bushnell.edu](https://bushnell.edu) for more information on required immunizations

# Graduate Program Admission

## Graduate Admissions

In a commitment to academic excellence, Bushnell University offers master's degree programs in:

- Business Administration (MBA)
- Clinical Mental Health Counseling (MA)
- Education (M.Ed.)
- Leadership (MA)
- Mental Health and Human Behavior (MA)
- Nursing (MS)
- School Counseling (MA)
- Teaching (MA)
- Theology (M.Phil)

Graduate Certificate Programs:

- English for Speakers of Other Languages (ESOL) Certificate
- Physical Education Certificate
- Special Education Certificate
- Post-Master's Nursing Education Certificate

Coursework in the Clinical Mental Health Counseling Program, School Counseling Program, and Education programs is completed onsite with classes offered in the evenings and online. Classes are small, discussion-oriented, and presented from a Christian perspective. *Practica* and internship experiences, in addition to coursework, are part of the counseling and education programs.

## Application Process

Students should consult the application requirements for the specific graduate program for which they are applying. For application materials and information on individual programs, contact the Office of Admission.

All onsite programs have an early admissions deadline of March 15. Completed applications are then reviewed by the Admissions Committee of each program. Applications may be accepted until June 1 for the Master of Arts in Teaching Program, July 1 for Clinical Mental Health Counseling and August 1 for all other programs on a space-available basis.

The Online programs (MBA and MAL) have rolling admission. All application materials must be received at least two weeks prior to the start of classes.

## Veterans

Programs at Bushnell University are approved for the use of the GI Bill®<sup>5</sup> education benefits. To apply for admission, veterans and active duty personnel should follow regular admissions policies and the School Certifying Official in the Registrar's Office as early as possible to expedite handling of VA forms and to coordinate benefits.

To use veteran benefits, students must submit the following documents prior to the first day of class:

- [Request for Veteran Educational Benefits](#)
- Certificate of Eligibility

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<sup>5</sup> "GI Bill" is a trademark owned by VA and registered with the U.S. Patent and Trademark Office as of October 16, 2012.

Bushnell University participates in the Army Current Admissions Program (ConAP) in which new enlistees may be admitted and enrollment deferred until completion of active military service. Additional information is available through the service recruiting station.

Any veteran receiving GI Bill®<sup>4</sup> benefits while attending Bushnell University is required to obtain transcripts from all previously attended schools, as well as military transcripts, and submit them to the school for review of prior credit.

For more information regarding the use of Veteran Educational Benefits at Bushnell University, visit our [Veteran Benefit](#) page online.

## Admission Status

An applicant who does not meet requirements for admission may be considered on a case-by-case basis for provisional or conditional admission. A provisional or conditional student will not be advanced to full status until all the admission requirements are satisfied.

### *Provisional Admission*

Provisional status is given to students who are missing a key piece from their admission file, such as an official transcript. Provisional students are not eligible for any Federal Financial Aid program. A provisional student will be required to pay in full for classes taken during this status. Provisional status is normally granted for only one semester.

### *Conditional Admission*

Conditional status can be granted to students who do not meet minimum admission requirements, such as a GPA lower than 3.0 or a test score below the recommendation. Conditional students are eligible for Federal Financial Aid programs. Conditional status is normally removed after one semester of taking at least 6 graduate-level credits (or the duration of time it takes to complete 12 undergraduate-

level credits for RN to MSN and MSN Bridge) and maintaining (maintain?) a 3.0 or higher GPA.

### *Postponed Admission*

Students accepted for admission into the graduate program may postpone enrollment for one academic year, but may be subject to any program-specific changes in admission requirements.

The entire admissions process must be repeated if admission is delayed beyond one year.

## Admission Requirements for Master of Business Administration (MBA)

Each Master of Business Administration student is required to take a competency exam prior to enrolling in their respective program demonstrating proficiency in American Psychological Association (APA) style writing standards. The fee for the exam is waived for the student the first time it is taken. A passing grade on the exam is 90% and is required for entry into the program. A training course is available (at the student's expense) to prepare if a re-take of the exam is necessary.

The Master of Business Administration degree is an online program. Participation in this program assumes an adequate level of computer literacy on the part of the student. Proficiency in word processing, spreadsheet, and website navigation is recommended.

In order for an applicant to be considered for the MBA Program, the following materials must be submitted:\*

- An application for admission.
- Official transcripts showing a bachelor's degree from a regionally accredited four-year college or university, with a minimum undergraduate GPA of 3.0 (if the applicant's grade point average falls

below a 3.0, then they may submit a one page supplemental essay to the Admissions Committee explaining the situation and reasons for admission consideration). If any undergraduate or graduate coursework was taken after completion of the bachelor's degree, official transcripts for that coursework must also be submitted.

- A 500-word statement of purpose (double-spaced) showing skills in written communication, addressing how an MBA relates to the student's personal and professional goals.
- A resume detailing business/management experience.
- A minimum score of 550 on the TOEFL (213 on the computer TOEFL or an 80 on internet-based TOEFL) for applicants from non-English speaking countries.

\*On a case-by-case basis, supplemental documentation may be required to demonstrate evidence of academic preparation and potential for successful completion of this graduate program. In addition, at the student's expense, curriculum and APA writing workshops will be offered to those students who are conditionally admitted or demonstrate a deficiency in a particular academic subject area. Admitted students will be required to take a comprehensive assessment exam early in the program and again at the end of the program.

### **Admission Requirements for Master of Arts (MA) in Clinical Mental Health Counseling**

In order for an application to be considered for the Clinical Mental Health program, the following materials must be submitted:

- An application for admission.
- Official transcripts of all undergraduate and graduate coursework showing a bachelor's degree from a regionally accredited four-year college or

university, with a minimum undergraduate GPA of 3.0.

- A statement of purpose of two to three pages (double-spaced) showing skills in written communication, articulating interest in counseling as a profession, and demonstrating maturity to work in a counseling setting.
- Two letters of recommendation, preferably one professional and one personal, highlighting any relevant counseling experience and which speaks to the character of the applicant.
- A resume documenting education and experience in psychology, mental health, or related fields.
- At their own expense, applicants must obtain and pass a criminal background check.
- A personal interview with the Admissions Committee.
- A minimum score of 550 on the TOEFL (213 on the computer TOEFL) for applicants from non-English speaking countries.

### **Admission Requirements for Master of Education (M.Ed) and Graduate Certificates in ESOL, Physical Education or Special Education**

In order for an application to be considered for the Master of Education Program, the following materials must be submitted:

- An application for admission.
- Official transcripts showing completion of a bachelor's degree from a regionally accredited four-year college or university.
- A minimum undergraduate GPA of 3.0 (if the applicant's grade point average

falls below a 3.0, then they may submit a one page supplemental essay to the Admissions Committee explaining the situation and reasons for admission consideration).

- A statement of purpose 2-3 pages double spaced that clearly indicates career history, professional goals, and professional guiding principles.
- Current resume.
- One letter of recommendation that specifically address the academic ability, work performance and character of the applicant.
- Two disposition assessments.
- Personal interview with the Admissions Committee.

### **Admission Requirements for Master of Arts in Leadership (MAL)**

The Master of Arts in Leadership degree is an online program. Participation in this program assumes an adequate level of computer literacy on the part of the student. Proficiency in word processing, spreadsheet, and website navigation is recommended.

In order for an applicant to be considered for the MAL Program, the following materials must be submitted:

- An application for admission.
- Official transcripts showing a bachelor's degree from a regionally accredited four-year college or university, with a minimum undergraduate GPA of 3.0 (if the applicant's grade point average falls below a 3.0, then they may submit a one page supplemental essay to the Admissions Committee explaining the situation and reasons for admission consideration). If any undergraduate or graduate coursework was taken after

completion of the bachelor's degree, official transcripts for that coursework must also be submitted.

- A 500-word statement of purpose (double-spaced) showing skills in written communication, addressing how an MAL relates to the student's personal and professional goals.
- A resume detailing leadership experience.
- A minimum score of 550 on the TOEFL (213 on the computer TOEFL or an 80 on internet-based TOEFL) for applicants from non-English speaking countries.

### **Admission Requirements for Master of Arts (MA) in Mental Health and Human Behavior**

In order for an application to be considered for the Mental Health and Human Behavior program, the following materials must be submitted:

- An application for admission.
- Official transcripts showing a bachelor's degree from a regionally accredited four-year college or university, with a minimum undergraduate GPA of 2.75.
- A statement of purpose of two to three pages (double-spaced) showing skills in written communication, articulating interest in a helping profession, and demonstrating maturity to work in a professional setting.
- At their own expense, applicants must obtain and pass a criminal background check.
- A minimum score of 550 on the TOEFL (213 on the computer TOEFL) for applicants from non-English speaking countries.

Students who wish to transition from the Master of Arts in Clinical Mental Health

Counseling Program into the Master of Arts in Mental Health and Human Behavior must connect with their academic advisor and program faculty.

### **Admission Requirements for the Post-Master's Nursing Education Certificate**

In order for an application to be considered for the Post-Master's Certificate in Nursing Education, the following materials must be submitted:

- Complete and submit application for admission.
- An active, unencumbered RN license.
- A master's degree in nursing or a Bachelor of Science in Nursing plus a master's degree in a related field from a regionally accredited four-year college or university. (If the applicant's graduate grade point average falls below a 3.0, then they may submit a one page supplemental essay to the Admissions Committee explaining the situation and reasons for admission consideration).
- Official transcripts showing completion of Bachelor of Science in Nursing degree (if applicable) and a master's degree with a cumulative graduate GPA of 3.0 or higher.

### **Admission Requirements for the Master of Science in Nursing**

In order for an application to be considered for the Master of Science in Nursing program, the following materials must be submitted:

- An application for admission.
- An active, unencumbered RN license.
- A 3.0 undergraduate GPA (if the applicant's grade point average is below a 3.0, then they may submit a one-page supplemental essay to the Admissions

Committee explaining the situation and reasons for admission consideration).

- All applicants for the MSN program must provide official transcripts showing a bachelor's degree in nursing from a regionally accredited four-year college or university.
- All applicants for the RN to MSN Bridge program must provide official transcripts showing a non-nursing bachelor's degree from a regionally accredited four-year college or university.
- All applicants for the MSN program must provide official transcripts from all colleges/universities attended.

### **Admission Requirements for Master of Arts (MA) in School Counseling**

In order for an application to be considered for the School Counseling Program, the following materials must be submitted:

- An application for admission.
- Official transcripts showing completion of a bachelor's degree from a regionally accredited four-year college or university, with a minimum undergraduate GPA of 3.0, including the prerequisite course listed below.\* (If the applicant's grade point average falls below a 3.0, then they may submit a one page supplemental essay to the Admissions Committee explaining the situation and reasons for admission consideration).
- A statement of purpose of two to three pages (double-spaced) showing skills in written communication, articulating interest in counseling as a profession, and demonstrating maturity to work in a counseling setting.

- A resume documenting education and teaching experience and/or alternative experience working with school-age children.\*\*
- A recommendation from a professional reference, preferably a supervisor in an educational setting or another setting working with children.
- Two disposition assessments.
- A personal interview with the Admissions Committee.
- A minimum score of 550 on the TOEFL (213 on the computer TOEFL) for applicants from non-English speaking countries.

\*One prerequisite course in human development (equivalent to Bushnell University's PSY 320 Human Development) is required for admission to the program. Students need not have taken this prerequisite at the time of application. However, a student will not be fully admitted until documentation of successful completion of this course is received.

\*\*Admission to Track I requires documentation of two years of successful licensed teaching experience prior to acceptance into the school counseling program.

### **Admission Requirements for Master of Arts (MA) in Teaching**

In order for an application to be considered for the Master of Arts in Teaching Program, the following materials must be submitted:

- An application for admission.
- Official transcripts showing completion of a bachelor's degree from a regionally accredited four-year college or university.
- A minimum undergraduate GPA of 3.0 (if the applicant's grade point average falls below a 3.0, then they may submit a one-page supplemental essay to the Admissions Committee explaining the situation and reasons for admission consideration).
- A statement of purpose 2-3 pages double spaced that clearly indicates career history, professional goals, and professional guiding principles.
- Current resume.
- One letter of recommendation that specifically address the academic ability, work performance, and character of the applicant.
- Two disposition assessments.
- Personal interview with the Admissions Committee.

### **Admission Criteria for Master of Philosophy (M.Phil)**

Applicants to the M.Phil. must submit the following items:

- An application for admission
- A thesis proposal (around 500 words) introducing research topic or question. It should define the topic of study and demonstrate a student's familiarity with research and the proposed field.
- Official transcripts from a regionally-accredited institution showing receipt of a bachelor's degree with a minimum undergraduate GPA of 3.0.
- Evidence of graduate level preparation (including an appropriate graduate writing seminar, or equivalent) that warrants admission to graduate research in the proposed area(s) of research; evidence of adequate preparation may include (but is not limited to) the following:
  - Official transcripts from an accredited institution showing the accumulation of a minimum of 15

- semester credits of graduate coursework directly related to the proposed research topic, with a minimum grade of “B” for each course;
- Advanced specialization at the undergraduate level through a minimum of 20 upper division semester credits in coursework directly related to the proposed research topic, with a minimum grade of “B” for each course;
  - Evidence of advanced scholarly research activities directly related to the proposed research topic in the form of papers, articles, and reviews in peer-reviewed publications, presentations at professional meetings/societies, published monographs;
  - Evidence of other substantial and scholarly professional activity directly related to the proposed area of research; or
  - Satisfactory scores on the Graduate Record Exam (GRE).
- Two letters of reference from academic experts in the proposed research area, one of which may be from a prospective Bushnell University faculty supervisor/mentor.

N.B.: The faculty admission committee, consisting of faculty in the Bushnell University School of Christian Ministry, reserves the right to judge the level of adequacy presented by any or all of the documentation provided.

Applicants who do not meet prerequisite requirements for admission may be granted conditional admission with a specified plan and timetable for making up deficiencies. Though it may be possible for some prerequisite deficiencies to be absolved through regular course work at Bushnell University, the University does not guarantee the availability of such course work and the making up of prerequisites remains the responsibility of the student.

## Student Finances

### Tuition and Fees

#### *Traditional Undergraduate Tuition and Fees for the 2021-22 Academic Year*

<i>Undergraduate Tuition Cost</i>	<i>Fall 2021</i>	<i>Spring 2022</i>
1-11 hours per credit hour	\$1,070	\$1,070
12-18 hours (tuition block with no additional cost per credit hour)	\$16,050	\$16,050
19 + hours per credit hour	\$1,070	\$1,070
Remedial (can be part of 12-18 block with no additional cost)	\$1,070	\$1,070
Audit per course (not available for online classes; can be part of 12-18 block with no additional cost)	\$220	\$220
Community tuition rate per credit	\$350	\$350
Credit by examination/course challenge (per credit hour) for all programs	\$535	\$535
<i>Individual Instruction</i>		
Instrument/Voice per course (can be part of 12-18 block and pay only \$225 fee)	\$1,070	\$1,070
<i>Parking Pass</i>		
Annual	\$330	
Per semester	\$165	\$165

#### *Accelerated BS in Nursing Program Tuition and Fees for the 2021-22 Academic Year*

<i>Tuition Cost</i>	<i>Fall 2021</i>	<i>Spring 2022</i>	<i>Summer 2022</i>
Per credit hour	\$1100	\$1100	\$1100
Technology fee for this program	\$220	\$220	\$220
Assessment fee for this program	\$1000		
Course Fees		\$400	\$400
<i>Parking Pass (Annual) \$330</i>			

#### *Evening and Online Program Tuition and Fees for the 2021-22 Academic Year*

<i>Evening and Online Tuition Cost</i>	<i>Fall 2021</i>	<i>Spring 2022</i>	<i>Summer 2022</i>
Per credit hour	\$495	\$495	\$495
Audit per course (not available for online classes)	\$220	\$220	\$220
Community tuition rate per credit	\$350	\$350	\$350
Credit for Prior Learning (per credit submitted for evaluation)	\$50	\$50	\$50
<i>Parking Pass</i>			
Annual	\$180		
Per Semester	\$60	\$60	\$60

*Graduate Tuition and Fees for the 2021-22*

Business Administration (MBA) tuition per hour	\$710
Clinical Mental Health Counseling (MA) tuition per hour	\$725
Master of Arts in Leadership (MAL) tuition per hour	\$610
Master of Science in Nursing (MSN) tuition per hour	\$525
Master of Arts in Teaching (MAT) tuition per hour	\$700
Master of Philosophy (MPhil) in Theology tuition per hour	\$670
School Counseling (MA) tuition per hour	\$700
Master of Education (MED) tuition per hour	\$700
Technology Fee (for all programs except Online, MBA, MAL and MSN)	\$110 per semester
Audit per course (not available for online classes)	\$220
<i>Parking pass for Graduate students</i>	
Annual	\$180
Per semester (fall, spring, summer)	\$60

*Additional Fees**Registrar's Fees*

Late Registration Fee	\$50
Late Graduation Application Fee	\$25
Diploma Replacement	\$25
Petition of the Academic Deadlines	\$25
Official Transcripts	\$10 per copy
Transcription Fee	\$75
Administrative Drop/Withdrawal	\$50

*Lab Fees*

Biology	\$70 per lab course
Chemistry	\$70 per lab course
All other science lab courses	\$40 per lab course
Music Lab Fee for CMI 118, CMI 310, CMI 320, CMI 330, CMI 340, CMI 350, CMI 360, MCP 101, MCP 102, MI Private Lessons, MUS 111, MUS 211, MUS 319	\$160 per course
EDUC 230	\$55 per course

*Music Fees*

Junior Recital	\$150
Senior Recital	\$275
Private Music Lessons	\$225 per credit
Music Pad	Student pays the direct costs of the iPad

*Athletic Gear Fees*

Per sport, charged annually	\$225
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*Education Test Fees*

EdTPA Exam	\$300
ORELA NES content tests	\$95

*Oregon Counseling Association Membership Fee:* \$53 (charged as a part of CMHC 685)

*Kellenberger Library Fines*

Lost, damaged, or late books and media - items that are lost, damaged or more than 30 days overdue are subject to the following fines: \$75.00 fee for books and \$50.00 fee for media.

*Returned Check Charge*

Returned checks subject to \$25 charge.

*Room and Board*

Residence Hall Single (upon availability only) - includes 19 meals per week	\$12,190 (\$6,095/semester)
Residence Hall Double - includes 19 meals per week	\$10,190 (\$5,095/semester)
Apartment, Double - includes 5 meals per week	\$10,190 (\$5,095/semester)
Apartment, Double - includes 10 meals per week	\$11,220 (\$5,610/semester)
Apartment, Single - includes 5 meals per week	\$12,190 (\$6,095/semester)
Apartment, Single - includes 10 meals per week	\$13,220 (\$6,610/semester)
Apartment, Single – includes 15 meals per week	\$14,250 (\$7,125/semester)
Apartment, Double – includes 15 meals per week	\$12,250 (\$6,125/semester)

*Meals Only*

Three meals per week	\$432/semester
Five meals per week	\$712/semester
Ten meals per week	\$1505/semester

**Student Billing Policies***Payment Obligation*

It is the responsibility of the student and their family to meet the financial obligation associated with attendance at Bushnell University. Students are strongly encouraged to submit payment or set up a payment plan for their anticipated balance two weeks before the beginning of classes. The balance is determined by semester and will be calculated by subtracting all applicable financial aid and payments from the semester's charges (tuition, fees, room and board).

All new students are required to complete a Financial Responsibility Agreement (on Bushnell University's website). Students should not wait for an official bill from Bushnell University before calculating balances or making payments.

*Finance Charges*

Outstanding balances are assessed a finance charge of 1.5 percent monthly (18 percent annual rate) computed on the balance at the end of the billing cycle.

*Billing Statements*

Billing statements are offered as a service to students and families. Statements are emailed

to students at their Bushnell email address each month as long as there is an outstanding balance. The billing statement may have Anticipated Semester Financial Aid as listed on the award letter as well as semester charges for tuition and other related expenses, such as room and board. Financial aid will not be officially credited to the student's Bushnell University account until after the add/drop period for registration (typically two weeks from the start of the semester) has ended.

New billing statements are emailed between the 15th and the 20th of each month for unpaid balances as well as for any additional or adjusted charges that create a new balance. Payments are due on the 1st of the following month and include a 5-day grace period. Payments received after the 5th of the month are considered late. Late payments are subject to an interest charge of 1.5% per month. Statements are emailed each month and new interest accrues until balances are paid. Students with delinquent accounts will be held from registering for the next semester until any balance is paid or a payment plan is developed.

Students are responsible for all unpaid balances whether or not they have received an emailed statement from Bushnell University. The student is required to ensure that the Business Office has an accurate and up-to-date mailing address and email address on file.

### *Payment Methods*

Students can pay any balance using one of the following methods:

- Cash, check, debit card or cashier's check in the Billing Office.
- Check or money order made out to Bushnell University and mailed to the Billing office.
- Online via the student portal at my.bushnell.edu (all major credit cards accepted). Convenience fee charged on all credit card transactions. Free service

for checking/savings account (ACH) payments.

Monthly payment plans are available upon request.

### *Deposits*

An advanced tuition deposit is required for students admitted for the first time to the University and must be submitted by May 1 for fall semester admission (December 1 for spring semester admission). This deposit is held in the student's account and applied to their tuition expenses upon enrollment. The advanced tuition deposit is required in order to proceed with advanced class registration or housing arrangements. Full refunds are given for cancellations received in writing by the Admissions Office until May 1 for fall semester admission (December 1 for spring semester admission).

A \$200 advanced deposit is required from students admitted to the Accelerated Baccalaureate–Nursing Program (Bachelor of Science) ABSN. This deposit is held in the student's account and applied to their tuition expenses upon enrollment. The advanced tuition deposit is required to hold students seat in the program and is due three weeks from the date of notification to submit the deposit. Applicants who do not submit this deposit by the due date forfeit their seat in the program. Under certain circumstances and in accordance with University policy, this deposit may be waived. Full refunds are given for cancellations received in writing by the Admissions Office up to three weeks prior to the program's spring or fall start date.

### *Tuition Refund Policy*

Upon complete withdrawal or dismissal from the University, students, including veterans, receive a proportional refund for tuition. All student fees are nonrefundable, including but not limited to, music or private lesson fees, vehicle permits, application fees. Until 60 percent of the semester is completed, the

prorated refund applies and after that point no refunds will be given. For example, if the student withdraws in the fifth week of a 15 week semester, the refund would be 33 percent.

#### *Withdrawals*

All academic withdrawals must be processed in accordance with the policy of the University. Refunds are based on the date of initial contact made with an appropriate school official. Students who do not meet the financial conditions of the University can be administratively withdrawn from their courses at the discretion of the Student Services Office. In order to initiate an academic withdrawal, a student must contact their Academic Advisor to fill out a withdrawal form and complete an exit interview. If students fail to contact their Academic Advisor and perform the appropriate withdrawal steps, the student may be charged a fee of \$100.

#### *Refund of Residence Hall Room and Board*

Refer to the residence hall contract or the director of residence life for the housing refund policy. The Vice President for Student Development will set any termination penalties required by the contract.

#### *Single Course Drops*

No refunds will be made for single courses dropped after the add/drop period is closed for the semester. Each student is charged in full for all courses listed on their registration at the close of registration each semester. See the Academic Calendar for dates for the close of registration.

#### *Account Collections*

If Bushnell University needs to pursue collection efforts, reasonable attorney fees and collection costs may be added to the account whether or not an action is filed. If an action is filed, the prevailing party is entitled to recover attorney fees and court costs.

The official transcript remains the property of Bushnell University and cannot be issued until

all amounts owed the University, including accounts receivable, notes, loans, and other amounts, are paid in full.

## **Financial Aid Process & Policies**

The Financial Aid Office is committed to helping students who wish to attend Bushnell University but who may not be able to meet all the expenses from personal and family resources. Bushnell University provides a full range of grants, scholarships, student employment, and education loans to help those who qualify. In addition, the Financial Aid Office provides financial aid counseling to students and their families to guide them through the process of applying for and receiving financial aid. Our goal is to provide the service and financing resources needed to enable deserving students to attend Bushnell University.

Financial aid may be grouped into two broad categories of need-based and non-need aid. All federal and state student aid is based on financial need with the exception of a few federal student loan programs. Bushnell University offers both need and non-need types of financial aid.

#### *Application Procedure*

To apply for financial aid the student must:

1. Complete the Free Application for Federal Student Aid (FAFSA) and submit it to the U.S. Department of Education. Bushnell University's federal school code 003208 should be listed in the school section. The FAFSA is available online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. Apply for admission. Students must be accepted for full admission to Bushnell University before a financial aid package may be processed.
3. If selected for verification by the federal processor the student is responsible to provide additional information as

requested to the Financial Aid Office (see Verification Process).

4. Review for accuracy the Student Aid Report sent from the federal processor to the student after submission of the FAFSA. The Financial Aid Office receives a similar report at the same time. This report is used to calculate the student's financial need and eligibility for need-based aid. ***Students must complete and submit a FAFSA for each academic year. Eligibility and level of need are recalculated each year by federal standards.***

It is important to apply for financial aid early in order to qualify for aid with deadlines and limited funding. The University's priority deadline is January 1 for students planning to enter fall semester. Students with completed applications by January 1 are assured of optimum consideration and funding for scholarships and financial aid from all sources. Students who miss the priority deadline are not guaranteed institutional assistance. To meet this deadline, it is necessary to submit the FAFSA in early December to allow ample time for the FAFSA to be processed.

All financial aid awards cover a period of one academic year (or what remains of the academic year if the student is awarded mid-year). The process of applying for financial aid, including submission of a FAFSA, is repeated each academic year for which the student seeks aid. Financial aid awards are packaged each year on the basis of current data on a first-come, first-served basis to all eligible applicants.

### *Student Eligibility Requirements*

The following is an extensive, though by no means exhaustive, list of various requirements that a student must meet in order to be eligible for state and federal aid.

To be eligible for federal aid a student must:

- Be a U.S. citizen or an eligible non-citizen.

- Have either (a) a high school diploma or its equivalent, or (b) successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree.
- Be accepted for admission (provisional admission does not count for financial aid purposes).
- Maintain satisfactory academic progress toward degree requirements (see Satisfactory Academic Progress).
- Have a valid social security number.
- Register with the Selective Service or document an exemption (males only).
- Not be currently in default on a federal education loan.
- Not owe for receipt of an overpayment of a federal grant.

Students convicted of possessing or selling illegal drugs may not be eligible for federal aid, depending on when the conviction occurred. They can regain their eligibility early by completing a drug rehabilitation program. More information is available from the Federal Aid Student Information Center at 800-433-3243.

### *Verification Process*

The U.S. Department of Education requires additional information from some FAFSA filers, including a completed Verification Worksheet, copies of W-2s and federal tax transcripts or use of the IRS Data Retrieval process on the FAFSA. If required, the Financial Aid Office will notify the student and request the information needed. If verification documents contradict information on the FAFSA, the University will make appropriate corrections and submit them to the federal processor. Any corrections may alter aid amounts or eligibility; therefore, final and official determination of eligibility and financial aid awards must await completion of the verification process.

### *Unusual Circumstances*

Financial aid guidelines allow for some adjustment in aid to be made in instances when unusual or extreme circumstances are not adequately taken into account through the routine financial aid application. Cases involving death, divorce, loss of job, or major medical expenses may need to be assessed by a financial aid officer to determine the impact on a student's need and her/his family's ability to contribute to education expenses. Any hardship must be of at least two months' duration before it can be presented for evaluation. Sufficient documentation and justification are required before an adjustment in the student's aid may be allowed.

### *Satisfactory Academic Progress*

In order to remain eligible for financial aid students are required to maintain "satisfactory academic progress." The conditions for maintaining satisfactory academic progress include completing a sufficient number of credits semester-by-semester, completing a degree within attempting 150% of the published credits needed, and maintaining a 2.00 minimum cumulative grade point average at all times (3.00 for Graduate students). The Financial Aid Office checks each student's academic progress at the time aid is awarded at the end of spring semester. Students in a program of 1 year in length or less will have their academic progress checked at the conclusion of each semester. A letter notifies the student if they fail to maintain satisfactory academic progress.

The requirements for satisfactory academic progress ensure that students who receive aid are adequately meeting academic standards and are proceeding toward an educational goal (degree or certificate) in a reasonable time frame. Standards are established for the minimum number of credits to be taken and earned semester-by-semester, the total number of attempted credits allowed for completing a program of study, and the quality of performance that must be maintained.

The maximum number of credits for which a student may receive financial aid is 150 percent of the credits normally required to earn a degree or program of study. A student who has declared their intention to pursue a baccalaureate degree of 124 semester credits may receive financial aid for a maximum of 186 attempted semester credits. Part-time students have the same total number of allowable credits but have a longer time frame over which to extend enrollment commensurate with their enrollment status (see Credit Requirements and Enrollment Status).

All credits attempted at Bushnell University, including up to 30 semester credits of pre-approved remedial courses, and credits transferred from other institutions are counted toward the maximum number of credits allowed, whether or not the student received financial aid funds. The Financial Aid Appeals Committee may make exceptions to limits on total credits and time frame for receiving aid due to extenuating circumstances.

### *Required Grade Point Average*

To meet the standards of satisfactory academic progress, a student is expected to maintain a cumulative GPA of 2.00 or better at all times. Graduate students are required to maintain a cumulative GPA of 3.00.

Satisfactory grades for completing a course include A, B, C, D and P (Pass). Grades of F, N (No credit), I (Incomplete), X (No grade reported), W (Official withdrawal), and AUD (Audit) do not count as completed courses.

### *Credit Requirements and Enrollment Status*

To receive financial aid, students are required to complete at least 2/3rds (66.67%) of the number of cumulative credits attempted towards an associates, bachelors, or masters degree. The following table is a sample listing of the number of credits that need to be completed for the corresponding number of credits attempted. If a student attempts a different number of credits than is listed below,

the student will need to complete 2/3rds (66.67%) of the actual number of credits attempted.

Attempted	Completed
15	10
20	13.33
25	16.67
30	20
35	23.33
40	26.67
45	30
50	33.33
55	36.67
60	40
65	43.33

Note: The table above is a partial representation of the full schedule. Please see the Satisfactory Academic Progress policy at <https://www.bushnell.edu/admissions/undergraduate/financial-aid-forms/> for the full schedule.

### *Requirements for Maintaining University-Sponsored Scholarships*

All University-sponsored merit scholarships are one-year renewable awards for a maximum duration of four academic years (or 8 semesters). To maintain eligibility the student must be enrolled continuously in a minimum of 12 credits per semester. Annual renewal of all University-sponsored scholarships is subject to the GPA requirements of the Satisfactory Academic Progress policy. Please see the Satisfactory Academic Progress policy at <https://www.bushnell.edu/admissions/undergraduate/financial-aid-forms/> for full details.

### *Financial Aid Disqualification*

A full-time undergraduate student who fails to attain a 2.00 cumulative GPA (3.00 cumulative GPA for Graduate students) or who fails to complete a proportionate number of attempted credits (see chart under Credit Requirements and Enrollment Status) is ineligible for further financial aid. The student is notified in writing of

the disqualification and the requirements for reinstatement.

### *Appeal Process for Reinstatement of Eligibility*

Students who have lost financial aid eligibility may appeal to the Financial Aid Appeals Committee in order to:

- Challenge administrative errors resulting in miscalculation of credits completed or GPA attained;
- Account for incompletes and describe arrangements to make up credit; or
- Explain extenuating circumstances such as medical problems, family emergencies, learning disability, remedial work requirement, or other unusual or mitigating factors.

An appeal must be submitted in writing to the Financial Aid Appeals Committee and should state the reason(s) for not meeting minimum eligibility requirements during the year in question. The letter should also discuss a plan for correcting the problem(s) and meeting satisfactory standards and be approved by the student's Academic Advisor. Any arrangements made with professors to finish coursework or to make up credits should be specified.

If the appeal is approved, the student is granted an additional semester of financial aid probation or if more time is needed a student may be approved to meet with an Academic Advisor to set up an individual plan whereby the student would bring up their cumulative grade point average and/or % of credits earned to the minimum satisfactory academic progress standards within in three consecutive semesters. The terms and conditions for continued probation and achieving satisfactory academic progress are indicated in a written response to the student. If the appeal is denied, the student remains disqualified until such time as requirements for reinstatement are met.

It is the responsibility of the student to initiate an appeal and to do so in a time frame that allows an adequate opportunity for review prior to the beginning of the semester. Without an appeal, disqualification will occur automatically in accordance with our policies and regulations. Unless advised differently, the Financial Aid Office assumes that the student has decided to forego an appeal and accept loss of aid eligibility and disbursements.

### *Reinstatement of Financial Aid Eligibility*

A student who is disqualified from receiving financial aid for failure to maintain a 2.00 cumulative GPA (3.00 for Graduate students) is not eligible for aid again until such time as they raises the cumulative GPA to 2.00 (3.00 for Graduate students). Likewise, if a student is disqualified from aid for failure to complete the required number of credits, she/he is not until the total number of credits completed is at least 2/3<sup>rd</sup> of the total number of credits attempted. Once reinstated, the student is again eligible for financial aid during the next semester of enrollment.

Courses to raise the GPA or to complete the required number of credits may be taken at Bushnell University or at another institution from which credits are transferred. Completion of a prior Incomplete does not count toward the credits needed for reinstatement. Aid eligibility, once restored, is not retroactive. Regardless of whether credits are completed with or without financial aid or whether they are completed at Bushnell University or at another college or university, all are counted equally toward the limits established for financial aid eligibility (186 credits for undergraduate students). All courses taken at Bushnell University, including those completed without financial aid, are counted in the student's cumulative GPA.

### *Enrollment Status for Consortium Courses*

Enrollment requirements may be met by courses taken at an institution with which Bushnell University has a consortium

agreement. Such courses may count toward course load requirements only if the student obtains written prior approval both from the dean of the respective school and the student's Academic Advisor and submits evidence of enrollment. At the end of the semester, the student is also responsible for submitting her/his grade report from the consortium school(s) to the Registrar's Office to ascertain satisfactory academic progress. Financial aid for consortium courses is acquired by applying for aid through Bushnell University. (See Consortium Courses for a list of participating institutions.)

### *Enrollment Status for Credit by Examination*

For the purpose of financial aid eligibility, college credits granted for credit-by-examination programs (i.e., Advanced Placement [AP], College Level Examination Program [CLEP], International Baccalaureate and course challenge) are not used in determining enrollment status (part-time, full-time). Such credits do not count toward the minimum number of credits required for each semester nor to the total credits allowed for receiving financial aid.

### *Remedial Courses*

Students enrolled solely in remedial coursework or in a remedial program are not eligible for financial aid. Such courses do not count toward enrollment and completed credit requirements for financial aid.

However, a student enrolled in one of the University's approved programs of study, who is taking remedial coursework necessary to pursue that program, is eligible for financial aid, both for the remedial work as well as for the regular coursework. Such remedial coursework deemed necessary by the University may be counted toward requirements for satisfactory academic progress. The maximum number of credits allowed for remedial coursework is 30.

Remedial coursework not required but taken at the discretion of the student does not qualify

for aid, nor does it figure as credits attempted or credits completed for the purpose of calculating aid.

### *Repeated Courses*

A student may receive financial aid for any class that must be repeated in order to meet graduation requirements or for any class in which they are attempting to replace a grade lower than a D. Credits for repeated courses count toward the maximum aggregate number of aid-eligible attempted credits. For more information pertaining to repeated courses and GPA calculations, please see [Grade System and Grade Point Average](#) (62)

### *Change of Major*

A student who changes majors is granted additional credits to complete the new major if they will exceed the limits allowed for maximum aggregate number of credits attempted. The increase to the maximum allowed credits will be limited to the number of credits the student attempted for the prior major that no longer count in the student's new degree program.

### *Dual Major*

A student attempting a dual major may receive financial aid for credits taken toward a second major provided the requirements for a bachelor's degree have not already been completed, and the student is within the maximum time-frame and credit limits for financial aid eligibility.

### *Post-Baccalaureate Students*

Students who possess a bachelor's degree are not eligible for federal or state grants and scholarships with the exception of the TEACH Grant program. By submitting a FAFSA, post-baccalaureate students are eligible to be considered for University-funded need grants, for the Federal Direct Loan Program provided they have not reached the aggregate loan limit for undergraduate students, and the Federal TEACH Grant Program if the student has not reached the aggregate limits. Post-

baccalaureate students may also qualify for Federal Work Study depending on demonstrated need and the availability of funding and positions. *Students in the Accelerated Baccalaureate in Nursing (Bachelor of Science in Nursing) do not qualify for university grants or scholarships.*

### *Off-Campus Courses*

Full-time, degree-seeking students at Bushnell University may receive federal and state aid for courses taken at institutions with which consortium agreements have been established. Cooperating institutions include, but are not limited to, Lane Community College, the University of Oregon, and Umpqua Community College. A consortium arrangement is also in place with the Council for Christian Colleges and Universities (CCCU) to enable students to participate in study abroad opportunities sponsored or endorsed by CCCU. To qualify for aid, consortium credits must be for coursework not available at Bushnell University (excluding study abroad). Consortium credits must also apply toward the student's degree requirements and be pre-approved both by the dean of the respective school and the student's faculty advisor. Signatures of the advisor and dean of the respective school signifying their approval of consortium courses are collected on an Academic Petition form available from the Registrar's Office.

Qualified off-campus courses count toward the 12-credit minimum required for receiving Bushnell University sponsored aid; however, Bushnell University-funded aid may not be used to pay for consortium courses. A copy of the schedule and billing for courses taken at the other school must be submitted with the Academic Petition before financial aid can be disbursed.

### *Online Courses*

The student is eligible to receive financial assistance for online courses offered by Bushnell University only if such coursework is part of a program that leads to a recognized

one-year or longer certificate program or degree from Bushnell University.

### *Course Withdrawals*

A course from which the student withdraws is counted toward the minimum number of completed credits required to maintain satisfactory academic progress (SAP). If by withdrawing from the course, the student does not complete the number of credits for her/his enrollment status, the student is NOT required to increase the course load in subsequent semesters to make up for the deficiency but may want to consider an increased course load if they will not meet the SAP 67% completion rate requirements by the end of spring semester. Each course attempted by the student, including withdrawals for which no academic credit is received, are counted against the credit hour ceiling placed on aid benefits. With repeated withdrawals, aid eligibility may be expended before the student completes her/his degree. Courses dropped within the "add/drop" period are not considered withdrawals.

### *University Withdrawal and Recalculation of Financial Aid*

If a student withdraws from school during an academic semester (after the add/drop period, but before the semester ends), they or the school may be required to return or repay all or a portion of the financial aid they received, including aid from federal (Title IV), state, institutional and private sources, depending on the date of withdrawal.

The withdrawal date is defined as one of the following in order of preference:

1. The actual date the student starts the withdrawal procedure.
2. The last recorded date of student attendance.
3. The midpoint of the semester if the student leaves without notifying the University.

After 60 percent of the semester has elapsed, no funds are returned and all awarded aid for the semester is earned (retained). The following equation determines the portion of financial aid that must be returned if the student withdraws from school before completion of a semester:

$$\text{Semester Days Remaining as of Withdrawal Date} \div \text{Total Days in Semester} = \text{Percent of Aid Returned.}$$

Any aid to be returned, based on the above calculation, will be removed from the student's account and sent back to its source no later than 45 days from the determination of a student's withdrawal. Federal Title IV Assistance will be returned in accordance with the above calculation, in the following order, up to the net amount disbursed from each source: Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and TEACH Grant.

In rare cases, a student may be entitled to a post-withdrawal disbursement of Federal Title IV Funds. A student is entitled to a post-withdrawal disbursement if he or she was eligible for the aid at the time of withdrawal but the aid had not yet been disbursed. The student will be notified in writing of any post-withdrawal disbursement eligibility.

If the student withdraws from the University, charges for tuition, campus housing and food service are assessed in proportion to the number of days completed out of the total number of days in the semester. After 60 percent of the semester has elapsed, charges are no longer prorated and are assessed at 100 percent. The following equation determines the portion of Bushnell University charges retained for the semester:

$$\text{Semester Days Elapsed as of Withdrawal Date} \div \text{Total Days in the Semester} = \text{Portion of Bushnell University Charges Assessed.}$$

What remains of the student's aid after returning the required portion must first be used to pay charges at the University and then is refunded to the student if there is any surplus. The student is responsible for paying any balance due if the remaining aid does not cover Bushnell University charges for the semester.

## The Financial Aid Offer

### *Financial Aid Offer*

Once the Financial Aid Office has received all the required information and the student is admitted to the University, the official financial aid offer is determined. The student is considered for all sources and types of financial aid available. First awards notifications are emailed by early January to students who have met the January 1 priority deadline. To decline all or any portion of the offer, students must indicate the types of financial aid that they wish to decline using the online financial aid portal (NetPartner) at <https://financialaid.bushnell.edu/NetPartnerStudent/>.

A student is responsible to notify the Financial Aid Office of any change of data supplied on the financial aid application, including campus housing status. If, after awarding financial aid to the student, the Financial Aid Office learns of subsequent changes in the information originally provided, the student's aid will be re-evaluated. The Financial Aid Office makes any necessary revisions in the financial aid package and sends an amended award notice to the student.

All financial aid offers cover a period of one academic year (or what remains of the academic year if the student is awarded mid-year). The process of applying for financial aid, including submission of a FAFSA, is repeated each academic year for which the student seeks aid. Financial aid awards are packaged each year on the basis of current data on a first-come, first-served basis to all eligible applicants.

### *Financial Aid Budget*

Each year the Financial Aid Office computes an average comprehensive student budget for attending the University, also called the Cost of Attendance. This budget includes both billable expenses such as tuition, technology fees, as well as room and board, and non-billable expenses, such as books, personal expenses and transportation.

The following five components are important in determining a student's financial aid award:

- A. **Cost of Attendance (COA)**  
Comprehensive budget based on cost of tuition, fees, housing, food, books, transportation and personal living expenses. On-campus room and board is based on a full Bushnell University food plan and the average cost of double occupancy campus housing.
- B. **Expected Family Contribution (EFC)**  
The amount of financial support expected from the student and their family according to the federal processor's analysis of data provided on the FAFSA.
- C. **Estimated Need**  
The difference between the total cost of the student's education (Cost of Attendance) and their Expected Family Contribution (EFC)  $COA - EFC = \text{Estimated Need}$ .
- D. **Awarded Funds**  
The total of all financial aid awarded from federal, state and Bushnell University sources.
- E. **Remaining Need**  
Even after all funds are awarded, some need may not be met. Alternate sources of aid may be explored to cover remaining need such as matching grants, education loans from private lenders, federal loans for parents of college or university students, tax credits, and scholarships from outside sources.

*Disbursing Financial Aid*

Aid is applied to the student's account shortly after the semester's add/drop period. The total aid awarded for the year is divided equally between each semester of enrollment. If a student is a first-time borrower at Bushnell University, loan funds are applied to their account only after completing entrance counseling and a Master Promissory Note (MPN). When aid applied to the student's account for the semester exceeds school charges (tuition, fees, room and board), they are issued a refund for the credit balance. In order to receive Bushnell University-funded grants and scholarships students are required to maintain full-time enrollment (12+ credits). On or off campus housing status may also affect total Bushnell University-funded aid eligibility.

**Financial Aid Programs**

Bushnell University offers a variety of student aid programs including grants, scholarships, work opportunities and loans to those who qualify. Funding comes from the federal government, the State, Bushnell University, and private sources.

*Grants*

Grants are funds provided for college that do not require repayment. Most are based on need and require submission of a FAFSA. Some are based on particular student characteristics or church affiliation.

*Pell Grant*

This award is the country's largest grant program for undergraduate students without a bachelor's or professional degree. Pell Grants are funded by the federal government, who also sets the level of need required to qualify. Pell Grants currently range from \$650 to \$6,495 per year. A student may receive a Pell grant for up to 6 years of full-time enrollment (600%) before reaching their aggregate Pell grant limit (i.e. a student who receives a Pell grant while attending full-time for 6 years will not be

eligible to receive a Pell grant for a 7th year of study).

*Federal Supplemental Educational Opportunity Grant (SEOG)*

These grants are awarded to Pell Grant recipients with exceptional need. The University awards these grants from an allotment of funds provided each year from the federal government. Funding is limited. Grants range from \$150 - \$600 per year.

*Federal TEACH Grant*

These grants are awarded to students who are pursuing a degree leading to teaching in a high need field in a low-income district, while maintaining a 3.25 or greater cumulative GPA.

TEACH Grant recipients must teach in a high need field in a low-income school during 4 of their first 8 years after leaving college (whether the student graduates or not), or the grants will be converted to an unsubsidized Direct Loan with backdated interest added from the time of disbursement. Due to the potential for the grant to be converted to a loan, the Financial Aid Office strongly advises students to only choose to access TEACH Grant funds when they know for certain that they plan to enter the teaching profession in a high need field within a low-income district.

Any student wishing to receive a Federal TEACH grant must annually complete an Entrance Counseling and an Agreement to Serve (ATS) which are both available on the Department of Education's website [studentloans.gov](http://studentloans.gov).

Grants are for up to \$4,000 per year.

*Oregon State Opportunity Grant*

Undergraduate students who are Oregon residents and meet established criteria for family income qualify for this grant. Any amount listed on a student's financial aid award letter is estimated and is subject to change. The funding and grant amount are determined by the state. Students must file a FAFSA (or

ORSAA) to be eligible. Students who declare a major in a course of study leading to a degree in theology, divinity or religious education are not eligible. More information can be found on OSAC's website

<https://oregonstudentaid.gov/grants.aspx>.

#### *Bushnell University Need Grant*

The Bushnell University Need Grant is a one-year need based award that is available to Traditional Undergraduate students who are enrolled full-time. The amount awarded varies according to the student's total need not covered by other sources of financial aid.

#### *Heritage Grant*

Full-time Traditional Undergraduate students whose home church is a heritage church at the time of entrance to Bushnell University qualify for this grant. Heritage churches include congregations of the Christian Church (Disciples of Christ) and Christian Churches/Churches of Christ. The annual award is \$2,500 and is renewed for each year the student is enrolled full-time at Bushnell University.

#### *Minister's/Missionary's Child Grant*

Full-time Traditional Undergraduate students who are dependents of a Christian church minister or missionary at the time of entrance to Bushnell University qualify for this grant. The annual award is \$1,500 and is renewed for each year of full-time enrollment at Bushnell University.

#### *Sibling Grant*

Grants of \$1,000 each are given to full-time Traditional Undergraduate students who are siblings and attend Bushnell University during in the same academic year.

#### *Oregon Promise Recipient Grant*

Grants of \$3,000 per year are awarded to full-time Traditional Undergraduate transfer students who are receiving the Oregon Promise Grant prior to enrolling at Bushnell University.

#### *Church Matching Grant*

Bushnell University matches the annual contribution from a student's home church, up to \$1,000 for a maximum combined award of \$2,000 per year for Traditional Undergraduate students. A separate application is required and is available online or from the Financial Aid Office. The funds and application must be received by the due date listed on the in order to be considered for the match.

## **Scholarships**

Scholarships are competitive awards made on the basis of the student's record of performance or achievement. All scholarships sponsored by Bushnell University are awarded on the basis of merit as determined from admission information. All scholarships are renewable upon meeting minimum GPA and course load requirements.

#### *Academic Scholarships for first-time freshmen*

##### *Academic Scholarships (\$4,000-16,000)*

Scholarships are offered to Traditional Undergraduate students on a sliding scale to students with at least a 2.80 unweighted GPA. The admissions application and official transcripts are required to receive an academic scholarship.

##### *Leadership Award (Maximum of \$1,000)*

Available for Traditional Undergraduate students for demonstrated leadership in youth groups, churches, mission trips, student government, athletic, and other programs.

#### *Merit Scholarships for transfer students*

##### *Academic Scholarships (\$3,000-\$11,000)*

Scholarships are offered to Traditional Undergraduate students on a sliding scale to students with at least a 2.80 cumulative college or university GPA.

##### *Leadership Award (maximum \$1,000)*

Available for Traditional Undergraduate students for demonstrated leadership in

churches, mentoring programs, university organizations, and other programs.

### *Additional Scholarship Options*

#### *International Student Scholarships (\$12,000)*

Scholarships are offered to Traditional Undergraduate students who are not U.S. citizens and do not qualify for Federal Title IV financial aid from the FAFSA. This scholarship is given in lieu of all academic and leadership scholarship programs.

#### *Bushnell University Alumni Scholarship (\$1,500)*

This scholarship is awarded to Traditional Undergraduate students who are the child or grandchild of a Bushnell University alumnus. The Bushnell University alumnus and relation to the student must be indicated on the application for admission.

#### *Private Christian High School Scholarship*

Awards of \$4,000 per year are available to graduating seniors from Christian High Schools. Renewable for up to four years and applies to full-time Traditional Undergraduate students only.

#### *First Generation College Student Scholarship*

Scholarships of \$1,500 per year are given to full-time Traditional Undergraduate students who are the first generation of their families to attend college.

#### *PHI THETA KAPPA Scholarship*

Scholarships of \$1,000 per year are available to full-time Traditional Undergraduate transfer students who are members of PTK.

#### *Endowed Named Scholarships*

An array of named scholarships have been established through the gifts of private foundations and from friends and alumni of the University. Selection criteria and award amounts vary for each scholarship as per the stipulations of the donor. The Financial Aid Office evaluates information from both the students' admission application and the FAFSA to determine an appropriate match. Each award

is for one academic year and applies to Traditional Undergraduate students only.

### *Talent Awards*

A limited number of scholarships are awarded to Traditional Undergraduate students with exceptional talent. Such awards are made for music, forensics, esports, men's and women's basketball, men's and women's soccer, men's and women's golf, men's and women's cross country, men's and women's track, women's volleyball, and women's softball. Awarding decisions are made by the music director or by the respective coach and the athletic director on the basis of an evaluation of the student's ability.

### *Oregon Private Scholarships*

The Oregon Office of Student Access and Completion (OSAC) administers more than 450 privately-funded scholarships. Awards range from \$500 to the total cost of education. Each has its own eligibility requirements, but the application is due on March 1<sup>st</sup> for all scholarships. Summaries and selection criteria for each scholarship are available at <http://oregonstudentaid.gov/>

### *Private Scholarships*

Many community service organizations, churches, and national foundations offer scholarships. Some are based on financial need, but many others are based on academic achievement, leadership ability, special talents, community service, or heritage. Bushnell University provides a non-exhaustive list of private scholarships online. Extensive databases of private financial aid resources and scholarships may also be found on the Internet at such websites as FastWeb, FastAid, Wirescholar, CollegeQuest, and Mach25. Many businesses and corporations also provide scholarships or loans to employees' children or students who live in the communities in which the company is located. Others offer aid to students majoring in fields related to the company's products or services. Company personnel offices have application information.

In addition, students are encouraged to research online for scholarships offered by professional, career, and trade associations in their future career or field of study.

## Work Opportunities

Work-Study offered as part of a financial aid package requires the student to pursue placement in one of the University's part-time positions on or off campus. The total number of Work-Study positions is limited and employment cannot be guaranteed; however, students are assisted to compete for jobs available in the library, administrative offices, athletics, Morse Event Center, Beacon Beanery, grounds and events crews, and academics.

The amount of Work-Study shown on the financial aid award is based on a combination of need and a projection of earnings possible if the student works their full allotment of hours. Funds are not applied to the student's account but provided to the student in the form of a paycheck. Earnings are based on Oregon minimum wage and work schedules that vary from 6 - 10 hours per week.

## Loans

Bushnell University participates in the Direct Loan program, providing low-interest loans with favorable repayment terms. The vast majority of financial aid awards from Bushnell University include federal education loans. Many students choose to accept such loans to help finance their education. Private alternative loans are also available to help students and their parents pay for university expenses, but these loans are not federally guaranteed. Alternative loans may be added to the financial aid package if more assistance is needed after exhausting federal, state, University, and private student aid opportunities.

### *Federal Direct Loans*

Direct Loans are the largest source of federal student aid and are available to both

undergraduate and graduate students. There are two types of Direct Loans: subsidized, for which the government pays the interest while students are in school and deferment periods; and unsubsidized, where students pay all the interest on the loan. Undergraduate students may receive both types at the same time, while graduate students are limited to unsubsidized Direct Loans.

The interest rate on new Direct Loans is fixed. Origination and insurance fees of up to 1.5% may be deducted from each disbursement. Contact the Financial Aid Office for current information on interest rates, origination and insurance fees. Generally, repayment begins six months after the student graduates, withdraws from school or drops below half-time. This six-month period is referred to as the "grace" period. No repayment on the principal is required while the student attends school at least half-time or during grace or deferment periods. Borrowers typically have up to 10 years to repay their loans.

### *Subsidized Direct Loan*

Subsidized Direct Loans are awarded to undergraduate students on the basis of demonstrated financial need. The federal government pays the interest on loans while the student is in college and deferment periods. To qualify, students must submit a FAFSA and meet all the requirements for federal student financial aid.

### *Unsubsidized Direct Loan*

Unsubsidized Direct Loans are not based on financial need and therefore are available to all students, regardless of income or assets. The student is responsible for paying all the interest on the loan, but can choose to allow it to accumulate while in college and during the grace period. To qualify, students must meet the same requirements as those for a subsidized Direct Loan, except for demonstrating financial need.

**Additional Unsubsidized Direct Loan**

Additional unsubsidized Direct Loans are available to independent students to help cover unmet need or replace some of the expected family contribution (EFC). They are also available to dependent students whose parents' PLUS Loan application is denied.

Interest and repayment conditions are the same as for the Unsubsidized Direct Loan (above). Additional unsubsidized Direct Loans may be added to an existing subsidized or unsubsidized Direct Loan.

**Direct Loan Limits**

<b>Dependent* Students for Subsidized &amp; Unsubsidized</b>	
First Year	\$5,500
Second Year	\$6,500
Third Year & Beyond	\$7,500

\*Dependent students whose parents are unable to obtain a PLUS loan may borrow the same amount in unsubsidized loans as independent students.

<b>Independent Students for Subsidized &amp; Unsubsidized</b>		
First Year	\$5,500	\$4,000
Second Year	\$6,500	\$4,000
Third Year & Beyond	\$7,500	\$5,000

<b>Maximum Amounts for Subsidized &amp; Unsubsidized</b>	
First Year	\$9,500
Second Year	\$10,500
Third Year & Beyond	\$12,500
Dependent Undergraduates Lifetime Aggregate Limit	\$31,000
Independent Undergraduates Lifetime Aggregate Limit	\$57,500

<b>Graduate Students Unsubsidized Loans</b>	
Yearly Amount	\$20,500
Aggregate (Lifetime) Amount	\$138,500

**Federal Direct PLUS Loans for Parents**

PLUS Loans are available to parents or stepparents of dependent students who need to borrow for their child's undergraduate education. PLUS federal loans are not based on need nor are they restricted by family income. Creditworthiness of the parent(s) is a determining factor. Parents may borrow up to the total cost of their dependent student's education, minus other financial aid the student has received. PLUS Loans may be a supplemental source of money for parents whose dependents have a Direct Loan.

PLUS Loans carry a fixed interest rate. Interest begins to accrue from the date loan funds are first disbursed. Origination and insurance fees of up to 4.5% may be deducted. Generally, repayments start within 60 days of the loan's final disbursement for the school year (no grace period), but a parent may request a deferment.

To qualify, parents must meet the eligibility requirements for federal financial aid and must pass a credit check. Only parents of dependent students are eligible to apply. Generally, parents must not have any outstanding tax liens or judgments, delinquent or defaulted loan or credit card debt, or any bankruptcy, foreclosure or wage garnishment within the past five years or has one or more debts that are 90 or more days delinquent or that are in collection or have been charged off during the two years preceding the date of the applicant's credit report.

If parents do not pass the credit check, they may still receive a PLUS loan if they have a qualified co-signer. Dependent students whose parents do not qualify for a PLUS loan are eligible to substitute an additional unsubsidized Direct Loan in its place. This type of aid requires the student or parent to specifically initiate the application process online at <https://studentloans.gov/>

*Federal Direct Graduate PLUS Loan*

Graduate students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other estimated financial assistance. The terms and conditions applicable to Parent PLUS Loans also apply to Graduate PLUS Loans. These requirements include a determination that the applicant does not have an adverse credit history, repayment beginning on the date of the last disbursement of the loan, and a fixed interest rate.

Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA) and entrance counseling. They also must have applied for their annual loan maximum eligibility under the Federal Unsubsidized Direct Loan Program before applying for a Graduate PLUS Loan.

*Receiving Student Loan Funds*

First-time borrowers at Bushnell University must receive loan entrance counseling and sign a loan contract (promissory note) before funds are disbursed. These requirements ensure that the student understands important details about the loan and their responsibilities as a borrower. Promissory notes and loan entrance counseling must be completed online at <https://studentloans.gov/>

PLUS Loans for parents of undergraduate students have similar requirements before loan proceeds may be released. Parents who qualify for a PLUS Loan must sign a promissory note as an initial borrower. A disclosure statement is sent to the parent(s) informing them of important details about the loan. Loan funds are electronically disbursed to the Financial Aid Office to be applied to the student's account.

*Private/Alternative Loans*

Private loans are available from the private sector to help students pay for college. Private loans are one way to provide additional funds to close or eliminate the gap between the student's financial aid resources and remaining college expenses. Private loans are credit-based and are made to students regardless of need. Although students do not need to apply for federal, state, or Bushnell University financial aid in order to qualify for a private loan, they are strongly encouraged to do so before applying for any private loan. Bushnell University does not incorporate private loans in a student's initial award package.

**Educational Benefits***Veteran Educational Benefits*

The Montgomery G.I. Bill®<sup>6</sup> provides educational benefits for participating individuals who served in active duty or in the Selective Reserves. Benefits are also available under the post-Vietnam era Veterans Educational Assistance Program for those who entered the service after December 31, 1976, and before July 1, 1985, and contributed to the VEAP fund while on active duty or had contributions made for them by the military.

Service-disabled veterans may be eligible for vocational rehabilitation benefits from the U.S. Department of Veterans Affairs. Educational benefits are also available to veterans' dependents if the veteran (spouse or parent) has died, or was totally and permanently disabled in service, or is listed as missing in action. There is also a Veterans Work-Study and Tutorial Assistance Program. For more information, contact the local office of the U.S. Department of Veterans Affairs (in the phone book under U.S. Government Offices), call toll

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<sup>6</sup> "GI Bill" is a trademark owned by VA and registered with the U.S. Patent and Trademark Office as of October 16, 2012.

free 888-444-4551, or go to  
<https://benefits.va.gov/gibill/>.

### *Federal Tax Benefits*

The Taxpayer Relief Act of 1997 provided new tax credits for individuals who are paying higher education costs for themselves or for family members. There are also specific benefits related to interest paid on student loans and educational and traditional IRA's. Education costs paid by an employer are exempt from federal taxes for undergraduate students. To learn more about federal tax benefits for education, visit <http://www.irs.gov>, call the IRS help line at 800-829-1040, or read IRS publication 970, "Tax Benefits for Higher Education," available free by calling 800-829-3676.

## **Financial Aid Office Assistance**

Please do not hesitate to contact the Financial Aid Office toll-free at 877-463-6622, extension 7201, or local 541-684-7201. Many questions may be answered over the phone. We are happy to arrange appointments for students and their families to meet with a financial aid counselor. Questions may be e-mailed to [finaid@bushnell.edu](mailto:finaid@bushnell.edu).

The Financial Aid Office is located in the Morse Center on the northeast corner of 11th & Alder. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

## Registration and Academic Policies

Once a student is admitted to Bushnell University, the Registrar's Office will assist the student with registration for classes and other areas related to academic policy and enrollment. To ensure academic order, Bushnell University has created the following procedures and policies related to beginning coursework and sustaining students in their programs. Students should review schedules, advising, and academic policies in order to become familiar with how Bushnell University organizes degree programs and how to begin and complete studies successfully at the University.

### Registration

Registration is processed in conjunction with an Academic Advisor through the student's My.Bushnell account. Registration must be completed within the dates listed in the Academic Calendar or a late fee may apply. An Academic Advisor is assigned to the student during the admissions process.

All students process their registration by working with their Academic Advisor. Students must register for classes for each semester at the times indicated on the Academic Calendar. Registration will not be processed until all approvals are submitted to the Registrar's Office.

The deadline for new student registration for any semester is prior to the first day of class. Late registrations for first-time students will only be accepted upon the approval of the Admissions Advisory Committee.

#### *Traditional Undergraduate*

Traditional undergraduate students process their registration by working with their academic advisor. An advisor is assigned to the student during the admissions process. Traditional undergraduate students must register for classes for each semester at the times indicated on the Academic Calendar.

Students can request classes within their academic plan during the registration period and meet with their academic advisor to receive approval. Registration will not be processed until all approvals are submitted to the Registrar's Office.

The deadline for new student registration for any semester is prior to the first day of class. Late registrations for first-time students will only be accepted upon the approval of the Admissions Advisory Committee.

#### *Evening and Online Program Students*

Students process their registration by working with an assigned academic advisor. The advisor is assigned to the student during the admissions process. All registration, course selection, add/drops and advising are done by working with an academic advisor. Evening and online program students are encouraged to make appointments to meet with their academic advisor to process registration and to get updates on degree progress.

#### *Graduate Students*

All graduate students are assigned an academic advisor whose role is to provide information and assistance for optimal performance and achievement in the program. Faculty advisors are also available for consultation about students' personal, professional, and career development as necessary.

#### *Short-Form Application to Attend Bushnell University*

Completion of the Short-Form Application to Attend Bushnell University does not constitute formal admission to the University. Students planning to pursue a degree or certificate must complete the formal admissions process. The Short-Form Application allows a student to take up to a certain amount of credits. Because this is considered non-degree seeking student status (the student has not been admitted to a

program), a student is not eligible for any part of the Bushnell University Financial Aid program. For non-degree seeking students, payment for a class is due at registration unless other arrangements have been made with the billing office.

## Changes to Registration

### *Add/Drop Policy*

Courses may be added or dropped within the dates listed on the Academic Calendar. Drops in relation to tuition charges are determined by the course length:

- Drops in 7 or 8-week courses can occur with a full tuition refund if dropped by the end of the first week (Sunday of week 1, 11:59 PM).
- Drops in 14 or 16-week courses can occur with a full tuition refund if dropped by the end of the second week (Sunday of week 1, 11:59 PM).

### *Course Withdrawal Policy*

Withdrawal from a particular course can occur after the drop period and before the last week of class. A "W" will be recorded in the student's record in the event that the student is not failing at the time of withdrawal, or if no more than two-thirds of the class has elapsed. If the student is failing or more than two-thirds of the course timeframe has elapsed at the time of withdrawal, the grade will be recorded in the student's record as "WF." See the "Withdrawal from the University" policy below in the event that a student is dropping all coursework and is not planning to continue at the University.

### *Administrative Drop*

Students who are registered for a class but are reported after one week of coursework as never having attended will be administratively dropped from the course. The course will not appear on the transcript, but an administrative drop fee may apply.

Additionally, Courses that meet prerequisite requirements must be completed with a final, passing grade prior to the add/drop deadline for the student to stay enrolled in the subsequent course(s). Courses that do not have all prerequisites met with final and passing grades will be administratively dropped from student schedules, including when incompletes are still outstanding.

### *Administrative Withdrawal*

Students who begin a course and stop attending, but fail to clear an official withdrawal through their academic advisor, will be administratively withdrawn from the course. In the event of an administrative withdrawal, the student is charged for the course and given a grade of "WF." An administrative withdrawal fee may apply.

## Academic Advising

Students meet with their Academic Advisor to register for courses each semester. The advisor will work with the individual student to develop an academic plan that will satisfy graduation requirements. The Academic Advisor assists students in navigating the academic policies and procedures, supporting them in their overall academic goals. Degree progress questions should be directed to an Academic Advisor.

### *First-Year Seminar Policy for Traditional Undergraduate Students*

All first-time students, age 21 and under, are required to complete First-Year Seminar (FYS 101) during their first semester at Bushnell University. Transfer students who have completed a minimum of 24 semester credits are exempt from FYS 101 regardless of age. Students receiving a waiver for FYS are still required to meet the total number of credits for graduation (124).

## Transfer Evaluation

The Registrar's Office evaluates work transferred from other institutions and

determines which courses/credits might apply toward a degree program at Bushnell University. Courses must be college level with the grade of C- or better for undergraduate coursework, and B- or better for graduate coursework in approved programs. Graduate credits must come from a regionally accredited institution, and the maximum number of credits accepted in graduate transfer cannot exceed forty percent of the total credits required for the program. Vocational/technical credits will be accepted for undergraduates if they meet graduation requirements.

### *Veterans*

Any veteran receiving GI Bill®<sup>7</sup> benefits while attending Bushnell University is required to obtain transcripts from all previously attended schools, as well as military transcripts, and submit them to the school for review of prior credit.

### *Transfer*

Graduates of community colleges with a college transfer track, and transfers from regionally accredited four-year colleges and universities with two years of a well-balanced program in general studies (humanities, social sciences, and sciences) may be exempted from Bushnell University's general education (core) requirements, except in Bible and Christian Ministry. In some cases such students may be advised to complete additional courses to meet Bushnell University's general education requirements.

A waiver of any required course does not exempt the student from the general graduation requirements. The total number of credit hours required for graduation must be completed. All other applicable general requirements must be met. The completion of the Associate of Arts Oregon Transfer (AAOT)

degree or a similar degree from a regionally accredited institution satisfies Bushnell University general education requirements except eight credits in Bible and Christian Ministry Studies.

### *Articulation and Affiliation Agreements*

Bushnell University has affiliation and articulation agreements with a number of institutions and organizations, including The Department of Veterans Affairs, Central Oregon Community College, Chemeketa Community College, CHI Mercy Medical Center, Cornell Continuing Education Training Institute, Kaiser Foundation Hospitals & Kaiser Foundation Health Plan of the Northwest Klamath Community College, Lane County Health Center, Lane Community College, Linn-Benton Community College, McKenzie-Willamette Medical Center, McKenzie Surgical Center, Mount Hood Community College, Oregon Coast Community College, Oregon Health Authority, Peace Health Oregon Region, Portland Community College, Samaritan Health Services, Sumner College, St. Charles Health Care, Salem Health, Southwest Oregon Community College, Treasure Valley Community College, Tuality Healthcare, Umpqua Community College, and Western Beverages. Details of these agreements can be viewed in full at [www.bushnell.edu/transfer/](http://www.bushnell.edu/transfer/)

### *Major Classes Transfer*

An automatic evaluation of major coursework will not occur during a transfer evaluation. It is the student's responsibility to inform the Academic Advisor when the student believes he or she has earned credits that might count for major requirements.

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<sup>7</sup> "GI Bill" is a trademark owned by VA and registered with the U.S. Patent and Trademark Office as of October 16, 2012.

### *Credits from Regionally Accredited Institutions*

All college level credits from such institutions are transferred and appropriately applied toward graduation requirements.

### *Credits from Institutions Not Regionally Accredited*

Credits from non-regionally accredited institutions are evaluated by the Registrar's Office on a case-by-case basis unless otherwise specified by a formal articulation agreement. A student who is accepted as a transfer student from such an institution must complete one full semester of work at Bushnell University before any credit is transferred. A complete evaluation of the work will be made at the end of the first semester. If the student has maintained a C average at Bushnell University, full credit will be given for the transferred work. A maximum of 30 credits may be transferred if approved.

### *Music Credits*

A maximum of eight hours of music performance credits may be transferred. No more than two classes with the same course number will be applied to graduation requirements. An exception may be made if a student has music courses that relate to the major.

### *Physical Education (PE) Credits*

A maximum of eight hours of PE credits may be transferred. No more than two classes with the same course number will be applied toward Bushnell University graduation requirements. There is a maximum of eight credit hours for physical education courses. Course level for student athletes enrolled in varsity sports for PE credit will be based upon the seasons of eligibility used. Students in their first year of eligibility will be enrolled at the 100 level, second year of eligibility at the 200 level, and so on.

### *Advanced Placement (AP)*

College credits toward a baccalaureate degree are granted to students who receive the grade

of three or higher on tests sponsored by the Advanced Placement Program of the College Entrance Examination Board. The subject area tested and the scores received determine which Bushnell University course requirements are satisfied. Further details are available at:

<https://www.bushnell.edu/admissions/online/transferring-credits/>

### *International Baccalaureate (IB)*

College credit is awarded to students who have scored five through seven on an individual IB higher level exam in any subject area. Students applying for admission who hold an IB diploma are considered on a case-by-case basis for advanced placement and college credit. More information is available from the Registrar's Office.

## **Alternative Ways to Earn Credits**

The faculty of Bushnell University has approved the following alternative methods of earning credit: by examination programs, by prior learning assessment, through military educational programs, and course challenges (some restrictions may apply).

### *Examination Programs*

Bushnell University uses the American Council of Education's most recent edition of *Educational Credit by Examination* as its official guide for approval or disapproval of a test for credit-granting purposes. Current accepted test programs include College Level Examination Programs (CLEP) and DANTES Subject Standardized Tests (DSST), as well as ACE-recommended Excelsior College Examinations. All accepted credits must fulfill graduation requirements. Contact the University Registrar for more information.

### *Credit by Prior Learning Assessment (PLA)*

Students accepted into the Evening and Online Program may receive a maximum of 30 credits in a variety of subject areas for learning acquired through experience outside a normal academic setting. For conditions, guidelines,

and procedures, contact the registrar's office. No Graduate credits are granted through PLA. All PLA credits must fulfill graduation requirements. No prior learning credit earned through another institution will be accepted.

### *Credit through Military Educational Programs*

In granting credits earned through military training and experience, the University relies on standards and guidelines established by the American Council of Education (ACE). The ACE, through its Office on Educational Credit and Credentials (OECC), provides credit recommendations for courses and occupational training provided by the armed forces, as well as DANTES Subject Standardized Tests (DSST). The ACE evaluates formal military courses and training and publishes credit recommendations in the *Guide to the Evaluation of Educational Experiences in the Armed Services*. Students should request an official transcript from the appropriate branch of the military. See details at <https://www.bushnell.edu/academics/military-veteran-students/veteran-benefits/>. All accepted credits must fulfill graduation requirements.

### *Course Challenge*

A formally admitted student may challenge certain University courses by examination without actually registering in the courses.

To challenge a course the student must meet the following criteria:

- Be a regularly admitted student; and
- Be registered for classes for the semester in which the examination is administered.

The process for challenging a course is as follows:

- The student must petition the University Registrar and must have the approval of the individual faculty member administering the Course Challenge Contract.

- Arrangements for the examination, including payment of fees, must be completed within the first ten (10) class days of each semester. Applications received later will be processed the following semester.
- The student must pay, in advance, a special nonrefundable examination fee equal to one-half of the current tuition per semester credit hour, for the course being challenged. This fee is not included as a part of tuition and financial aid awards.

The student is allowed only one opportunity to qualify for credit by examination in any given course.

The student has the option of credit recorded with a mark of Pass (P) or letter grade.

Credit by examination may not be counted toward the satisfaction of the residence requirement.

Credit by examination may be earned only in courses whose content is identified by title in the Bushnell University Catalog.

A student may not receive credit by examination in courses (a) that would substantially duplicate credit already received; or (b) that are more elementary than courses in which previous credit has been received or status has been established.

Regarding the English writing course challenge, see "Writing Competency Requirement."

## **Class Load**

To be classified as a full-time undergraduate student, a student must be enrolled in a minimum of 12 semester hours. This requirement is the basis for some academic honors and scholarship considerations, and for determining eligibility to participate in student activities and intercollegiate sports. Six (6)

credits constitutes a full-time class load for Graduate students.

Fifteen to sixteen (15-16) semester hours per semester constitute a normal full-time student load for undergraduate programs. In order to enroll for more than 18 hours in a given semester, the student must secure approval from both their Academic Advisor and the registrar.

## Withdrawal from the University

The following rules govern grades and grade points given upon withdrawal from courses:

- Withdrawal from courses when less than two-thirds of class has elapsed will result in the grade "W" and hours are not considered in calculating grade point average.
- Withdrawal at any time while doing passing work will result in a grade "W" and the hours not considered in calculation of the grade point average.
- Withdrawal after two-thirds of class has elapsed and while doing failing work will result in the grade "WF;" hours will be considered in calculating grade point average.
- Unofficial withdrawal at any time (i.e., failure to clear through the Registrar and Student Services Offices) will result in a grade "WF" and the grade is considered in calculating grade point average.
- A complete withdrawal with the grade of "W" may be granted at any time for medical reasons or extreme circumstance on the recommendation of the Vice President for Student Development.

## Reenrollment

### *Traditional Undergraduate*

Former students who have not attended Bushnell University in four or more consecutive

semesters (two academic years) must complete the full transfer application process in order to be readmitted. Such students are required to meet the academic and graduation requirements in effect at the time of readmission. An appeal letter must accompany the application to be reviewed by the Admissions Committee if the student did not leave the University in good standing.

Students in good standing who have not been enrolled at Bushnell University for three or less semesters are required to submit an abbreviated readmission application form and official transcripts for any and all courses completed while away from Bushnell University.

Students on approved leave from the University or doing approved study abroad or special studies programs are not required to apply for readmission.

### *Evening and Online Program*

Evening and Online Program students who have completed at least one semester or session may request a leave of absence (LOA) for one semester. The Leave of Absence is requested through an Academic Advisor. The submission of the LOA should be completed as soon as the student is aware that they will not be able to register for any given semester. The request needs to include the reason for the LOA, expected date of return, student's signature, and date of request. The Registrar's Office will grant an LOA if there is sufficient expectation that the student will return. Failure to return from an official and approved LOA results in a withdrawal.

Readmission after withdrawal from the Evening and Online Program requires reapplication. Readmission following a withdrawal is subject to approval. If a student has attended any other school during this time, the student is required to submit an official transcript to be evaluated. Students who are readmitted following withdrawal are subject to the requirements of

the program under which they reenter unless a petition is granted.

### *Graduate Programs*

Reenrollment into a Graduate program depends on a variety of circumstances. For reenrollment, a student will need to contact Admissions for specifics.

Graduate students are expected to maintain continuous enrollment in the program to optimize development of knowledge and skills cultivated in the curriculum and important peer relationships with members of the cohort group. However, the University recognizes that circumstances occasionally require that students take a leave of absence.

In such circumstances, Graduate students who have completed one semester of Graduate coursework can request a one-semester leave of absence (LOA). If missed courses will not allow the student to return after just one semester, an extended leave may be approved but cannot exceed three consecutive semesters.

The Leave of Absence is requested through an Academic Advisor. The submission of the LOA should be completed as soon as the student is aware that they will not be able to register for any given semester. The request needs to include the reason for the LOA, expected date of return, student's signature, and date of request. The Registrar's Office will grant a LOA if there is sufficient expectation that the student will return. Failure to return from an official and approved LOA results in a withdrawal. Students who wish to return to Bushnell University must apply for readmission through the normal admission processes if withdrawn for failing return from a LOA.

A student who is granted a leave of absence and fails to return to the program within the specified timeline must reapply to the program, complying with application procedures and admissions criteria in effect at that time. At the

time of reapplication, the student on leave may be denied admission back into the program.

## **Academic Policies**

### *Class Attendance Policies*

Unexcused absences will result in penalties including lower grades and, in some cases, failing of the course. Penalties are determined by each professor. Absences without penalty may be allowed in the following circumstances:

- Serious illness;
- Emergencies in family, work, or other extenuating circumstances; or
- Recognized commitments with the touring ensemble, Bushnell University ETC Day, or intercollegiate athletics.

Each professor is responsible for determining the validity of the excuse. In the case of chronic illness, or other continuing emergency situations, the professor may work out appropriate ways for the student to accomplish the course requirements. Regardless of the nature of the absence (excused or unexcused), the student is responsible for knowing all information presented in the class(es) missed. Students involved in University-related activities, such as athletic team participation, should not enroll in a class from which they may have to be absent for more than 30 percent of scheduled class sessions.

### *Participation Reporting*

Students are expected to participate regularly in class.

Students who do not participate for two consecutive weeks are liable to be academically withdrawn or dropped. Students who are reported for non-participation are expected to work with their Professor or Academic Advisor to adjust accordingly.

### *Late Arrival for Class*

Students are expected to arrive on time for class. Penalty for late arrivals are determined by each professor.

*Academic Disqualification*

A student whose academic performance falls below minimum standards of the University is academically disqualified from taking further Bushnell University courses. Such a student may petition the Academic Council for reconsideration. Once academically disqualified, a student wishing to return to Bushnell University must apply for readmission through normal readmission procedures.

*Undergraduate Academic Probation Regulations*

Undergraduate students on academic probation and those admitted conditionally are required to complete the University's current academic success program. Failure to do so may result in academic disqualification. Tutoring and other academic support services may be encouraged in addition to these requirements.

Students are not allowed to carry more than 13 credits while on academic probation (with the exception of the Accelerated Baccalaureate–Nursing (Bachelor of Science in Nursing program))

Academic Probation is assigned when the student's cumulative grade point average (GPA) falls below the minimum GPA requirement for graduation in any given semester. Transfer coursework is not included in the cumulative GPA calculation.

A student whose cumulative GPA falls below a 2.00 is eligible to continue on academic probation for one semester of full time coursework (limited to 12-13 credits), or for the duration of time it takes to complete the next 12 credits. During this probation period, the student's cumulative GPA must be raised to a 2.00 in order to remain at the University and be removed from academic probation.

*Accelerated Baccalaureate–Nursing (Bachelor of Science)*

ABSN students whose cumulative GPA falls below a 3.00 are eligible to continue on

academic probation for one semester of full time coursework. During this probation period, the student's cumulative GPA must be raised to a 3.00 in order to remain at the University and be removed from academic probation.

*Veteran Benefit Students on Academic Probation*

A student receiving veteran educational benefits may remain on academic probation only one semester to continue receiving the benefits. The student's semester and cumulative GPA must be a minimum of 2.00 by the end of the semester of probation. The Veteran's Administration will be notified if the student has not met the requirement of probation except under extenuating circumstances.

*Academic Warning*

A student whose semester GPA falls below a 2.00, but whose cumulative GPA remains equal to or above a 2.00, is placed on academic warning for the subsequent semester.

An ABSN student whose semester GPA falls below a 3.00, but whose cumulative GPA remains equal to or above a 3.00, is placed on academic warning for the subsequent semester.

*Academic Dismissal*

A student is academically disqualified if their cumulative GPA remains below 2.00 (3.0 for ABSN) at the end of the semester on academic probation. A student may also be academically disqualified when the Dean's Council has determined that they can no longer benefit from attendance or succeed academically at Bushnell University.

*Graduate Academic Probation Regulations*

All Graduate students at Bushnell University must maintain at least a 3.0 grade point average throughout their master's studies. Cumulative GPA is calculated on all courses taken at Bushnell University to satisfy specific requirements of the graduate program. In all graduate programs courses in which a C+ or

lower is earned are not accepted for graduate credit, but are factored into calculation of cumulative GPA. Grades of P (Pass) or N (No pass) are not computed in the student's cumulative GPA. All courses must have a grade of B- or better. Non-passing courses (those in which C+ or lower or N is earned) must be repeated at current tuition rates.

Credits for undergraduate level courses in the RN to MSN and RN to MSN Bridge programs are earned with a C-, C, or C+ grade, but students are required to achieve a 3.0 cumulative GPA to maintain graduate level academic progress.

Students whose cumulative grade point average drops below a 3.0 will be placed on academic probation for the duration of time it takes to complete the next 12 credits in the program. During this time the student must raise his or her cumulative grade point average to 3.0 or higher. A student whose academic performance falls below minimum standards of the University is academically disqualified from taking further Bushnell University courses. Such a student may petition the Academic Council for reconsideration. Once academically disqualified, a student wishing to return to Bushnell University must apply for readmission through normal readmission procedures.

### *Academic Honesty Policy*

Our University's mission assumes the highest principles of virtue and ethics in the intellectual life. Plagiarism, cheating, and academic dishonesty are not acceptable and will not be tolerated. If a student cheats on a test or assignment, they will receive a zero for that work and, depending on the severity of the offense, possibly a grade of "F" in the course. All incidents will be reported in writing to the Vice President for Academic Affairs and to the Vice President for Student Development, who may consider additional actions, including dismissal from the University and/or denial of application for readmission.

### *Continuing Thesis Policy*

Once students have completed all of their requirements, they are allowed to enroll into the thesis class. Students completing a thesis are required to maintain continuous enrollment by registering for an additional graduate thesis credit until the thesis is completed.

Students who have an outstanding balance with the University may not register for credits.

In some cases, an Incomplete can be granted. If a thesis is not submitted by the end of the pre-determined Incomplete timeframe, the student is required to take an additional one credit of thesis to maintain continuous enrollment.

## **Academic Services and Resources**

### *Academic Success Program*

The Academic Success Program is designed to assist students in developing skills in goal-setting, action-planning, time management, prioritization, organization, and behavior adjustment in order to achieve academic success. Through regular meetings with their Academic Advisor, students receive both accountability and support in achieving their academic goals. The program is open to all students. Students placed on academic probation or admitted conditionally to the University may be referred to the program as a condition of their enrollment.

### *Academic Tutoring*

Bushnell University seeks to help its students succeed academically. Toward this end, the University provides tutorial services, free of charge, to those who need academic assistance.

### *Accessibility Services*

The mission of Accessibility Services is to advocate for and facilitate equal access to educational opportunities for students with qualified disabilities or conditions. Bushnell University does not discriminate against qualified individuals with a disability in admission or access to its programs or activities.

Prospective and admitted students who need information about programs, services and accommodations should visit the [accessibility services website](#).

## Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes, and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph 1 of this definition for other academic activities as established by the institution, including laboratory work, internships, *practica*, studio work, and other academic work leading to the award of credit hours.

## Grading and Exam Policies

### *Assessment of Student Learning*

Assessing student learning outcomes is an essential part of the academic experience, for both students and faculty. In order to measure the level of knowledge, skills, and abilities that students are expected to attain in their academic majors and individual classes, faculty will employ a variety of assessment methods. Individual course instructors enjoy the academic freedom to use the methods they deem most appropriate to assess student learning, including, but not limited to: attendance/participation, papers, journals, assignments, quizzes, tests, exams, and projects (individual and/or group). Some methods may be adopted across courses and majors using

rubrics adopted by faculty in the respective Schools.

### *Writing Competency Requirement*

Bushnell University requires six semester hours of English composition, to be satisfied by coursework (with a grade of C- or P or better), or through established exemption and waiver procedures. In the case of coursework, the student must pass two semesters of English Composition (WR 121 and 123) or the approved equivalent.

### *Late Papers and Assignments*

Each instructor sets policies regarding papers and other class assignments that are turned in late. Professors reserve the right to set penalties, including lowering of grades, as well as rejection of late papers.

### *Makeup Tests*

No makeup quizzes, tests, or finals will be allowed except for circumstances granted a legitimate excuse status. In the event that a student cannot take a quiz, test, or final, they must present a written statement in person to their professor before or within three days of the absence, and the professor will determine whether or not a legitimate excuse status will be granted. When makeup tests are given, the quiz, test, or final exam already given to other students will not be repeated. New tests must be prepared.

### *Final Grades*

Individual course instructors enjoy the academic freedom to use the methods they deem most appropriate to assess student learning and to assign grades based on those methods of assessment. Grades assigned by individual instructors are final. At a student's request, the instructor may assign a grade of Incomplete when the student has essentially met all class requirements except some minor matters and has had an emergency situation or experienced other extenuating circumstances at the last minute. Tardiness and lack of self-discipline do not constitute a justifiable cause.

Changes to a final grade may only occur under the following circumstances:

- removal of an “Incomplete” (either by completion of work or reverting to the earned grade at the end of the course);
- instructor error/miscalculation; or
- the assigned grade is a result of identifiable and documented discrimination, harassment, professional incompetence, neglect, or other unfair treatment on the part of the instructor.

If a student wishes to contest a final grade that they deem to be unfair the student must first contact the instructor to determine whether there was a reporting error or a miscalculation of the grade. If the student still deems the final grade to be unfair, they may submit in writing to the Vice President for Academic Affairs and Dean of Faculty clear documentation of discrimination, harassment, professional incompetence, neglect, or other unfair treatment on the part of the instructor which resulted in the assignment of an unfair grade. The Vice President for Academic Affairs and Dean of Faculty may take counsel, as deemed appropriate, but the decision of the Vice President is final. Once assigned by the course instructor, no final grade may be changed without the written approval of the Vice President for Academic Affairs and Dean of Faculty.

### *Capstone Presentations*

The Senior Capstone represents the culmination of the individual major. Although projects and presentations will vary across the majors, all Capstones will involve substantial time and effort resulting in a rigorous piece of work that shows mastery of the objectives of the individual program. The work should reflect a level of competence befitting the completion of the bachelor’s degree in the given discipline, and most Capstone projects will be delivered to some public forum—whether by presentation at ACE (Academic Creativity and Excellence)

Day, recital, publication, or equivalent.

Individual Capstone requirements are listed in major course descriptions.

### *Major Field Test*

Major field tests are used by academic programs to assess how well students learn and understand the material in the program. It is not used to evaluate individual students. All tests are scheduled early in finals week, are web-based involving the Internet, and are a maximum of two hours in length. For those academic programs that have tests (Business/Accounting, English, History, Mathematics, Psychology), it is a requirement of the Capstone course that students take the test in order to pass the course.

### *Final Examination Policy*

Final examinations will not be given before the final exam week nor prior to the scheduled times shown in the announced final exam schedule. In the following two cases, a student may take the final at a later date.

- A student may have more than two finals in one day. In this case the student may arrange with their instructor to take the final at a later time during finals week. Permission from the Vice President for Academic Affairs is not required in this case.
- If a student has a sudden serious illness or grave emergency in the family, with the written approval of the Vice President for Academic Affairs the student may be allowed by their instructor to arrange a makeup at a later time during finals week. In the event that the illness or emergency lasts longer than the duration of the finals week, the student may be allowed to receive an Incomplete for the semester and take the makeup final at a later date agreeable to the student and the instructor. This provision applies only if the student has

completed all course requirements up to finals week.

In all other circumstances deviation from the posted finals schedule shall not be allowed.

### *Grade Appeal Process*

If a student wishes to contest a final grade that they deem to be unfair:

1. The student must first contact the instructor to determine whether there was a reporting error or a miscalculation of the grade.
2. If the student still deems the final grade to be unfair, they may submit in writing to the Vice President for Academic Affairs and Dean of Faculty clear documentation of discrimination, harassment, professional incompetence, neglect, or other unfair treatment on the part of the instructor which resulted in the assignment of an unfair grade.
3. The Vice President for Academic Affairs and Dean of Faculty may take counsel, as they deem appropriate, but the decision of the Vice President is final.

### *Grade System and Grade Point Average*

Prior to fall 1995, grade points were computed by assigning four points for each credit of A, three for each credit of B, two for each credit of C, one for each credit of D and zero for each credit of F. Marks I and W, and grades N and P are disregarded. The grade point average is calculated by dividing total points by total credit of A, B, C, D, F.

For courses taken fall 1995 and later, the plus sign increases the points assigned to the letter grade by 0.3 per credit (for B, C, and D grades only), and the minus sign decreases the points assigned to the letter grade by 0.3 per credit. No A+ grades are awarded.

Grades at Bushnell University reflect the following definitions:

A	4	Excellent
B	3	Good
C	2	Satisfactory for undergrad; below passing for graduate
D	1	Inferior
F	0	Unsatisfactory performance, no credit awarded
+	+0.3	With B, C, D
-	-0.3	With A, B, C, D
I		Incomplete
P		Satisfactory (C- or above for undergraduate work; B- or above for graduate work)
N		Less than satisfactory performance, no credit awarded (D+ or lower for UG work, C+ or lower for graduate work)
AU		Audit; no credit awarded
W		Official withdraw without penalty
WF		Withdraw while failing
X		No grade reported by instructor (recorded by registrar)
^		Course does not meet Bushnell University graduation requirements
R		Class Repeated
P/N		Pass/No Pass

### *P/N (Pass/No Pass)*

Pass/No Pass requests must be received by the close of the withdrawal period as printed in the Academic Calendar. In the University grade scale, below a C- is a No Pass.

Courses with a P grade may count toward overall graduation credits but may not be used to satisfy major/minor/certificate requirements (except in those courses for which P/NP is the only grading option). This choice, once made, is final and cannot be revoked. (See limitations under Four-Year Bachelor Degree Programs.) Other courses may be designated eligible or ineligible for Pass/No Pass as designated in the Course Descriptions.

*D or F Grades*

The grade of D does not satisfy graduation requirements in an academic major or minor. A student who receives a grade of D or F may repeat the course once. The first grade received will remain on the permanent record, but the second grade will be computed in the GPA.

*Incompletes*

The instructor may assign a grade of Incomplete when the student has essentially met all class requirements except some minor matters and has had an emergency situation or other extenuating circumstances at the last minute. Tardiness and lack of self-discipline do not constitute a justifiable cause. Instructors must complete an Incomplete Grade Form prior to the final grade deadline or the grade will automatically revert to an F.

Incompletes must be completed 30 calendar days from the last day of the academic semester for which the incomplete is assigned, which is determined by the Academic Calendar.

In cases of extenuating circumstances, extension may be granted at the discretion of the instructor and the Vice President for Academic Affairs; requests for such extension must be submitted to the Vice President for Academic Affairs for approval before the 30-day period elapses. Students with more than one Incomplete grade per semester and/or a consistent pattern of Incomplete grades in consecutive semesters may be placed on academic probation. If the student fails to demonstrate significant improvement, they may be academically disqualified.

An Incomplete is not a final grade. Courses that meet prerequisite requirements must be completed with a final, passing grade prior to the add/drop deadline for the student to stay enrolled in the subsequent course(s). Courses that do not have all prerequisites met with final and passing grades will be administratively dropped from student schedules, including when incompletes are still outstanding.

*Grade of WF*

The grade of “WF” is given for withdrawal after the 10th week of the semester for 16-week courses or the 5<sup>th</sup> week of the semester for 8-week courses while doing failing work. A WF grade can also be assigned instead of a W for failure to clear an official withdrawal through the University Registrar and Student Services Office, and for an academic withdrawal based on non-participation (see Participation Reporting, [57](#)).

*Standardized Course Grading Scale*

Bushnell University’s grading scale is as follows. Any deviation from this scale must be approved by the designated program director and clearly articulated in the course syllabus.

A	93% and above
A-	90-92.99%
B+	87-89.99%
B	83-86.99%
B-	80-82.99%
C+	77-79.99%
C	73-76.99%
C-	70-72.99%
D+	67-69.99%
D	63-66.99%
D-	60-62.99%
F	below 60%
P	70% and above
N	below 70%

*Classification of Students*

A student’s classification is determined by the amount of credit earned both in hours and grade points. The classification held by a student at the beginning of the academic year will be continued throughout the year.

- **First-year:** A student having 29 or fewer semester hours of college credit.
- **Sophomore:** A student who has completed 30 semester hours of college

credit by the opening of the fall semester.

- **Junior:** A student who has completed 60 semester hours of college credit by the opening of the fall semester.
- **Senior:** A student who has completed 90 semester hours of college credit by the opening of the fall semester.
- **Non-Degree-Seeking:** A student who is usually taking six or fewer semester hours and who does not plan to meet requirements for graduation. A student who acquires 30 semester hours of credit must change from non-degree to regular student status and conform to the usual regulations governing regular students.
- **Graduate:** A student who has completed a baccalaureate degree and has been admitted into one of the graduate programs.
- **Post-Baccalaureate:** A student who has earned a bachelor's degree and is pursuing further studies.

### *Course Designations*

The course number indicates the difficulty of the course in relation to lower division and upper division work:

50-99	Remedial courses which do not apply toward degree requirements
100-299	Lower division courses
300-499	Upper division courses
500-599	Courses open primarily to graduate students
600-699	Courses open only to graduate students

Course numbers that end in 05 represent Reading and Conference courses individually designed to be offered as a co-requisite to an existing course. These courses are available by petition only.

As a rule, students should enroll in courses according to their classification. Exceptions may be made with the consent of the instructor. Academic Advisors will help the students develop their program according to the rules under general practice.

### *Cross-Application of Courses*

Courses used to meet requirements of an academic major or minor may not be applied toward another academic major or minor, but varying cross-application of courses between a major and the general education core is allowed.

Traditional Undergraduate major requirements may also be used to satisfy general education core requirements, whenever the courses are appropriate and approved for both.

Evening and Online Program students can cross-apply a maximum of two courses, and they must be satisfying different general education categories. (For example, a humanities and a social science course can be cross-applied, but not two humanities courses.)

Evening and Online Program students majoring in Interdisciplinary Studies, however, do not have a limitation to the number of courses that can be cross-applied between the general education core and the Interdisciplinary Studies major.

Any cross-applied course will be counted only once in computation of the total number of credit hours. Thus the student must still complete the total number of credit hours required for the degree program involved, normally by taking additional elective courses.

### *Repeat Classes*

Students may repeat any course once. All grades remain on the permanent record, but no more than one course will show credits earned and only the most recent grade is calculated into the grade point average. A few select

courses can be repeated multiple times with credit earned each time. These courses are identified in the Course Description section as 'Repeatable once for credit.'

### *Course Sequencing*

Courses that are sequential and cumulative in content should be taken in the intended progression order, unless the student is able to qualify or test into a higher level course. If a student places into and successfully passes a higher level course, they cannot take a course that is more elementary than the course already completed. For example, a student who places into and successfully completes SPAN 201 Second-year Spanish cannot later take for credit SPAN 101 First-year Spanish I.

Courses that meet prerequisite requirements must be completed with a final, passing grade prior to the add/drop deadline for the student to stay enrolled in the subsequent course(s). Courses that do not have all prerequisites met with final and passing grades will be administratively dropped from student schedules, including when incompletes are still outstanding.

### *Chapel Credits*

Chapel programs are an integral part of the University's educational activities and experiences; therefore, the University requires that Traditional Undergraduate students enrolled for 12 or more hours participate in chapel each semester. The campus pastor supervises monitoring and reporting of chapel attendance.

Each student will be monitored for chapel attendance during any semester that they are enrolled for 12 or more hours.

Chapel credit is recorded on official transcripts as "P/N" but does not count within total credits required for a degree program.

Chapel attendance is taken at all regularly scheduled chapel services. A record is kept by

the office of the campus pastor who assigns the appropriate grade at the end of each semester. Petitions for possible variance may be filed with the campus pastor.

### *Second Baccalaureate Degree*

Persons who hold a bachelor's degree from a regionally accredited college or university may complete a second bachelor's degree at Bushnell University by completing 8 credits of the Biblical and Christian foundations in the core requirements and an academic major. A minimum of 30 hours from Bushnell University is required.

Students who have received a bachelor's degree from Bushnell University may receive a second major upon completion of an additional 30 hours in another subject field at Bushnell University not closely related to a field already completed.

### *Graduate School Residency*

#### *Requirements/Transfer Credit Limit*

Candidates for master's degrees may transfer a maximum of forty percent (40%) of the total credits required for the graduate program. Coursework can be transferred from regular graduate work completed at another accredited institution provided that:

- The work satisfies the requirements of a specific course or practicum experience in Bushnell University's curriculum, with the approval of the course instructor and dean or program chair of the department;
- Grades of A, B, or P were earned in these courses; and
- The courses were completed within five years of the expected program completion date.

The University does not grant graduate credit for prior learning experience nor accept graduate credit earned through prior learning at another institution as transfer credit.

*Cross-Application of Graduate Courses*

In cases where there are two Bushnell University graduate programs with the same or sufficiently similar course overlap, up to 40% of the degree may be substituted upon the approval of the appropriate program faculty or director. Course substitutions must meet accreditation and program oversight standards. The combination of transfer coursework and cross-application of graduate courses will not exceed 40% of the degree program.

*Time Limit*

- Associate degrees must be completed within three years from the date of initial matriculation or that of re-matriculation following readmission.
- Baccalaureate degrees must be completed within six years from the date of initial matriculation or that of re-matriculation following readmission.
- Master's degrees must be completed within five years from the date of initial matriculation. This time limit includes any on-leave time the student may have been granted.

When the time limit has elapsed, the student must reapply for admission. For details regarding readmission, consult the director of admissions. Readmitted students are subject to academic requirements and policies in effect at the time of readmission.

*Academic Grievance Policy*

Academic grievances are student grievances related to any part of the institution's academic structure, in which a student feels that he or she has been unfairly treated and/or that his or her academic performance has been adversely affected by a faculty member, a member of academic staff, or an academic department. Students who feel that they have been unfairly treated and/or that their academic performance has been unduly impeded by a member or members of faculty or academic

staff have the right to raise their concern and/or to lodge a grievance at any time without fear or consequence of retribution by any member of faculty or staff.

A student with an academic concern or grievance will normally first raise the concern/grievance with the individual faculty member(s) or staff member(s) to whom the concern/grievance relates. If the concern/grievance cannot be resolved in the initial step, or if the student feels unsafe to raise the concern/grievance directly with the respective faculty/staff member(s), the student may seek the assistance of the head of the appropriate school, program advisor of the specific program, or the assistance of another trusted member of faculty or staff.

If a concern/grievance cannot be resolved either by direct contact with the respective faculty/staff member(s), the student may lodge a formal grievance with the Vice President for Academic Affairs and Dean of Faculty. A formal grievance must include the following items in writing:

- Clear description of the situation and the specific nature of the concern/grievance.
- All available documentation to support the grievance.
- Clear documentation of prior attempts to resolve the grievance.

The Vice President for Academic Affairs may choose to refer the grievance to the University Appeals Hearing Board (as described in the Student Handbook). In making a final decision the Vice President for Academic Affairs may take into consideration the following:

- The formal grievance as documented and presented by the student. (A personal interview with the student may also be required.)

Any documentation provided by the faculty/staff member(s) to whom the

grievance relates. (A personal interview with the faculty/staff member(s) may also be required.)

- Any recommendation from the University Appeals Hearing Board (if available).
- The counsel of other individuals or groups of individuals, as appropriate (e.g., Deans Council, Academic Council, President's Cabinet).

The decision of the Vice President for Academic Affairs and Dean of Faculty is final.

### *Academic Honors*

#### *Bushnell University Dean's List*

Undergraduate students who are full time status at Bushnell University during any given semester with a GPA of 3.85 or better are included on the Dean's List. Courses that grant only Pass/No Pass grades count toward the minimum full-time credit requirement but do not affect the GPA.

#### *Scholastic Awards for Graduating Seniors*

Graduating seniors with a cumulative GPA of 3.50 or higher are recommended by the faculty for graduation with appropriate academic honor, as follows:

- **Cum laude:** for students with 3.50-3.69 cumulative GPA
- **Magna cum laude:** for students with 3.70-3.89 cumulative GPA
- **Summa cum laude:** for students with 3.90-4.00 cumulative GPA

Criteria for these academic honors are as follows:

- Only course credits taken at Bushnell University are computed to determine the cumulative GPA for honors.
- All grades earned through completion of the degree will be computed.

- A minimum of 45 credits must be earned from Bushnell University to qualify for these honors.

### *Awards & Contests*

#### *President's Scholastic Award*

The graduating daytime undergraduate senior, who has attained the highest cumulative GPA, with at least 61 credit hours having been completed at Bushnell University, shall receive the President's Scholastic Award. If multiple candidates have identical GPAs and a minimum of 61 Bushnell University credit hours, the award will be presented to the student with the most Bushnell University credits earned (up to 124 credits). Multiple awards will only be given in the case of multiple students having identical top GPAs and a minimum of 124 credits earned at Bushnell University. All Bushnell University undergraduate grades are computed to determine the cumulative GPA.

#### *Kendall E. Burke Memorial Award*

Annually at Commencement service a special award of a Bible bearing the imprint of the recipient's name is given to the daytime undergraduate student chosen by secret ballot by the student body and faculty, as the one who has rendered the most outstanding service to the institution. The recipient must have maintained excellence in academic work, have earned a GPA greater than a 3.25, have completed at least 33 credits at Bushnell University, be fully approved as to Christian character and convictions, and show a notable record of service to others. This award was instituted by the late Dr. Kendall E. Burke as the "President's Award" and has been continued by the faculty and administration as the Kendall E. Burke Memorial Award.

#### *Policy on the Disclosure of Student Records*

Complete policies regarding student privacy and records can be viewed on the [Records Policy page online](#).

Students' rights regarding personal information include:

- The right to view material in their records filed at Bushnell University, with the exception of those records for which there is a signed waiver of that right;
- The right to limit access to personal records (consent of the student must be given for release of any personal or academic records to persons other than Bushnell University faculty and staff having a legitimate official reason or under emergency circumstances); and
- The right to limit personal material shared beyond the Bushnell University student directory

A student who challenges any item in their records shall have opportunity for a hearing. A request for a hearing regarding academic records should be referred to the Registrar's Office. A request for a hearing regarding financial records should be referred to the Business Office.

### *Non-Discrimination Policy*

The policy of Bushnell University is to provide equal opportunity for all qualified persons in the educational programs and activities that the University operates. The University does not discriminate on the basis of race, color, national or ethnic origin, age, disability, sexual orientation, religion, marital status or any other protected status to the extent prohibited by applicable nondiscrimination laws in its admission policy, employment, scholarship and loan programs, educational, athletic, and other activities that it operates.

### *Active Service Duty Policy*

Should a student enrolled at Bushnell University be called to active service duty, they should report to the Registrar's Office. The School Certifying Official will back the student out of the classes they are registered for and refund the student's fees 100 % (working in conjunction with Financial Aid if appropriate). Questions regarding this policy may be directed

to the office of the Vice President for Academic Affairs and Dean of Faculty.

### *Catalog Changes and Authority Policy*

Students whose studies are uninterrupted will graduate under the requirements listed in the Catalog in effect at the time of original admission. Since the University reserves the right to discontinue courses at any time, course substitutions may be assigned for discontinued courses. The University reserves the right to change fees, rules, and calendars regulating registration at, admission to, conduct in, instruction in, and graduation from the University. Changes go into effect whenever the proper authorities so determine and apply not only to prospective students but also to those who at that time are matriculated in the University.

**NOTE:** Students are subject to academic requirements and academic policies as described in the University Catalog as well as to other published academic rules and regulations in effect at the time of their initial admission or readmission to Bushnell University. When significant changes are adopted in the academic policies and requirements after their admission, students have the option of completing their degree under either the old or the new requirements within the degree time limit.

## **Graduation**

### *Commencement/Graduation Activities*

The main commencement activities are held in May, at the end of spring semester. An additional graduation ceremony is held in December at the end of fall semester.

### *Final Credits*

All final credits must be completed at Bushnell University. Students may not transfer in credits to meet graduation requirements in their last semester at Bushnell University.

*Graduation Application*

Students who are nearing the completion of their degree requirements and intend to graduate must submit an application for graduation. Applications are located on [My.Bushnell.edu](http://My.Bushnell.edu). The application must be submitted by the end of registration for the semester immediately preceding the final semester of coursework, regardless of whether or not the student intends to participate in the commencement ceremony. Late applications are subject to a \$25 late application fee. Students should not plan on participating in commencement until given preliminary clearance by the Office of the Registrar. Students are required to submit the application for graduation on time and be approved by the Office of the Registrar if they are planning to participate in commencement.

*Graduation Confirmations*

Graduation audits will be completed by the Office of the Registrar prior to the end of the add/drop period for the final semester of classes if the application is submitted before the end of the pre-registration period preceding the semester of graduation. A copy of the audit will be sent to the student's Academic Advisor.

*Graduation Participation*

Final approval for graduation participation is provided by the Office of the Registrar after a graduation audit is completed and before the ceremony.

**Edward P. Kellenberger Library**

The Edward P. Kellenberger Library exists "to connect individuals to information, knowledge, and thought, and to support their development as competent, ethical learners and leaders." We do this by providing access to a local collection of materials, to online resources, and to materials available regionally and around the world from other libraries. We do this by providing reference assistance and instruction both one-to-one and in the classroom.

The librarians and library staff are here to assist you. Please reach out to them in person, by email, by phone or by contacting the circulation desk.

Library materials are classified and shelved according to Dewey Decimal classification. Resources to assist in understanding and using Dewey Decimal classification are available online or by asking any library staff member. The *Primo* search interface provided on the library website searches nearly all of the library's available resources, including online resources, print and audiovisual resources, and the resources of library consortia, of which the University is a member. For assistance using *Primo* or any of the more specific search tools available please contact library staff.

In addition to the general collections, the library has available many special collections which are available for viewing by appointment with library personnel. These include the Bushnell University archives, the Disciples Historical and Pacific Northwest collections (both searchable in the online catalogs), the Bushnell Rare Bible and Book Collection, the Guy Wright Bible collection, the Turner Memorial Museum, the Turnbull Fine Editions collection, the William Paul English Bible collection (available in the Reference room), and others. Materials in these collections generally are not available to be checked out but can be viewed in the library with permission.

*Borrowing*

Students, faculty, and staff must present their Bushnell University identification card in order to check out materials. Non-Bushnell University affiliates must present their respective school identification card or Bushnell University library card. There is a 15-item limit at any one time.

*Loan Period**Books*

- Undergraduate students: 3 weeks
- Graduate students: 2 months
- Bushnell University staff: 1 month
- Bushnell University faculty: 3 months

*Audiovisuals (CDs, DVDs)*

- Undergraduate students: 7 days
- Graduate students: 7 days
- Bushnell University staff: 1 month
- Bushnell University faculty: 1 month

Items can be renewed up to 2 times, unless another patron has placed a hold on the item.

Reference materials, journals, and special items generally cannot be checked out.

*Borrowing Agreements with Other Libraries*

Bushnell University patrons may request a current semester sticker (required each semester) from the circulation desk and use their Bushnell University ID card to borrow some materials from the University of Oregon libraries. University of Oregon policies will apply.

Bushnell University students, faculty, and staff also have borrowing privileges at New Hope Christian College and Lane Community College. Please contact those libraries for policies and procedures.

*Interlibrary Loan*

The Kellenberger Library provides Interlibrary Loan (ILL) services for books and periodical articles not owned by Bushnell University. Bushnell University students, faculty, staff, and community patrons may make interlibrary loan requests. Generally interlibrary loans are free of charge. However, if we are charged for items received, the charge is passed through to the borrower. If a borrowed item is lost or damaged

the patron is responsible for all replacement costs or repairs.

*Interlibrary Loan Policies:*

- Students must be primarily Bushnell University students, taking 7 or more hours from Bushnell University. Students whose primary coursework is at another institution (i.e. U of O, LCC) should request materials through their own library interlibrary loan service.
- Audio visual materials generally are not available through interlibrary loan and cannot be ordered on a rush basis.
- Limits for total interlibrary loans per semester are as follows:
  - Undergraduate students & patrons: 10 items at a time
  - Graduate students: 12 items at a time
  - Faculty & staff: unlimited

*Mailing Policy to Off-campus Faculty and Students*

We will mail books or copies of articles to faculty and students who live outside a 20-mile radius of the Eugene area. You must be currently enrolled or teaching and unable to get to the library during our open hours. We will mail items to you at no cost, and you will be responsible for the return mailing cost. Material will be mailed to your home address, so please verify that the mailing address in your library account is accurate.

We will only send your material by US mail, unless reimbursed for rush delivery. Delivery time is subject to mail delivery time schedules and our processing time, about 3-5 workdays. We will enclose a mailing label to return the material to the library. It is your responsibility to return the item at your expense and in a timely manner.

*Overdue Fines, Fees & Lost Items*

The patron, the library card holder, is responsible for the care and return of materials checked out from the library. If a minor has materials checked out, the parent or guardian is responsible.

Patrons are responsible to maintain the library materials they check out of the library and they must remain in a reasonable condition during the time they are checked out. Reasonable condition is defined as: normal wear and usage. Patrons who intentionally write upon, injure, deface, tear, cut, mutilate, destroy, or otherwise damage library materials will be billed for the replacement costs of the item.

Students, faculty and staff are responsible for paying their own fines and fees to the University of Oregon Libraries. They can be paid at the University of Oregon Business Office. Please note that the University of Oregon charges interest on outstanding fines.

*Charges*

There will be no daily fine for the first 30 days after the due date of the book. Instead there will be a \$75.00 charge, per book, after the 30-day grace period. If after the 30-day period the book is returned, the charge will be reduced to \$25.00.

If the book is not returned but the patron would like the charge reduced, they must replace the book (subject to librarian approval) and the charge will be reduced to \$25.00.

If the patron wishes to renew the book, it must be renewed within the 30-day period.

All patrons are to pay the library directly. At the end of the semester all outstanding charges will be turned over to the Business Office and placed on the student's account.

The library is under no obligation to notify patrons of overdue library materials; however,

as a courtesy, the library will send email notices of overdue and lost items to patrons.

*Appealing Charges*

If you believe the library has made an error resulting in you being charged or if you have a situation that has hindered the return or renewal of library materials, you may file an appeal in the library. The charges may be upheld, reduced, or waived.

The following reasons are generally not regarded as valid for appeals:

- Forgetting, not knowing or disagreeing with the due date, amount of charges, or the library policy;
- Loaning the item(s) to a third party;
- Being too busy or out of town;
- Not receiving or reading the courtesy overdue reminder; or
- Transportation problems.

Appeal forms are available electronically or at the circulation desk.

*Behavior Policy*

It is the policy of the Kellenberger Library to maintain a safe and pleasant study and work environment for both library users and library employees. While it is understood that a certain level of verbal interaction is necessary for conducting business within the library, all library users are expected to be considerate of others who are reading, studying and working in the library, therefore keeping conversation to an acceptable and appropriate level and length for a library and work setting. Inappropriate and unacceptable behavior will not be tolerated.

The Kellenberger Library considers the following to be unacceptable and inappropriate behavior on library premises:

- Violating student behavior and codes of conduct as outlined in the student handbook (available at the circulation desk or online);

- Conversation (including on cell phones) which can be heard from library offices or the circulation desk, or that is bothersome to other users;
- Harassment for any reason (Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work, learning, living, or campus environment);
- Use of any sound-producing device in a way such that the volume level is disruptive to other users;
- Consumption and possession of beverages that do not contain lids;
- Moving or rearranging library furniture or equipment without permission and without returning it to its proper location;
- Not disposing of trash or waste properly by using the available trash receptacles located throughout the library; or
- Any other behavior that is disturbing or offensive to other library users or employees.

#### *Consequences of Violation of Policy*

First-offense patrons are told that they are in violation of the policy and how to correct the behavior.

Repeated warnings due to continued violation of policy will result in offending patrons being asked to leave the library for the remainder of the day, which comes with an automatic referral to student development judicial affairs.

Subsequent referrals will include additional disciplinary action up to and including loss of library privileges for the remainder of the semester.

If the library staff determines that the misconduct poses a danger to the patron,

others, or library property, or is otherwise blatantly offensive or disruptive, the patron will be asked to leave the library immediately without warning, and with an automatic referral.

Anyone refusing to leave the library when asked to, will be escorted out of the library by campus security.

Library staff consists of library faculty, staff, and student assistants.

## **Technology on Campus**

### *Purpose*

The IT department exists to serve and engage the Bushnell University community through the resourceful application of information technologies.

### *Computer Access & Electronic Resources*

Students may access computers and printing in the library. In addition to the library, the computer classroom features 20 PC workstations used for instruction. Music students have access to an Apple computer lab with software and hardware geared towards music production. Wireless internet access is available to all faculty, staff and students across campus.

Students will be issued a Bushnell University account that provides access to the university email system. All campus offices will use this email account to communicate with the student. The account also grants the student access to various resources, including online classes, tutoring, wireless internet, and electronic library resources.

If you have questions about Bushnell University's information systems, you can reach the Bushnell University Helpdesk by calling (541) 684-7272, submitting a [help ticket](#), or in person in the basement of the Pomajevich Hall.

*Naming Policy*

Bushnell University recognizes that as a community, many of its members use names other than their legal names to identify themselves. As long as the use of preferred name is not for purposes of misrepresentation, the University will use a student's preferred first name whenever possible in the course of University business, except where the use of the legal name is necessitated by a legal requirement.

Legal name may appear on documents, including but not limited to: hiring paperwork, paychecks, accounts payable checks, student billing, financial aid forms, tax forms, official University transcripts, and any other documents required by law. Legal names can only be changed on these records when students pursue a legal name change with their home state and/or federal authorities and then submit that documentation to the University Registrar.

## Student Development

### Code of Conduct

Bushnell University is built on the foundation of the Christian faith and is committed to holistic student development in the context of our vision, mission, and values. We have established services, policies, and community guidelines that will foster a living-learning environment consistent with our values.

Bushnell University strives to create an environment that is conducive to academic success, physical wellness, and spiritual growth. It is therefore important to understand community expectations for students while they are members of the Bushnell University community. Standards have been designed to allow for the freedom and flexibility of the individual and to ensure the rights and privileges of the community as a whole. The student may not agree with, or fully understand, some facets of the University's behavioral expectations. However, by enrolling as a student at Bushnell University, the student agrees to live according to the expectations outlined in the Bushnell University Student Handbook. Non-matriculated students admitted to special programs are also expected to maintain these standards. Any questions regarding these statements should be directed to the Vice President of Enrollment and Student Development.

Policies and standards for conduct shall apply to conduct that occurs on the University premises, at University-sponsored activities, and off-campus when a student's conduct could adversely affect the University community and/or the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and between the semesters of actual enrollment (and even if

their conduct is not discovered until after a degree is awarded). Bushnell University reserves the right to interpret policy and to apply the intent of the policy judiciously, depending upon circumstances. University policy ensures individual responsibility and an environment that contributes to a learning community. Failure to abide by the policies and procedures as outlined by the Student Handbook may result in disciplinary action and sanctions. Each student associated with Bushnell University is expected to be familiar with and to follow all policies and procedures established by the University.

For a complete listing of policies, student conduct, and grievance procedures please refer to the [Student Handbook](#) posted online. To obtain a printed copy, please contact the Office of Student Life at (541) 684-7345.

### Associated Students of Bushnell University (ASBU)

The Associated Students of Bushnell University (ASBU) is the official organization that exists to serve the undergraduate students. ASBU regularly meets and works with the administration, faculty, and staff to represent student perspectives and concerns regarding institutional affairs. We are made up of four Class Representatives, two At-Large Representatives, three Executive Vice Presidents, the Controller, and the ASBU President under the following mission statement:

**We, the students of Bushnell University, strive to ensure a voice in institutional affairs and protect the interests of the students. We do our best to provide for the spiritual, intellectual, physical, and social development of the students of Bushnell University and promote positive communication between students, administration, and staff.**

ASBU's three standing committees—the Activities Committee, the Academic Committee, and the Campus Environment Committee—work tirelessly to ensure that the voices of Bushnell University students are heard. The duties of the committees are the following:

- *The Academic Committee* addresses issues related to curriculum, learning resources, faculty issues, and educational policies.
- *The Campus Environment Committee* addresses issues related to physical campus improvements, residence life, and food services.
- *The Activities Committee* hosts events, plans community building events, and encourages broader community involvement, awareness, and service at Bushnell University.

ASBU also grants club and organization status to student groups on campus and assists those organizations with annual funding.

For more information regarding ASBU, please see <http://www.bushnell.edu/ASBU/>.

The ASBU can also be contacted at [ASBU@bushnell.edu](mailto:ASBU@bushnell.edu) or call 541-684-7342. The ASBU office is located on the first floor of the Goodrich Administration Building in the Office of Student Life.

## Campus Ministries

Student Ministries and spiritual formation are at the core of the Bushnell University experience. We believe the process of building and equipping students to be leaders of the future must be grounded in a strong relationship with God (Father, Son, and Holy Spirit). Campus Ministries emphasizes developing the whole person: mind, body, soul, and spirit. This spiritual formation occurs through a balanced approach experiences that are focused inward, outward and together. Inward, as we seek to pursue our individual relationship with God;

outward, as we extend our lives in service to others in need whether nearby or afar; and together, as we build a genuine community of love and unity. This approach is evidenced in the many activities and opportunities to grow spiritually at Bushnell University, including chapel and worship services, community life, small group Bible studies, urban outreach and community service projects, retreats, mission trips, and much more. For more information, please see <http://www.bushnell.edu/ministry/>.

The department offers:

- Daytime and nighttime chapel services that aspire to build community, enable worship, and challenge participants to be devoted followers of Jesus Christ.
- Small Groups of four to ten students that meet regularly to encourage spiritual growth, build community, and provide a safe and authentic place to explore our walk with God.
- Pastoral care when students sense a need for a safe place for encouragement, direction, affirmation, belonging, prayer, and nurturing in the Christian faith. The campus pastor and his staff want to serve the student body of Bushnell University by helping students to flourish, discern their callings, and to become whole in Christ.
- Assistance for students to connect with local churches during their years at Bushnell University.
- Opportunities for overseas mission trips and community outreach.

## Fitness Center in the Morse Center

The Fitness Center offers a variety of cardio, weight, and strength training equipment to meet students' physical wellness needs. Hours of operation are extensive during the school year. These hours will be posted in the Morse Center and on the website. Visit [Bushnell Beacons](#) for more information.

## Food Services

Bushnell University partners with *Ala Carte* to provide campus dining and catering. A variety of options are available for breakfast, lunch, and dinner including a short order window, hot buffet entrees, salad bar and cold buffet. Residential students are able to utilize weekly meal plans as a part of the housing agreement while living on campus. Commuter students may purchase a weekly meal plan or individual meal tickets that are sold in the campus coffee shop, the Beacon Beanery. Our food service program is able to customize meal options with individual students who have special dietary requirements. For more information, please call the Office of Student Life at (541) 684-7345.

## Health and Wellness

At Bushnell University, the health and well-being of our students is of utmost importance. Healthcare is available at hospitals, urgent care clinics and medical offices throughout the Eugene/Springfield area. For community resources including facility locations please see <http://www.bushnell.edu/studentlife/healthsafety>.

### *Immunizations*

Oregon state law requires students born on or after January 1, 1957 who are enrolled in 12 or more credit hours at Bushnell University to provide proof of two measles vaccines or meet one of the legal exemptions. Adequate proof is written documentation of the month and year of each dose of measles (the first dose must have been on or after your first birthday and thirty days must have passed between the first and second dose). In accordance with Oregon law, the Office of Student Life collects and reviews submitted immunization documentation. Please review the immunization form for additional information. The Office of the Registrar will be notified of students who are not in compliance with Oregon law. Registration to attend classes will

not be permitted for students who fail to complete their documentation requirements.

### *Health Insurance*

Traditional Undergraduates enrolled in 12 or more credit hours are required to provide proof of health insurance in order to attend Bushnell University. EVENING AND ONLINE and Graduate students are not required to carry health insurance.

### *Counseling*

Bushnell University offers free counseling services to help support our students' wellness needs. Mental health counseling services are available to all Bushnell University students. Each student may receive ten free sessions with a counselor per year. After ten sessions are completed, students are offered counseling services at a low cost. Students interested in counseling should call (541) 349-7471 to schedule a brief intake appointment.

## Intercollegiate Athletics

Bushnell University is a member of the National Association of Intercollegiate Athletics (NAIA) and a member of the Cascade Collegiate Conference. Bushnell University offers fifteen opportunities for collegiate athletics participation. Please visit [Bushnell Beacons](#) for more information.

- **Fall Sports:** men's cross country, soccer, golf, & beach volleyball, and women's cross country, soccer, volleyball, & golf
- **Winter Sports:** Men's basketball and Women's basketball
- **Spring Sports:** men's track and field, golf, & baseball, and women's track and field, golf, & softball
- **Year Round:** esports

## Residence Life

For Traditional Undergraduate students, Residence Life is a significant part of the educational experience at Bushnell University and a good portion of your time will be spent in your living area. The Residence Life team works to create a safe, fun, and strong learning-living environment in which to make your home while you are a student. Please see the website under [Residence Life](#) for residency requirements, pictures of the residence areas, and information about housing processes.

## Sexual Assault & Title IX

It is Bushnell University's policy to provide an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited at Bushnell University. This prohibition against discrimination on the basis of sex applies to all students, faculty and staff, to other members of the Bushnell University community, and to contractors, consultants, and vendors doing business or providing services to the school. Please see the [Student Handbook](#) online for more information & details on how to report a Title IX issue.

## Student Programs

Student programs at Bushnell University are diverse, meaningful, and memorable. The Student Programs team works alongside students to create a fantastic campus culture. From our free Friday night weekly program series, Beacon Nights, to our big signature events like Homecoming and Mr. Beacon, the Student Programs team delivers quality events that make students want to be a significant part of Bushnell University. Please see

<http://www.bushnell.edu/studentprograms/> for descriptions and pictures from events. Current offerings include the following:

- Beacon Nights: a free weekly program that offers exciting events in which students may participate.
- Signature events including spirit week, Beacon Madness, Late Night Breakfast, Homecoming events, Spring Formal, Family Weekend.
- A competitive intramural program that offers both league and non-league play in the areas of dodge ball, volleyball, basketball, open gym, and flag football
- Educational and Wellness programs including holistic health, sexual assault awareness and prevention, celebration of our multicultural and diverse students, and mental health resources.

## Student Conduct and Grievance Procedure

For a complete listing of policies, student conduct, and grievance procedures, please refer to the Student Handbook posted online at: <http://www.bushnell.edu/studentlife/student-handbook/>; physical copies are available by request in the Office of Student Life, which can be reached at (541) 684-7345.



## Traditional Undergraduate Programs of Study

In fulfillment of its mission, Bushnell University offers a variety of academic programs. Bushnell University offers certificates, associate's degrees and bachelor's degrees in such programs as business, education, Christian ministry, and the liberal arts. The following is a full list of Bushnell University's program areas:

Bachelor Degree Programs:	
• Accounting (B.S.)	• Interdisciplinary Studies (B.A. or B.S.)
• Bible & Theology (B.A.)	• Kinesiology
• Biology (B.S.)	◦ <i>Exercise Science</i>
• Business Administration (B.S.)	◦ <i>Coaching and Athletic Administration</i>
◦ <i>Accounting</i>	• Mathematics (B.S.)
◦ <i>General Business</i>	• Music (B.S.)
◦ <i>International Business</i>	◦ <i>Composition</i>
◦ <i>Management</i>	◦ <i>Music Business</i>
◦ <i>Marketing</i>	◦ <i>Contemporary Music Industry</i>
◦ <i>Sports and Recreation Management</i>	◦ <i>Worship Arts</i>
• Christian Ministry (B.A.)	◦ <i>Nursing (B.S.)</i>
◦ <i>Christian Apologetics</i>	• Psychology (B.S.)
◦ <i>Missions</i>	• <i>Forensic Psychology</i>
◦ <i>Pastoral Ministry</i>	• <i>General Psychology</i>
◦ <i>Youth Ministry</i>	• Spanish (B.A.)
• Christian Worship (B.A.)	• Teacher Education (B.A. or B.S.)
◦ <i>Creative Arts</i>	◦ <i>Elementary</i>
◦ <i>Music</i>	▪ <i>ESOL</i>
• Communication (B.A.)	▪ <i>Multiple Subjects</i>
◦ <i>Flexible</i>	◦ <i>Secondary</i>
◦ <i>Interpersonal</i>	▪ <i>Advanced Mathematics</i>
◦ <i>Public Relations</i>	▪ <i>Basic Mathematics</i>
• Computer Science, Software Engineering (B.S.)	▪ <i>ESOL</i>
• Contemporary Music Industry (B.S.)	▪ <i>Integrated Science</i>
◦ <i>Live Sound &amp; Production</i>	▪ <i>Language Arts</i>
◦ <i>Studio Recording</i>	▪ <i>Physical Education</i>
• English (B.A.)	▪ <i>Social Studies</i>
• History (B.A.)	▪ <i>Spanish</i>
	▪ <i>Special Education</i>

<b>Minors:</b>	• Interpersonal Communication
• Accounting	• Leadership
• Bible & Theology	• Marketing
• Biblical Languages	• Mathematics
• Biology	• Music
• Business Administration	• Philosophy
• Creative Writing	• Psychology
• Christian Ministry	• Public Relations
• Christian Worship	• Public Speaking
• Contemporary Music Industry	• Software Engineering
• Criminal Justice	• Spanish
• English	• Written Communication
• History	• Worship Arts

## Field Experience Internships

The majority of bachelor's degrees in daytime programs at Bushnell University includes an internship component as determined by the respective schools. Internships are designed to prepare students for a career in their chosen field by integrating their academic coursework with practical application of theory learned in the classroom. It is also an opportunity for students to acquire knowledge, refine skills and abilities, and obtain valuable work experience.

Bushnell University's Internship Program aligns with the standards outlined by National Association of Colleges & Employers (NACE). Internship is a collaborative process among students, faculty, community partners, and the Career Center.

1. Prior to starting an internship, students must declare a major and complete a minimum of 15 credits of upper division coursework within that major.
2. A completed and approved site agreement is required prior to the start of the internship experience.
3. For every one credit of internship, 45 clock hours of documented work at an approved internship site are required.
4. Students must complete the required hours during the semester for which they are registered for internship.
5. Students may not intern at a site where a relative is their designated site supervisor.
6. Students may not use a current employment and/or work study position for internship credit. However, students may participate in a paid internship program.
7. Internship sites, whether on-campus or off-campus, must go through an approval process prior to accepting a student as an intern. Approval is based on the following criteria:
  - a. The site is able to abide by the internship guidelines set by the University.
  - b. The site has the ability to train and supervise undergraduate interns.
  - c. The site is able to provide tasks and projects that align with students' learning objectives and program of study.
  - d. The site is able to accommodate the minimum number of clock hours necessary for the completion of the credit requirements within students' disciplines.
  - e. The designated site supervisors possess qualifications and experience in the area over which they are supervising.
8. Maximum number of credits earned in field experience, internship, and practicum: 16 credit hours.

Please contact the Career Center for additional information: [careercenter@bushnell.edu](mailto:careercenter@bushnell.edu).

## **Study Abroad & Off Campus Study Programs**

The purpose of the Study Abroad Program and Off Campus Study Programs is to enrich the student's academic experience by providing inter- and cross-cultural opportunities within the context of the student's interests or major. Recommended during their sophomore or junior year, students have the option to participate in any advisor-approved off-campus or study abroad program available.

Students who complete an approved program will:

1. Gain college credit relevant to their academic goals.
2. Experience a life-changing opportunity to live and study in another context.
3. Gain an advantage in career choices.
4. Develop a deeper sense of self and vocational calling.

Students must apply and be accepted by both Bushnell University and the program in which they are interested. There is a large selection of approved programs from which to choose. Students will also need to register for and successfully complete the one credit GLST 295 Study Abroad course the semester prior to their study abroad experience. This course will provide assistance to the students as they apply to their desired programs, fit the programs into their majors, and investigate affordability, scholarships, and other details. Each academic year, Bushnell University awards up to six students with a \$4,000 scholarship to use towards the tuition of a semester long off campus study program.

### **Study Abroad (Collaborative 3rd Party Programs)**

Bushnell University works in cooperation with numerous programs. One particularly popular program for Bushnell University students is the "Best Semester," which has programs in the USA (American studies, music, and journalism) as well as Australia, Costa Rica, Northern Ireland, the Middle East, Oxford, and Uganda. The Best Semester program is operated by the Council for Christian Colleges and Universities (CCCCU), of which Bushnell University is a member institution. Bushnell University also partners with Veritas, a Christian Study Abroad program, which offers study abroad programs in 12 different countries under the umbrella of International Studies Abroad (ISA). Veritas programs, include a practicum course that allows them to volunteer within the community. Students have also studied abroad through programs hosted by Trinity Christian College, Augsburg College, the University of Oregon, The American College of Thessaloniki, and others in such countries as Mexico, Guatemala, Spain, Greece, and Namibia.

### **Study Abroad (Exchange Programs)**

Bushnell University offers exchange programs, the longest running of which is with Dankook University in South Korea. Students study abroad affordably at Dankook, teach English for 7 weeks in the summer, and earn 6 credits. Dankook also has study abroad options in the fall or spring semester. In return, Dankook sends students to study at Bushnell University for a semester. Bushnell University also has an exchange program with Macao Polytechnic Institute. Students can take business courses in Macao in the fall or spring semester and in return, they will send their students to study at Bushnell University.

**Study Abroad (Faculty Led Programs)**

Every summer Bushnell University offers 1-2 faculty led study abroad opportunities. These run for about 3 weeks and students can earn credits towards their degree. Faculty led program allow students to get out of their comfort zone and learn about a country and culture through educational field trips, which allows textbook material to come alive. While students will have the opportunity to get out of their comfort zone, they will still have the familiar teaching of a Bushnell University faculty and travel with Bushnell University classmates. Past program locations have traveled to Mexico, Italy, England, France, and Santiago.

**Foreign Language**

Foreign language at a first-year level or higher is required for a number of majors. Students may satisfy the requirement by any one of the following:

1. Successful completion of a college level foreign language course at a first year, second semester level or higher.
2. Successful completion of a minimum of 3 semester credits of an indigenous foreign language while studying at a Bushnell University-approved off-campus study program site.
3. If a Teacher Education major, successful completion of the 12 credit ESOL endorsement.
4. A minimum score of '50' on a CLEP foreign language exam.
5. Demonstrated language proficiency equivalent to that attained at the end of one year of college study, as evaluated and documented by a bona fide and Bushnell University-approved college level instructor of that language. The documentation must be provided directly to the Registrar's Office by the evaluator.

## Song Nai Rhee Honors Program

Program Director: Dr. James Watson

### Purpose

The Song Nai Rhee Honors Program seeks to accomplish the University's commitment to providing all students with educational experiences suited to their gifts and vocation. As such, the Program provides adept students a more rigorous engagement with their field of study. Though it is not a separate college per se, the Program is also designed to foster the sort of intimate collegiality—based in the joy of shared discovery—that has always been the hallmark of an excellent liberal arts education.

### Objectives

Graduates of this program will:

1. Understand the history of one or more big ideas in their chosen academic field, including the research that generated widespread acceptance of the idea, and ongoing critiques of the idea.
2. Demonstrate proficiency at designing and completing independent, self-paced scholarly projects.
3. Produce substantial academic work in direct collaboration with program faculty.
4. Offer a substantial contribution on multiple occasions to communities beyond the Bushnell campus, whether those communities are local, faith-based, professional or scholarly.
5. Understand and conform to both ethical standards and standards of professionalism appropriate to their chosen academic discipline.

### Honors Classes

Students need not be admitted to the Honors Program to take classes for honors credit. Classes can earn honors credit if the following conditions are met:

- The class is modified for honors credit in one of the following two ways:
  - The syllabus includes a "standard contract," approved by the Honors Program Director, consisting of a modified set of readings and/or assignments that render the class suitable for Honors credit.
  - The student and the instructor negotiate an Honors Contract, consisting of a modified set of readings, assignments or other elements of class participation to render the class suitable for Honors credit. The contract must be submitted to the Honors Program Director for review and approval.
- The instructor is a full-time Bushnell University faculty member, or else the written approval of the program faculty member is secured for the instructor to teach the honors contract.
- No Academic Dishonesty report resulting from that student's behavior has been filed with the Vice President of Academic Affairs.
- The student receives a final grade of B+ or higher in the class.

**Membership in the Honors Program**

Upon completion of three honors contracts, all passed with a grade of B+ or higher (along with a passing grade in chapel), students shall be admitted to full privileges in the honors program.

Each academic major opts into the Honors program at the program faculty's discretion. A student whose only declared major has not opted in to the program is ineligible for admission to the Honors program. A student with multiple majors may be admitted to the Honors program if one of the programs participates in the program.

Students shall be removed from the Honors program for the following reasons:

- If the student receives an NP for chapel for two consecutive semesters. Students removed for this reason may be restored if they meet chapel attendance requirements listed above.
- If an Academic Dishonesty report is filed with the VPAA and upheld on review. Students removed for this reason are not eligible for readmission except in cases where the Academic Dishonesty report is retracted.

**The Honors Degree**

An Honors Degree shall be awarded if the student completes each of the following requirements:

- At least 30 credits must be honors classes completed with a grade of B+ or higher. For transfer students, 25 total Honors credits (including transfer credits counted for Honors) are required.
- At least 15 of the above credits must be 300 or 400 level.
- Students enrolled at Bushnell University prior to the beginning of the Fall 2015 term may earn an Honors Degree with at least 25 credits of honors classes. At least 13 of these 25 credits must be taken at the 300 or 400 level.
- Honors Degree candidates must complete an Honors Thesis, which replaces the senior capstone. The credits taken in completing an Honors Thesis count toward the total Honors credit requirement for the Honors Degree. The Honors Thesis must conform to the following parameters:
  - The thesis must be substantially more rigorous than a standard capstone in the major.
  - The student and advisor should procure the input of at least one second reader who has no direct affiliation with the student's major program, and who holds a graduate degree in a field relevant to the thesis' topic area.
  - The student must successfully pass a defense of the thesis. Students undertaking multiple majors must complete an Honors thesis in each major to earn an Honors Degree, with the exception of majors that do not participate in the program.

## Four-Year Bachelor Degree Programs

### Minimum Requirements for Graduation

1. Completion of 124 undergraduate semester credit hours.
2. Completion of General Studies (the CORE) requirements.
3. An academic major (upon completion of 60 credits the student must declare an academic major).
4. A minimum of 30 credit hours from Bushnell University. (Up to 15 credits can be completed as graduate level courses if in an approved companion program, where the bachelor's and master's degrees are earned at the same time.)
5. A minimum of 27 credit hours in the upper division of an academic major or concentration (one-third in the case of an academic minor).
6. A cumulative GPA of 2.00 or better for all coursework completed.
7. At least a C- or better in academic major and minor classes. NOTE: Some undergraduate programs may have more stringent requirements; be sure to consult departmental program manuals where applicable.)
8. Satisfactory writing competency requirement (grade of "P," "C-" or better in WR 121 and WR 123) .

### Limitations

1. Maximum number of non-graded courses allowed: 12 hours (no P/NP grading option is allowed in the major/minor/certificate programs except in those courses in which P/NP is the only grading option).
2. No set maximum on CLEP and Advanced Placement (AP) credit but all accepted credits must fulfill graduation requirements.
3. Maximum number of credits allowed through Prior Learning Assessment (PLA): 30 credit hours.
4. No set maximum on military, fire, or police credit but all accepted credits must fulfill graduation requirements.
5. Maximum number of credits earned in field experience, internship, and practicum: 16 credit hours.
6. Maximum of eight credit hours for activity-based physical education courses.
7. A course used to meet the requirements of an academic major or minor may not be applied toward another major or minor. A substitution of equal credit must be identified for the second major or minor and approved by program faculty, if the same course is listed in the requirements for both.
8. Time limit: 6 years from date of matriculation for Bachelor of arts/sciences.

## General Education (CORE) Requirements

### Purpose

To provide a cohesive body of excellent undergraduate coursework that is a foundation for all Bushnell University's academic programs.

### Objectives

Within a Christ-centered community, the General Education curriculum at Bushnell University equips students to:

1. Integrate faith and learning;
2. Engage information critically;
3. Communicate competently;
4. Investigate and embrace God's distinctive imprint upon humanity, society, and all of creation;
5. Cultivate responsible engagement within a diverse world;
6. Exercise sound reasoning and judgment;
7. Study the Bible and discover its message for today;
8. Practice disciplines that promote wellness.

### The Requirements

<input type="checkbox"/> Foundations for Success .....	5
<input type="checkbox"/> Foundations for First-Year Success* .....	1
<input type="checkbox"/> FYS 101 First-Year Seminar	
(*Not required for transfer students with 24 or more earned semester credits.)	
<input type="checkbox"/> Foundations for Success in Calling and Vocation (choose one)** .....	2
<input type="checkbox"/> BIOL 240 Integration of Faith and Science	
<input type="checkbox"/> BUS 240 Business as Mission	
<input type="checkbox"/> COMM 201 Communication as a Calling	
<input type="checkbox"/> CM 240 All are Gifted, All are Called	
<input type="checkbox"/> EDUC 415 Faith Integration in Teaching	
<input type="checkbox"/> MUS 240 The Christian Artist	
<input type="checkbox"/> PSY 240 Vocational Exploration and Psychology	
(**Not required for transfer students with 48 or more earned semester credits.)	
<input type="checkbox"/> Foundations for Wellness and Life Success (choose 2 credits from the following) .....	2
<input type="checkbox"/> COMM 175 Soft Skills	
<input type="checkbox"/> EDUC 420 PE and Health Methods	
<input type="checkbox"/> FIN 175 Personal Finance	
<input type="checkbox"/> GLST 295 Study Abroad	
<input type="checkbox"/> IDS 175 The Purposeful Graduate: Career Exploration and Planning	
<input type="checkbox"/> LSHP 275 Student Leadership	
<input type="checkbox"/> NUTR 220 Nutrition	
<input type="checkbox"/> Any course with a "PE" prefix	

- ☐ Foundations for Digital Technology Proficiency
  - ☐ Suggested coursework can include:
    - Any course with a CIS prefix
    - Any course with a SFTE prefix
    - CMI 118 Music Technology
    - EDUC 230 Technology for Teaching and Learning
- ☐ **Foundations for Biblical Studies.....12**

#### Requirements for BTM

- ☐ BTM 100 Book of Books (or demonstrated proficiency)
- ☐ BTM 101 Engaging with the Old Testament.....3
- ☐ BTM 102 Engaging with the New Testament .....3
- ☐ \*Choose remaining credits from any BTM 200 level or above .....6

\*BTM 100 counts towards this category, but cannot be taken after successful completion of BTM 101 or BTM 102.  
HIST331/332 will also meet this requirement.

- ☐ **Foundations for Competent Writing and Oral Communication .....9**

#### Prerequisites for Writing General Education Requirement:

- ☐ WR 100 Writing Basics

#### Requirements for Writing and Oral Communication

- ☐ WR 100 Writing Basics (or demonstrated proficiency)
- ☐ WR 121 English Composition .....3
- ☐ \*WR 123 English Composition .....3
- ☐ Communications Elective (choose one of the following)..... 3

COMM 212 Public Speaking

COMM 213 Interpersonal Communication

\*Required prior to enrollment in upper division major courses

- ☐ **Foundations in Human Thought and Culture.....21**

Choose a minimum of 21 credits from the following categories:

- ☐ American Studies (Choose one) .....one course  
Students select one course that focuses on an element of American (primarily U.S. or pre-U.S. colonial) studies in any of a variety of subject areas, such as U.S. History, American Literature, Christianity in America.
- ☐ Literature (Choose one) .....one course  
Students select one course in any of a variety of literature topics (usually with an “ENG” prefix), such as Introduction to Literature, Survey of American Literature, Survey of British Literature, Christianity and Literature.
- ☐ Philosophy (Choose one).....one course  
Students select one course in any of a variety of philosophy topics (usually with a “PHL” prefix), such as Ethics, Logic and Critical Thinking, Philosophy of Religion.

- ☐ **Social Sciences (Choose one)..... one course**  
Students select one course in any of a variety of social science topics, such as anthropology (ANTH), business (BUS), criminal justice (CJ), economics (ECON), education (EDUC), psychology (PSY), Religion (RELS), Sociology (SOC).
- ☐ **World History (Choose one) .....one course**  
Students select one course in any of a variety of history topics (usually with an “HIST” prefix), such as World History, History of Western Civilization.
- ☐ **Choose courses from above OR the following categories..... (remainder of 21 credits)**  
Accounting (ACTG)  
Art  
Bible/Theology/Mission (BTM)  
Business (BUS)  
Economics (ECON)  
Christian Ministry (CM)  
Communication (COMM)  
Drama  
Foreign Language  
Geography (GEOG)  
Music (MUS)
- ☐ **Foundations in Mathematics and Science .....6**
  - ☐ Minimum six credits with at least one course in each of the following areas:
    - ☐ One college-level mathematics course 105 or higher
    - ☐ One science course with lab
- ☐ **Foundations for Engagement in a Diverse World..... \*one course**
  - ☐ Choose one course from approved electives in the following list:
    - ANTH 210 Cultural Anthropology
    - BTM 240 Christianity in America
    - BUS 120 Introduction to Business and Entrepreneurship
    - COMM 220 Intercultural Communication
    - EDUC 210 School Diversity
    - GEOG 210 Cultural Geography
    - HIST 240 History of the Pacific Northwest
    - RELS 210 The Abrahamic Faiths of Judaism, Christianity, and Islam
    - RELS 220 Living Religious Traditions of East Asia
    - SOC 200 Introduction to Sociology

\*Some of the approved courses may also fulfill requirements in other areas of the gen ed core (e.g., history, social sciences).

## Accounting (Bachelor of Science)

Program Faculty:

### Purpose

The purpose of the accounting major is to prepare students to become effective and ethically responsible as managers and leaders in the business world and public service sectors. The concentration in accounting focuses on financial and operational objectives for business, government and not-for-profit organizations, supported by a strong liberal arts component.

Combined with courses in management, economics, managerial finance, law, and ethics, an accounting education provides a solid background for careers and advancement in the business community and in other non-business professions.

### Objectives

Graduates of this program will:

1. Demonstrate knowledge of fundamental concepts and principles of Accounting.
2. Verify, organize, analyze and apply data and use quantitative decision-support tools to provide effective solutions to accounting problems.
3. Identify ethical issues and apply ethical principles and Christian values for organizational decision making.
4. Demonstrate effective professional communication skills.

### Prerequisites for the Accounting Major:

- ☐ ACTG 211 Principles of Accounting I
- ☐ ACTG 212 Principles of Accounting II
- ☐ ECON 201 Microeconomics
- ☐ ECON 202 Macroeconomics

### Requirements for Accounting .....39

- ☐ ACTG 341 Intermediate Accounting I ..... 3
- ☐ ACTG 342 Intermediate Accounting II ..... 3
- ☐ ACTG 345 Cost Accounting ..... 3
- ☐ ACTG 360 Accounting Information Systems ..... 3
- ☐ ACTG 430 Federal Income Tax ..... 3
- ☐ ACTG 431 Federal Income Tax – Corporations, Partnerships, Estates, & Trusts ..... 3
- ☐ ACTG 440 Auditing I ..... 3
- ☐ ACTG 470 Accounting for Non-Profit Organizations..... 3
- ☐ ACTG 495 Internship ..... 3
- ☐ ACTG 499 Advanced Accounting..... 3
- ☐ BUS 450 Managerial Finance ..... 3
- ☐ MATH 315 Applied Statistics..... 3
- ☐ WR 311 Writing for the Workplace ..... 3

**Business Administration minor (required for Accounting majors)****Requirement for Business Administration Minor ..... 18**

- ☐ BUS 310 Principles of Management & Leadership ..... 3
- ☐ BUS 370 Legal and Ethical Issues in Business & Management ..... 3
- ☐ BUS 499 Business Strategy and Policy ..... 3
- ☐ MKTG 330 Marketing ..... 3
- ☐ Choose two courses from the following ..... 6
  - BUS 110 Small Business Management
  - BUS 120 Introduction to Business and Entrepreneurship
  - BUS 219 Global Business Management
  - BUS 410 Operations Management

**Minor in Accounting****Prerequisites for the Accounting Minor:**

- ☐ BUS 310 Principles of Management and Leadership
- ☐ WR 121/123 English Composition

**Requirements for Accounting Minor .....18**

- ☐ ACTG 211 Principles of Accounting I ..... 3
- ☐ ACTG 212 Principles of Accounting II ..... 3
- ☐ ACTG 341 Intermediate Accounting I ..... 3
- ☐ ACTG 342 Intermediate Accounting II ..... 3
- ☐ Choose Two from the following ..... 6
  - ACTG 345 Cost Accounting
  - ACTG 430 Federal Income Tax
  - ACTG 431 Federal Income Tax – Corporations, Partnerships, Estates, & Trusts
  - ACTG 440 Auditing I
  - ACTG 470 Accounting for Non-Profit Organizations

## Bible & Theology (Bachelor of Arts)

Program Faculty: Dr. Melisa Ortiz Berry, Dr. Agametochukwu Iheanyi-Igwe, Dr. Dennis Lindsay, Dr. A.J. Swoboda

### Purpose

The purpose of the Bible and theology program is to nourish the academic study of the Bible and Christian theology by persons pursuing lay and ordained vocations in the Church. Students majoring in Bible and theology may emphasize either Bible or theology, or may try with their academic advisor's help to balance the two.

### Objectives

Graduates of this program will:

1. Display broad knowledge of the Bible's contents.
2. Engage critically with the Bible and scholarly interpretations of it.
3. Be prepared to enter seminary studies for ministry.
4. Be prepared to enter graduate programs in Bible or theology in preparation for advanced degrees in these areas.
5. Demonstrate facility in one or more of the biblical languages by applying it exegetically to the interpretation of texts if they have chosen to emphasize Bible in their program.
6. Display broad knowledge of the post-biblical Christian theological traditions, and specialization in at least one branch of Christian theology if they have chosen to emphasize theology in their program.

### Prerequisites for the Bible and Theology Major:

- ☐ ANTH 210 or PSY 200 or SOC 200
- ☐ BTM 101 Engaging With the Bible
- ☐ BTM 102 Engaging With the Bible
- ☐ BTM 213 Christian Doctrine
- ☐ RELS 210 The Abrahamic Faiths of Judaism, Christianity, and Islam

### Requirements for Bible and Theology .....40

- ☐ BTM 324 History of Theology ..... 3
- ☐ BTM 380 Preaching ..... 3
- ☐ BTM 407 Special Topics ..... 3
- ☐ BTM 495 Internship ..... 3
- ☐ BTM 499 Senior Capstone..... 2
- ☐ Choose one of the following sequences: ..... 8
  - GRK 301 and 302 Elementary Greek
  - HEB 301 and 302 Classical Hebrew for Beginners
- ☐ Additional electives with a minimum of 12 credits at the upper division level ..... 18
  - Additional BTM electives
  - Additional GRK course
  - Additional HEBR course
  - HIST 331 History of Christianity I
  - HIST 332 History of Christianity II

PHL 320 Philosophy of Religion  
 PHL 420 Christian Ethics and Social Responsibility  
 RELS 220 Living Religious Traditions of East Asia

### Minor in Bible and Theology

#### Prerequisites for the Bible and Theology Minor:

- ☐ BTM 101 Engaging with the Bible
- ☐ BTM 102 Engaging with the Bible

#### Requirements for Bible and Theology Minor .....15

- ☐ BTM 213 Christian Doctrine ..... 3
- ☐ BTM 407 Special Topics ..... 3
- ☐ Any BTM electives with a minimum of 3 credits at the upper division level..... 9

### Minor in Biblical Languages

#### Requirements for the Biblical Languages Minor ..... 19

- ☐ GRK 301/302 Elementary Greek ..... 8
- ☐ HEB 301/302 Classical Hebrew for Beginners..... 8
- ☐ Choose one ..... 3
  - GRK 401 Greek Exegesis
  - HEB 401 Hebrew Exegesis

## **Biology (Bachelor of Science)**

Program Faculty: Dr. Paul Allee

### **Purpose**

The purpose of this biology program is to prepare the student to successfully pursue a professional career in health science, to thrive in graduate level study in the field of biology, to be a proficient instructor of biology in secondary education, or to move confidently into the job market immediately after graduation.

### **Objectives**

Graduates of this program will:

1. Apply scientific foundations of chemistry and mathematics to the discipline of biology.
2. Demonstrate a solid foundation in biological principals in the areas of general biology, biodiversity, genetics, anatomy, physiology, molecular biology, organismal biology, population biology, evolution, ecology, and cellular biology.
3. Develop into critical thinkers.
4. Analyze and assess scientific literature.
5. Demonstrate the skills to plan and implement research in a field of emphasis using appropriate scientific methodology.
6. Be able to integrate faith and science
7. Be prepared to pursue ongoing professional development in biology or related professional fields through graduate level study, professional schools, and through membership and participation in professional organizations.

### **Biology Major with Honors**

1. Required: minimum cumulative GPA of 3.25
2. Required: no major courses below C-, even if repeated
3. Required: presentation of an original research project in Senior Capstone

### **Concentrations within the Biology Major:**

- **Pre-Health Sciences Biology:** The courses recommended in this concentration emphasize biology related to human health and disease in order to prepare students for admission to medical, dental, physician assistant, and physical therapy schools.
- **Molecular, Cell, and Developmental Biology:** The courses recommended in this concentration focus on genetics, cell, molecular, and developmental biology as well as general and organic chemistry and biochemistry. This concentration best prepares students interested in pursuing an M.S. or Ph.D. in Biology.
- **General Biology:** This concentration offers students the best opportunity for the broadest exposure to all of the subdisciplines of biology.

### **Prerequisites for the Biology Major:**

- ☐ BIOL 200/200L General Biology with Lab
- ☐ BIOL 201 Introduction to Scientific Literature
- ☐ BIOL 205/205L General Biology II: Biodiversity with Lab
- ☐ BIOL 240 Integration of Faith and Science

- ☐ CHEM 121/121L General Chemistry with Lab
- ☐ CHEM 122/122L Organic and Biochemistry with Lab
- ☐ MATH 130 Pre-calculus or MATH 251 Calculus I (Recommended)
- ☐ PHYS 201/201L or PHYS 202/202L

**General Requirements for Biology .....40**

- ☐ BIOL 310 Genetics ..... 4
- ☐ BIOL 320 Cell Biology ..... 3
- ☐ BIOL 499 Senior Capstone..... 2
- ☐ Choose one ..... 3
  - BIOL 410 Advanced Molecular Biology
  - BIOL 420 Advanced Organismal Biology
- ☐ Choose one ..... 3
  - BIOL 495 Internship
  - BIOL 496 Research
- ☐ MATH 315 Applied Statistics ..... 3
- ☐ Choose from list 22 additional credits ..... 22
  - BIOL 311 Human Anatomy and Physiology I..... 3
  - BIOL 311L Human Anatomy and Physiology I Lab ..... 1
  - BIOL 312 Human Anatomy and Physiology II..... 3
  - BIOL 312L Human Anatomy and Physiology II Lab ..... 1
  - BIOL 350 Ecology..... 3
  - BIOL 330/330L Microbiology
  - BIOL 341 Bioregulation
  - BIOL 365 Developmental Biology
  - BIOL 407 Special Topics
  - CHEM 321/321L Organic Chemistry with Lab
  - CHEM 415 Biochemistry
  - PHYS 201/201L Introduction to Mechanics or PHYS 202/202L Introduction to Electromagnetism (whichever is not fulfilling the prerequisite requirement)
  - Other upper division biology or chemistry

**Minor in Biology**

**Prerequisites for the Biology Minor:**

- ☐ CHEM 121/121L General Chemistry with Lab
- ☐ CHEM 122/122L Organic and Biochemistry with Lab

**Requirements for Biology Minor .....21**

- ☐ BIOL 200/200L General Biology with Lab..... 4
- ☐ BIOL 201 Introduction to Scientific Literature ..... 1
- ☐ BIOL 205/205L General Biology II: Biodiversity with Lab..... 4
- ☐ Any additional 300 or 400 level Biology Courses..... 12

## Business Administration (Bachelor of Science)

Program Faculty: Dr. Peter Diffenderfer, Mr. David Quirk, Dr. Timothy Veach, Mr. David Walsh

### Purpose

The purpose of the business administration program is to prepare students for careers as managers and leaders in either private or public sectors. In conjunction with the general education of the University, the program integrates the fundamental theories, concepts, and practices of business with Christian values and ethics. An interdisciplinary minor is also available to complement other majors at the University.

### Objectives

Graduates of this program will be able to demonstrate:

1. A comprehensive knowledge of the core principles and concepts related to business administration;
2. Effective communication, both written and oral, relative to different business environments and situations;
3. A knowledge and understanding of the role of Christian leadership, ethics, and service in effectively addressing business management issues and decisions;
4. Literacy regarding current management trends through the use of leading business information sources, current publications, and other available audio-video, online, or in-text resources;
5. An ability to integrate all aspects of their learning, understanding, knowledge, and skills concerning business through internship projects and a comprehensive capstone course.

### Prerequisites for the Business Administration Major:

- ☐ ACTG 211 Principles of Accounting I
- ☐ ACTG 212 Principles of Accounting II
- ☐ BUS 110 Small Business Management or BUS 120 Introduction to Business and Entrepreneurship
- ☐ ECON 201 Microeconomics
- ☐ ECON 202 Macroeconomics
- ☐ MATH 315 Applied Statistics
- ☐ WR 311 Writing for the Workplace

### General Requirements for Business Administration.....36

- ☐ BUS 219 Global Business Management ..... 3
- ☐ BUS 310 Principles of Management and Leadership ..... 3
- ☐ BUS 315 Human Resource Management..... 3
- ☐ BUS 370 Legal and Ethical Issues in Business & Management ..... 3
- ☐ BUS 450 Managerial Finance ..... 3
- ☐ BUS 495 Internship ..... 3
- ☐ BUS 499 Business Strategy and Policy ..... 3
- ☐ MKTG 330 Marketing..... 3
- ☐ Choose a concentration ..... 12

<b>Accounting Concentration .....</b>	<b>12</b>
<input type="checkbox"/> ACTG 341 Intermediate Accounting I .....	3
<input type="checkbox"/> ACTG 342 Intermediate Accounting II .....	3
<input type="checkbox"/> ACTG 440 Auditing .....	3
<input type="checkbox"/> Choose one of the following .....	3
ACTG 345 Cost Accounting	
ACTG 360 Accounting Information Systems	
ACTG 430 Federal Income Tax	
ACTG 470 Accounting for Non-Profit Organizations	
<b>General Business Administration Concentration. ....</b>	<b>12</b>
<input type="checkbox"/> Choose 12 credits from the following .....	12
BUS 360 Management of Information Systems	
BUS 410 Operations Management	
BUS 415 Group and Organizational Behavior	
MKTG 431 Marketing Research	
MKTG 432 Branding, Advertising and Promotion	
MKTG 433 Sales Strategy and Management	
MKTG 434 Consumer Behavior	
MKTG 435 Digital Marketing	
<b>International Business Concentration.....</b>	<b>12</b>
<input type="checkbox"/> BUS 240 Business as Mission.....	3
<input type="checkbox"/> BUS 435 International Management and Marketing .....	3
<input type="checkbox"/> COMM 220 Intercultural Communication.....	3
<input type="checkbox"/> Choose one of the following .....	3
GEOG 210 Cultural Geography	
HIST 421 History of Modern East Asia	
HIST 430 History of American International Relations	
HIST 440 Latin American Civilization	
SOC 210 Global Issues	
<b>Management Concentration .....</b>	<b>12</b>
<input type="checkbox"/> BUS 360 Management of Information Systems .....	3
<input type="checkbox"/> BUS 410 Operations Management.....	3
<input type="checkbox"/> BUS 415 Group and Organizational Behavior.....	3
<input type="checkbox"/> Choose one of the following .....	3
BUS 240 Business as Mission	
BUS 325 Sports and Recreation Management	
BUS 435 International Management and Marketing	
MKTG 431 Marketing Research	
MKTG 432 Branding, Advertising and Promotion	
MKTG 433 Sales Strategy and Management	
MKTG 434 Consumer Behavior	
(Continued on next page)	

MKTG 435 Digital Marketing  
MKTG 436 Sports Marketing

**Marketing Concentration .....12**

- ☐ Choose four of the following ..... 12

BUS 435 International Management and Marketing  
MKTG 431 Marketing Research  
MKTG 432 Branding, Advertising and Promotion  
MKTG 433 Sales Strategy and Management  
MKTG 434 Consumer Behavior  
MKTG 435 Digital Marketing  
MKTG 436 Sports Marketing

**Sports and Recreation Management Concentration.....12**

- ☐ BUS 325 Sports and Recreation Management ..... 3  
☐ BUS 415 Group and Organizational Behavior..... 3  
☐ LSHP 215 Introduction to Coaching..... 3  
☐ MKTG 436 Sports Marketing ..... 3

**Minor in Business Administration**

**Prerequisite for the Business Administration Minor:**

- ☐ BUS 110 Small Business Management or BUS 120 Introduction to Business and Entrepreneurship

**Requirements for Business Administration Minor .....18**

- ☐ BUS 310 Principles of Management and Leadership ..... 3  
☐ MKTG 330 Marketing ..... 3  
☐ Choose four courses from the following:..... 12  
BUS 219 Global Business Management  
BUS 315 Human Resource Management  
BUS 360 Management of Information Systems  
BUS 370 Legal and Ethical Issues in Business & Management  
BUS 410 Operations Management  
BUS 415 Group and Organizational Behavior  
BUS 450 Managerial Finance  
MKTG 432 Branding, Advertising and Promotion  
MKTG 433 Sales Strategy and Management

**Minor in Marketing (non-Business majors)****Prerequisites for the Marketing Minor:**

- ☐ BUS 120 Introduction to Business and Entrepreneurship

**Requirements for Marketing Minor .....18**

- ☐ MKTG 330 Marketing ..... 3
- ☐ MKTG 434 Consumer Behavior ..... 3
- ☐ MKTG 435 Digital Marketing ..... 3
- ☐ Choose three of the following approved electives ..... 9
  - BUS 435 International Management and Marketing
  - MKTG 431 Marketing Research
  - MKTG 432 Branding, Advertising and Promotion
  - MKTG 433 Sales Strategy and Management
  - MKTG 436 Sports Marketing

**Minor in Marketing (Business majors)****Prerequisites for the Marketing Minor:**

- ☐ BUS 120 Introduction to Business and Entrepreneurship
- ☐ MKTG 330 Marketing

**Requirements for Marketing Minor .....18**

- ☐ MKTG 434 Consumer Behavior ..... 3
- ☐ MKTG 435 Digital Marketing ..... 3
- ☐ Choose four of the following approved electives ..... 12
  - BUS 435 International Management and Marketing
  - MKTG 431 Marketing Research
  - MKTG 432 Branding, Advertising and Promotion
  - MKTG 433 Sales Strategy and Management
  - MKTG 436 Sports Marketing

## Christian Ministry (Bachelor of Arts)

Program Faculty: Mr. Troy Dean, Dr. Agametochukwu Iheanyi-Igwe, Dr. Kelly Ballard

### Purpose

The purpose of the Christian ministry major is to prepare Bushnell University students to serve Christ and the Church as God has gifted and called them, both as professionals and as volunteers.

### Objectives

Graduates of this program will:

1. Be prepared to pursue seminary studies leading to ordination and licensure (depending on specific denominational requirements).
2. Have obtained practical skills for ministry and will have exercised these skills through internships (congregational, cross-cultural, or para-church).
3. Display skills in exegetical and hermeneutical methods for sound interpretation and communication of biblical messages.
4. Be prepared to serve the Church as ethical leaders.
5. Display analytical, problem-solving, and communication skills for effective pastoral leadership.
6. Have experienced spiritual development in themselves and have skills in fostering and facilitating spiritual growth in others.

### Prerequisites for the Christian Ministry Major:

- ☐ ANTH 210 Cultural Anthropology or SOC 200 Introduction to Sociology (both are required for the missions concentration)
- ☐ BTM 213 Christian Doctrine
- ☐ COMM 212 or COMM 213
- ☐ PSY 200 General Psychology (optional for the missions concentration)
- ☐ GRK 301/302 Elementary Greek or HEB 301/302 Classical Hebrew for Beginners, or another foreign language as approved by the program faculty

### General Requirements for Christian Ministry ..... 39-41

- ☐ BTM 315 Social Justice in the Gospels and the Prophets & the 21<sup>st</sup> Century ..... 3
- ☐ BTM electives at the upper division level ..... 6
- ☐ CW 225 The Worshipping Community..... 2
- ☐ BTM 346 Orality: 50 Biblical Stories Essential for Ministry..... 3
- ☐ BTM 470 Leadership Skills for Ministry..... 3
- ☐ CM 495 Internship..... 6
- ☐ CM 499 Senior Capstone ..... 2
- ☐ CM or CW electives at the upper division level ..... 2
- ☐ Choose one of the following ..... 3
  - BTM 324 History of Theology
  - HIST 331 History of Christianity I
  - HIST 332 History of Christianity II
- ☐ Choose one of the required concentrations listed below ..... 9-11

<b>Christian Apologetics Concentration.</b>	9
❑ BTM 335 Connecting with a Skeptical World	3
❑ PHL 320 Philosophy of Religion	3
❑ Choose one of the following	3
COMM 325 Argumentation and Debate	
PHL 420 Christian Ethics and Social Responsibility	
<b>Missions Concentration.</b>	11
❑ BTM 204 Introduction to Missions	3
❑ COMM 220 Intercultural Communication	3
❑ SOC 210 Global Issues	3
❑ Choose one of the following	2
RELS 210 The Abrahamic Faiths of Judaism, Christianity, and Islam	
RELS 220 Living Religious Traditions of East Asia	
<b>Pastoral Ministry Concentration</b>	9
❑ Choose one of the following	3
CM 315 Church Planting and Turning Around Hurting Churches	
BTM 335 Connecting With a Skeptical World	
❑ BTM 380 Preaching	3
❑ BTM 450 Pastoral Ministry	3
<b>Youth Ministry Concentration</b>	9
❑ Choose one of the following	3
CM 315 Church Planting and Turning Around Hurting Churches	
BTM 335 Connecting With a Skeptical World	
CM 430 Small Groups and Discipleship	
❑ CM 360 Principles of Youth Ministry	3
❑ Choose one of the following	3
BTM 380 Preaching	
BTM 450 Pastoral Ministry	
<b>Minor in Christian Ministry</b>	
<b>Requirements for Christian Ministry Minor</b>	19
❑ BTM 315 Social Justice in the Gospels and the Prophets & the 21 <sup>st</sup> Century	3
❑ CW 225 The Worshipping Community	2
❑ BTM 470 Leadership Skills for Ministry	3
❑ BTM 335 Connecting with a Skeptical World	3
❑ Choose one of the following	3
CM 360 Principles of Youth Ministry	
BTM 450 Pastoral Ministry	
❑ BTM elective at the upper division level	3
❑ CM or CW elective	2

## Christian Worship (Bachelor of Arts)

Program Faculty: Dr. Kelly Ballard

### Purpose

Bushnell University's Bachelor of Arts in Christian Worship major will prepare the next generation of leaders to pastorally lead people to authentically worship God. Beyond finding worship and other church ministry positions, students can apply this degree in innovative and relevant ways within intercultural settings, and any other type of para-church organization.

Christian Worship majors will take courses that are biblically and theologically sound which provides a foundation of what Christian worship is all about. Students will learn to not only think theologically, historically, and biblically about worship but will be challenged to contextualize it for today's culture. To provide flexibility the student may choose a concentration in Music or Creative Arts to enhance their study and expertise.

### Objectives

Graduates of this program will:

1. Become better *worshippers*. Students will learn what it means to experience the privilege of offering public worship to God in Christ through the Spirit and to grow in the joy of new life in Christ.
2. Become better *worship theologians*. Students will learn how to critically think through and articulate key biblical, historical, and theological aspects of Christian corporate worship.
3. Become better *pastoral worship leaders*. Students will learn to develop pastoral skills for applying Christian worship principles in church and para-church settings.
4. Become better Creative Arts or Music technologists. Students will learn how to incorporate these skills to enhance the beauty of worship in the church and many other cultural settings.

### Prerequisites for the Christian Worship Major:

- ☐ BTM 213 Christian Doctrine
- ☐ COMM 212 or COMM 213
- ☐ MUS 240 The Christian Artist
- ☐ GRK 301/302 Elementary Greek or HEB 301/302 Classical Hebrew for Beginners, or another foreign language as approved by the program faculty

### General Requirements for Christian Worship ..... 41-43

- ☐ BTM 346 Orality: 50 Biblical Stories Essential for Ministry..... 3
- ☐ BTM 470 Leadership Skills for Ministry..... 3
- ☐ CW 225 The Worshipping Community..... 2
- ☐ CW 335 Worship Theology and Planning..... 2
- ☐ CW 345 Sacred Seasons & Time ..... 2
- ☐ CW 375 History of Worship in the Church..... 2
- ☐ CW 495 Internship ..... 3
- ☐ CW 499 Capstone [Senior showcase, business plan/portfolio, or project] ..... 2
- ☐ Choose Two of the Following..... 6
  - BTM 335 Connecting with a Skeptical World
  - BTM 380 Preaching
  - BTM 450 Pastoral Ministry

CM 315 Church Planting and Turning Around Hurting Churches	
❑ Choose a Concentration.....	16-18
<b>Creative Arts Concentration .....</b>	<b>16</b>
❑ CMI 118 Music Technology.....	2
❑ COMM 280 Acting.....	1
❑ WR 332 Creative Writing .....	3
❑ Choose two of the following.....	4
CMI 310 Live sound Production	
CMI 320 Lighting & Design	
CMI 330 Video Production	
❑ Any additional upper division MUS, Ensemble and/or Applied Music .....	6
<b>Prerequisite for the Music Concentration:</b>	
❑ MUS 100 Music Fundamentals	
<b>Music Concentration .....</b>	<b>18</b>
❑ MUS 101 Music Theory I.....	3
❑ MUS 111 Ear Training & Sight-reading I .....	1
❑ CMI 118 Music Technology.....	2
❑ Choose one of the following.....	2
CMI 360 Music Arranging & Producing	
MUS 351 Conducting & Rehearsing I	
❑ Applied Music – Primary Performance Medium	
❑ 100 Level Instruction .....	2
❑ 200 Level Instruction .....	2
❑ Ensemble .....	4
❑ MUS 241-442 Grove Collective Practicum: Worship .....	2
<b>Minor in Christian Worship</b>	
<b>Prerequisite for the Christian Worship Minor:</b>	
❑ BTM 213 Christian Doctrine	
❑ COMM 212 or COMM 213	
<b>Requirements for the Christian Worship Minor .....</b>	<b>17</b>
❑ BTM 346 Orality: 50 Biblical Stories Essential for Ministry.....	3
❑ CW 225 The Worshipping Community.....	2
❑ CW 335 Worship Theology & Planning.....	2
❑ CW 345 Sacred Seasons and Time .....	2
❑ CW 375 History of Worship in the Church.....	2
❑ Choose Two of the Following.....	6
BTM 335 Connecting With a Skeptical World	
BTM 380 Preaching	
BTM 450 Pastoral Ministry	
CM 315 Church Planting and Turning Around Hurting Churches	

## Communication (Bachelor of Arts)

Program Faculty: Dr. Doyle Srader

### Purpose

From the articulate argument of political discourse to the businesses and organizations of the world, people need to be able to communicate competently, clearly, ethically, and eloquently. Blending practical skills into a foundation of theoretical understanding, the Speech Communication Department offers a flexible variety of educational experiences.

Speech Communication is a supple program preparing you for a large number of careers. Students learn to be able to speak and write clearly and persuasively in various contexts and with diverse audiences, based on accurate evidence. Regardless of vocation, people need to be competent communicators who effectively influence others. Our democratic republic is based on the idea that individual citizens can and will express their opinions and perspectives in a manner that will change others spiritually, politically, and interpersonally. A rhetorical perspective is taken in all classes where the development of the individual's character is primary, then the reasoning processes are sharpened, then the eloquence of expression is honed, and finally the fluidity of delivery is perfected. The result is a balanced communicator who is able to "express the truth in love."

### Objectives

Graduates of this program will:

1. Demonstrate holistic and creative thinking from a Christian world view.
2. Be able to communicate engagingly in an influential manner within a variety of contexts.
3. Competently share meaning through a variety of communication channels.
4. Understand and value processes and products of communication.
5. Be able to use communication in professional settings.

### Prerequisites for the Communication Major:

- ☐ One year college-level proficiency in a modern spoken foreign language or a non-spoken language.

### Requirements for Communication .....42

- ☐ COMM 240 Communication Theory ..... 3
- ☐ COMM 495 Internship ..... 6
- ☐ COMM 498 Pre-Capstone ..... 1
- ☐ COMM 499 Senior Capstone..... 2
- ☐ Choose one of the required concentrations listed below ..... 30

### Interpersonal Concentration.....30

- ☐ COMM 213 Interpersonal Communication ..... 3
- ☐ COMM 220 Intercultural Communication ..... 3
- ☐ COMM 325 Argumentation and Debate..... 3
- ☐ COMM 370 Listening Behavior ..... 3

- ☐ COMM 380 Communication & Conflict ..... 3
- ☐ COMM 413 Advanced Interpersonal Communication..... 3
- ☐ COMM 430 Nonverbal Communication ..... 3
- ☐ COMM 450 Persuasion ..... 3
- ☐ Choose 6 credits from the following..... 6
  - BUS 310 Principles of Management & Leadership
  - BUS 415 Group & Organizational Behavior
  - CIS 110 Media Literacy
  - CM 440 Grief & Loss
  - COMM 212 Public Speaking
  - COMM 280 Acting
  - COMM 310 Foundations of Public Relations
  - COMM 312 Advanced Public Speaking
  - COMM 320 Advanced Intercultural Communication
  - COMM 410 Family Communication
  - COMM 441 Rhetorical Criticism
  - MATH 315 Applied Statistics or MATH 310 Statistical Applications
  - PSY 320 Human Development
  - PSY 340 Social Psychology
  - PSY 350 Research Methods
  - PSY 380 Theories of Personality

**Public Relations Concentration.....30**

- ☐ COMM 220 Intercultural Communication ..... 3
- ☐ COMM 310 Foundations of Public Relations ..... 3
- ☐ COMM 314 Copy Writing for Media ..... 3
- ☐ COMM 315 Methods of Public Relations Research ..... 3
- ☐ COMM 360 Mass Media Law and Ethics..... 3
- ☐ COMM 380 Communication & Conflict ..... 3
- ☐ COMM 402 Campaigns and Special Event Publicity ..... 3
- ☐ Choose 6 credits from the following..... 6
  - COMM 312 Advanced Public Speaking
  - COMM 316 Strategic Communication
  - COMM 318 International Public Relations
  - COMM 321/421 Forensics
  - COMM 325 Argumentation and Debate
  - COMM 370 Listening Behavior
  - COMM 401 Crisis and Emergency Management Communication
  - COMM 441 Rhetorical Criticism
  - COMM 450 Persuasion
- ☐ Choose 3 credits from the following ..... 3
  - MATH 315 Applied Statistics or MATH 310 Statistical Applications
  - MKTG 330 Marketing
  - MKTG 431 Marketing Research
  - MKTG 432 Branding, Advertising and Promotion
  - MKTG 435 Digital Marketing

**Flexible Concentration .....30**

- ☐ COMM 240 Communication Theory ..... 3
- ☐ Choose from the following ..... 3
  - COMM 212 Public Speaking
  - COMM 213 Interpersonal Communication
  - COMM 310 Foundations of Public Relations
- ☐ Additional Program Faculty approved coursework\* ..... 24

\*In consultation with program faculty, students identify a precise profession or workplace role and select 24 credits of courses (minimum of 18 upper division credits) from the above two concentration areas and other approved communication fields.

**Minor in Communication for Accountants****Requirements .....18**

- ☐ COMM 213 Interpersonal Communication ..... 3
- ☐ COMM 240 Communication Theory ..... 3
- ☐ Choose 12 additional credits ..... 12
  - COMM 220 Intercultural Communication
  - COMM 310 Foundations of Public Relations
  - COMM 370 Listening Behavior
  - COMM 380 Communication and Conflict
  - COMM 430 Nonverbal Communication
  - COMM 450 Persuasion

**Minor in Communication for Ministry****Requirements.....18**

- ☐ COMM 212 Public Speaking, OR COMM 213 Interpersonal Communication ..... 3
- ☐ COMM 240 Communication Theory ..... 3
- ☐ COMM 370 Listening Behavior..... 3
- ☐ Choose 3 credits ..... 3
  - BTM 335 Connecting with a Skeptical World
  - BTM 346 Orality: 50 Biblical Stories Essential for Ministry
  - BTM 380 Preaching
  - CM 430 Small Groups and Discipleship
- ☐ Choose 6 additional credits ..... 6
  - COMM 212 Public Speaking, OR COMM 213, Interpersonal Communication
  - COMM 220 Intercultural Communication
  - COMM 310 Foundations of Public Relations
  - COMM 312 Advanced Public Speaking
  - COMM 380 Communication and Conflict
  - COMM 430 Nonverbal Communication
  - COMM 450 Persuasion

**Minor in Health Communication**

<b>Requirements for Health Communication Minor .....</b>	<b>18</b>
❑ COMM 216 Interpersonal Health Communication .....	3
❑ COMM 240 Communication Theory .....	3
❑ Choose 12 additional credits .....	12
COMM 220 Intercultural Communication	
COMM 370 Listening Behavior	
COMM 380 Communication and Conflict	
COMM 430 Nonverbal Communication	
COMM 450 Persuasion	

**Minor in Instructional Communication**

<b>Requirements for Instructional Communication Minor .....</b>	<b>18</b>
❑ COMM 212 Public Speaking .....	3
❑ COMM 215 Instructional Communication .....	3
❑ COMM 240 Communication Theory .....	3
❑ COMM 325 Argumentation and Debate .....	3
❑ Choose 6 additional credits .....	6
COMM 220 Intercultural Communication	
COMM 370 Listening Behavior	
COMM 380 Communication and Conflict	
COMM 430 Nonverbal Communication	
COMM 450 Persuasion	

**Minor in Interpersonal Communication**

<b>Requirements for Interpersonal Communication Minor .....</b>	<b>18</b>
❑ COMM 213 Interpersonal Communication .....	3
❑ COMM 240 Communication Theory .....	3
❑ COMM 370 Listening Behavior .....	3
❑ COMM 380 Communication and Conflict .....	3
❑ Choose 6 additional credits .....	6
COMM 220 Intercultural Communication	
COMM 325 Argumentation and Debate	
COMM 410 Family Communication	
COMM 413 Advanced Interpersonal Communication	
COMM 430 Nonverbal Communication	
COMM 450 Persuasion	

**Minor in Pre-Law Communication**

<b>Requirements for Pre-Law Communication Minor .....</b>	<b>18</b>
❑ COMM 212 Public Speaking .....	3
❑ COMM 240 Communication Theory .....	3

<input type="checkbox"/> COMM 325 Argumentation and Debate.....	3
<input type="checkbox"/> COMM 380 Communication and Conflict.....	3
<input type="checkbox"/> Choose 6 additional credits .....	6
COMM 213 Interpersonal Communication	
COMM 220 Intercultural Communication	
COMM 310 Foundations of Public Relations	
COMM 312 Advanced Public Speaking	
COMM 321/421 Forensics	
COMM 370 Listening Behavior	
COMM 430 Nonverbal Communication	
COMM 441 Rhetorical Criticism	
COMM 450 Persuasion	

### Minor in Public Relations

<b>Requirements for Public Relations Minor .....</b>	<b>18</b>
<input type="checkbox"/> COMM 240 Communication Theory.....	3
<input type="checkbox"/> COMM 310 Foundations of Public Relations .....	3
<input type="checkbox"/> COMM 314 Copy Writing for Media .....	3
<input type="checkbox"/> COMM 315 Methods of Public Relations Research .....	3
<input type="checkbox"/> COMM 316 Strategic Communication .....	3
<input type="checkbox"/> MKTG 330 Marketing .....	3

### Minor in Public Speaking

<b>Requirements for Public Speaking Minor.....</b>	<b>19</b>
<input type="checkbox"/> COMM 212 Public Speaking.....	3
<input type="checkbox"/> COMM 240 Communication Theory.....	3
<input type="checkbox"/> COMM 312 Advanced Public Speaking.....	3
<input type="checkbox"/> COMM 321 Forensics .....	2
<input type="checkbox"/> COMM 421 Forensics .....	2
<input type="checkbox"/> Choose 6 additional credits .....	6
BTM 380 Preaching	
COMM 325 Argumentation and Debate	
COMM 450 Persuasion	

## Computer Science, Software Engineering (Bachelor of Science)

Program Faculty: Dr. Ernest Bonat

### Purpose

Bushnell University's Bachelor of Science in Software Engineering will prepare students for the multitude of careers in technology, many which do not yet exist. This major will serve as a springboard into a career in technology by offering both fundamental principles of programming and development as well as corresponding knowledge of software development and methodology best-practices. With hands-on, pragmatic courses covering real-company needs and real-world scenarios, students will be immediately ready to make contributions to the organizations they join. Our program aims to inspire workforce-ready students to launch into careers in technology with purpose and passion, enabling students to navigate the technology landscape and continue lifelong learning.

### Objectives

Graduates of this program will:

1. Demonstrate knowledge of fundamental concepts and principles of programming, data structures, networks, and databases.
2. Exhibit proficiency in software development methodologies.
3. Exhibit a capacity to collaboratively work within and contribute to a team.
4. Show depth in several key technical areas including web technologies, object-oriented programming, databases, networking, and the command-line.
5. Demonstrate the ability to efficiently self-learn new technologies and techniques.
6. Be prepared for graduate studies in computer science fields.

### Prerequisites for the Software Engineering Major:

- ☐ MATH 331 Topics in Discrete Mathematics
- ☐ SFTE 101 Web Methodologies
- ☐ SFTE 120 JavaScript & Node.js
- ☐ MATH 315 Applied Statistics

<b>Requirements for Software Engineering</b> .....	<b>46</b>
<input type="checkbox"/> MATH 320 Linear Algebra .....	3
<input type="checkbox"/> SFTE 130 Python and Data Structures .....	3
<input type="checkbox"/> SFTE 211 Programming in Java 1 .....	4
<input type="checkbox"/> SFTE 212 Programming in Java 2 .....	3
<input type="checkbox"/> SFTE 220 Linux Systems & the Command-Line Interface .....	3
<input type="checkbox"/> SFTE 310 Databases & Data Modeling .....	3
<input type="checkbox"/> SFTE 320 Networking & the Cloud .....	3
<input type="checkbox"/> SFTE 330 Advance Web Methodologies .....	3
<input type="checkbox"/> SFTE 410 Software Engineering Practices .....	3
<input type="checkbox"/> SFTE 420 Connected Systems & API Design .....	3
<input type="checkbox"/> SFTE 495 Internship .....	3
<input type="checkbox"/> SFTE 499 Senior Capstone .....	3
<input type="checkbox"/> Choose 9 credits from the following approved electives .....	9

SFTE 325 Mobile App Development  
 SFTE 335 Introduction to Embedded Systems  
 SFTE 345 Programming with C# and .NET  
 SFTE 355 Computer Architecture, Operating Systems  
 SFTE 365 Game Development  
 SFTE 445 Introduction to Machine Learning and AI  
 Additional SFTE 495 internship

### Minor in Software Engineering

#### Prerequisites for the Software Engineering Minor:

- ☐ MATH 331 Topics in Discrete Mathematics
- ☐ MATH 315 Applied Statistics
- ☐ SFTE 101 Web Methodologies
- ☐ SFTE 120 JavaScript & Node.js

#### Requirements for the Software Engineering Minor .....22

- ☐ SFTE 130 Python and Data Structures ..... 3
- ☐ SFTE 211 Programming in Java 1 ..... 4
- ☐ SFTE 212 Programming in Java 2 ..... 3
- ☐ SFTE 310 Databases & Data Modeling ..... 3
- ☐ SFTE 410 Software Engineering Practices ..... 3
- ☐ Choose 6 credits from the following approved electives ..... 6
  - SFTE 325 Mobile App Development
  - SFTE 335 Introduction to Embedded Systems
  - SFTE 345 Programming with C# and .NET
  - SFTE 355 Computer Architecture, Operating Systems
  - SFTE 365 Game Development
  - SFTE 445 Introduction to Machine Learning and AI

## Contemporary Music Industry (Bachelor of Science)

Program Faculty: Dr. Kelly Ballard

### Purpose

Music and technology is being used in more settings than ever before, which is creating new career opportunities for professional leaders who are strong both artistically and administratively. With this in mind, the Bushnell University Music Department has designed an innovative curriculum that will prepare the next generation of leaders for a wide variety of jobs and entrepreneurial opportunities in the entertainment industry. Students may also choose to apply these skills in producing quality worship and performance experiences in the Church.

### Objectives

Graduates of this program will:

1. Possess highly developed music production skills
2. Possess an excellent working knowledge of technology and music.
3. Possess significant leadership skills in production and professional settings.
4. Possess additional training as an artist and businessperson.

### Prerequisites for the Contemporary Music Industry Major:

- ☐ CMI 210 Rhythm Section Methods
- ☐ MCG 101 Class Guitar I
- ☐ MCP 101 Class Piano I
- ☐ MUS 100 Music Fundamentals
- ☐ MUS 240 The Christian Artist

### General Requirements for Contemporary Music Industry .....42

- ☐ CMI 118 Music Technology ..... 2
- ☐ CMI 241-442 Grove Collective Practicum: Live Production ..... 6
- ☐ CMI 495 Internship ..... 3
- ☐ CMI 499 Capstone..... 2
- ☐ MUS 275 Survey of Music Business ..... 2
- ☐ MUS 101 Music Theory I ..... 3
- ☐ MUS 111 Ear Training & Sight-reading I ..... 1
- ☐ Ensemble..... 8
- ☐ Choose a Concentration..... 15

### Live Sound & Production Concentration .....15

- ☐ CMI 310 Live Sound Production ..... 2
- ☐ CMI 320 Lighting & Design..... 2
- ☐ CMI 330 Video Production..... 2
- ☐ Choose 9 credits from the following..... 9
  - BUS 310 Principles of Management and Leadership
  - BUS 360 Management of Information Systems
  - BUS 370 Legal and Ethical Issues in Business & Management
  - BUS 410 Operations Management

CMI 340 Studio Techniques I	
CMI 350 Studio Techniques II	
CMI 360 Music Arranging & Producing	
MKTG 330 Marketing	
MKTG 432 Branding, Advertising and Promotion	
MKTG 433 Sales Strategy and Management	
MKTG 435 Digital Marketing	
<b>Studio Recording Concentration</b> .....	<b>15</b>
<input type="checkbox"/> CMI 340 Studio Techniques I .....	2
<input type="checkbox"/> CMI 350 Studio Techniques II .....	2
<input type="checkbox"/> CMI 360 Music Arranging & Producing.....	2
<input type="checkbox"/> Choose 9 credits from the following.....	9
BUS 310 Principles of Management and Leadership	
BUS 360 Management of Information Systems	
BUS 370 Legal and Ethical Issues in Business & Management	
BUS 410 Operations Management	
BUS 415 Group and Organizational Behavior	
CMI 310 Live Sound Production	
CMI 320 Lighting & Design	
CMI 330 Video Production	
MKTG 330 Marketing	
MKTG 432 Branding, Advertising and Promotion	
MKTG 433 Sales Strategy and Management	
MKTG 435 Digital Marketing	

### Minor in Contemporary Music Industry

#### Prerequisite for the Contemporary Music Industry Minor:

- ☐ MUS 100 Music Fundamentals
- ☐ MUS 240 The Christian Artist
- ☐ CMI 210 Rhythm Section Methods
- ☐ MCG 101 Class Guitar I

#### Requirements for the Contemporary Music Industry Minor .....19

- ☐ CMI 118 Music Technology..... 2
- ☐ CMI 241-442 Grove Collective Practicum: Live Production ..... 2
- ☐ MUS 275 Survey of Music Business ..... 2
- ☐ Ensemble ..... 4
- ☐ Choose 9 credits from the following..... 9
  - BUS 310 Principles of Management and Leadership
  - BUS 360 Management of Information Systems
  - BUS 370 Legal and Ethical Issues in Business & Management
  - BUS 410 Operations Management
  - BUS 415 Group and Organizational Behavior
  - CMI 310 Live Sound Production

CMI 320 Lighting and Design  
CMI 330 Video Production  
CMI 340 Studio Techniques I  
CMI 350 Studio Techniques II  
CMI 360 Music Arranging and Producing  
MKTG 330 Marketing  
MKTG 432 Branding, Advertising and Promotion  
MKTG 433 Sales Strategy and Management  
MKTG 435 Digital Marketing

## English (Bachelor of Arts)

Program Faculty: Dr. James Watson

### Purpose

English has a dual emphasis on literature and writing, and its goal is to emphasize the importance both of understanding and being understood. Literature encourages us to appreciate complexity in life, and it gives us a glimpse into the thoughts of others; writing, on the other hand, helps us try to unravel the complexities, make sense of things, and share our thoughts and experiences with others. The program will thus prepare students to think deeply and communicate effectively.

### Objectives

Graduates of this program will develop:

1. Communication skills: to express one's ideas with clarity and precision; to identify and be sensitive to one's audience; to write and speak incisively, persuasively, creatively.
2. Interpersonal skills: to recognize the complexity of human experience as it is depicted in great literature; to identify and dialogue with diverse voices and ideas; to empathize with those who think differently from us.
3. Research skills: to find an appropriate range and depth of sources; to dig deeper and identify intricacies in texts; to categorize ideas; to build upon the wealth of knowledge that already exists.
4. Analytical skills: to see multiple dimensions of a problem; to identify and describe patterns, order, form, beauty, and purpose; to create connections—between the texts and their rich historical, philosophical, and social contexts, between the texts and their real life applications, and between texts and the Christian faith.

### Prerequisites for the English Major

- ☐ WR 123 English Composition
- ☐ One year of college-level proficiency in a non-native language as required by BA

<b>Requirements for English</b> .....	<b>39</b>
<input type="checkbox"/> ENG 395 Service Practicum .....	1
<input type="checkbox"/> ENG 495 Internship .....	3
<input type="checkbox"/> ENG 499 Senior Capstone .....	2
<input type="checkbox"/> ESOL 415 English Grammar and Syntax .....	3
<input type="checkbox"/> Choose three options from the following.....	9
ENG 201 Introduction to Literature	
ENG 202 Introduction to Literature and Film	
ENG 211 Survey of American Literature	
ENG 212 Survey of British Literature	
<input type="checkbox"/> Choose one option from the following.....	3
ENG 320 The Bible as/in Literature	
ENG 325 Christianity and Literature	
<input type="checkbox"/> Choose one option from the following.....	3
WR 311 Writing for the Workplace	
WR 332 Creative Writing	

- WR 351 Creative Non-fiction Writing
- WR 410 Advanced Writing
- ☐ Any additional ENG or WR electives at the upper division level ..... 15

### Minor in Creative Writing

#### Requirements for the Creative Writing Minor .....18

- ☐ WR 332 Creative Writing ..... 3
- ☐ WR 351 Creative Non-Fiction Writing..... 3
- ☐ WR 410 Advanced Writing..... 3
- ☐ Choose three of the following ..... 9
  - Any ENG literature or upper division writing class
  - COMM 311 Speechwriting
  - WR 311 Writing for the Workplace

### Minor in English

#### Prerequisites for the English Minor:

- ☐ WR 123 English Composition

#### Requirements for the English Minor .....18

- ☐ Choose three from the following..... 9
  - ENG 201 Introduction to Literature
  - ENG 202 Introduction to Literature and Film
  - ENG 211 Survey of American Literature
  - ENG 212 Survey of British Literature
- ☐ Any additional ENG or WR electives at the upper division level ..... 9

### Minor in Written Communication

#### Prerequisites for the Written Communication Minor:

- ☐ WR 123 English Composition

#### Requirements for the Written Communication Minor .....18

- ☐ COMM 240 Communication Theory ..... 3
- ☐ COMM 310 Foundations of Public Relations ..... 3
- ☐ WR 311 Writing for the Workplace ..... 3
- ☐ WR 410 Advanced Writing..... 3
- ☐ Choose two of the following ..... 6
  - COMM 311 Speechwriting
  - COMM 325 Argumentation and Debate
  - COMM 441 Rhetorical Criticism
  - HIST Historical Methods and Research
  - Any upper division ENG or WR elective

## History (Bachelor of Arts)

Program Faculty: Dr. Melisa Ortiz Berry, Dr. Brian Mills

### Purpose

History is an encompassing discipline whose essence is in the understanding of the connectedness of historical events and human experiences. By examining the causes, contexts, and chronologies of past events, students gain an understanding of the nature of continuity and change in human experiences and achieve new insights into contemporary events and issues. In addition, the study of history enhances one's grasp of the essential elements of liberal learning, such as the acquisition of knowledge and understanding, cultivation of perspective, and development of communication and critical-thinking skills. The history major prepares students for a wide variety of career choices such as further graduate work in history, further studies in law, business, medicine, and ministry. Graduates are equipped to serve in all professions that demand the knowledge, understanding, perspective, skills, and sensitivities gained through studying (e.g. politics, education, government service, and journalism).

### Objectives

Graduates of this program will:

1. Participate knowledgeably in the affairs of the world around them, drawing upon understandings shaped through reading, writing, discussions, and lectures concerning the past.
2. See themselves and their society from different times and places, displaying a sense of informed perspective and a mature view of human nature.
3. Read and think critically, write and speak clearly and persuasively, and conduct research effectively.
4. Exhibit sensitivities to human values in their own and other cultural traditions and, in turn, establish values of their own.
5. Appreciate their natural and cultural environments.
6. Respect scientific and technological developments and recognize their impact on humankind.
7. Understand the connections between history and life.

### Prerequisites for the History Major:

- ☐ Choose 3 credits from  
HIST 151/152 History of Western Civilization or  
HIST 161/162 World History
- ☐ IDS 251 Ideas Matter: Engaging American Thought & Culture
- ☐ One year of college-level proficiency in a foreign language

### Requirements for History..... 38

*At least three courses must have a total or major focus prior to 1700. An \* will denote which classes presently count towards this. Prerequisites do not count towards this total. At least 6 credits per category must come from 300 or 400 level classes.*

Area 1 History of the United States of America	
❑ Choose three of the following: .....	9
HIST 240 History of the Pacific Northwest	
HIST 310 Women in United States History	
HIST 317 Studies in American History	
HIST 340 Race, Ethnicity, and Gender in American Culture	
HIST 430 History of American International Relations	
IDS 251 Ideas Matter: Engaging American Thought & Culture	
LSHP 351 Leadership of US Presidents	
SPAN 340 Latino Society and Culture in the U.S.	
Area 2 World History	
❑ Choose three of the following: .....	9
GEOG 210 Cultural Geography	
HIST 250 History of Africa*	
HIST 327 Studies in European History	
HIST 370 Ancient Near Eastern and Mediterranean Civilization*	
HIST 375 Ancient Rome*	
HIST 410 History of the Arab-Israeli Conflict	
HIST 421 History of Modern East Asia	
HIST 440 Latin American Civilization	
MATH 365 History of Mathematics*	
MUS 321 Survey of Music History*	
RELS 220 Living Religious Traditions of East Asia	
SPAN 321/322 Hispanic Culture and Civilization	
Area 3 History of Christianity	
❑ Choose three of the following: .....	9
HIST 331 History of Christianity I*	
HIST 332 History of Christianity II	
HIST 335 Studies in Christian History	
BTM 230 Archeology and the Bible*	
BTM 240 Christianity in America	
BTM 245 History and Theology of the Stone-Campbell Movement	
BTM 317 Christianity in Global Perspective	
BTM 324 History of Theology*	
BTM 365 History of the Bible*	
PHL 301 History of Ancient and Medieval Philosophy*	
PHL 302 History of Modern and Contemporary Philosophy	
RELS 210 The Abrahamic Faiths of Judaism, Christianity, and Islam*	
❑ HIST 210 Historical Methods and Research .....	3
❑ HIST 495 Internship.....	3
❑ HIST 499 Senior Capstone .....	3

**Minor in History****Requirements for History Minor.....18**

- ☐ HIST 210 Historical Methods and Research ..... 3
- ☐ Additional HIST courses 200 level or above, (at least one course from each of the three history categories listed in the major and 6 credits upper division) ..... 15

## Interdisciplinary Studies (Bachelor of Arts or Bachelor of Science)

Program Faculty: Dr. Brian Mills

### Purpose

Bushnell University offers an interdisciplinary studies program in which students customize their degree programs. The IDS major is ideal for the student who has wide-ranging interests in several academic areas.

In consultation with the program advisor, students may design a course of study involving three academic areas, with a minimum of 11 credit hours in each area. At least eight hours of the coursework in each area must come from upper division courses. Importantly, some academic areas require that certain courses from those areas be included in the courses that comprise the IDS major. Students will be made aware of these specific requirements in the advising context. In addition, students must complete three hours of IDS 495 (Internship) and two hours of IDS 499 (Senior Capstone). The total number of credit hours required for the major is 38.

The degree type (Bachelor of Arts or Bachelor of Science) will be determined by the majority of the three selected disciplines. If Bachelor of Arts is the designated degree type, the foreign language policy will apply.

### Objectives

Graduates from the IDS major will:

1. Demonstrate holistic and creative thinking from a Christian worldview.
2. Acquire a basic knowledge and understanding of each academic area that comprises the major.
3. Read and think critically, write and speak clearly and persuasively, and conduct research effectively.
4. Build the foundation to prepare for desired vocations or selected graduate programs.
5. Pursue the goal of transformative leadership in their lives.

### Prerequisites for the Interdisciplinary Studies Major

- ❑ One year of college-level proficiency in a non-native language as required by BA

<b>Requirements for Interdisciplinary Studies</b> .....	<b>38</b>
❑ Area 1.....	11
Must include 8 upper division credits	
❑ Area 2.....	11
Must include 8 upper division credits	
❑ Area 3.....	11
Must include 8 upper division credits	
❑ IDS 495 Internship.....	3
❑ IDS 499 Senior Capstone.....	2

## **Kinesiology (Bachelor of Science)**

Program Faculty: Ms. Tammara Bovee, Dr. Heike McNeil

### **Purpose**

The purpose of this Kinesiology program is to prepare the student for successful graduate level study in the field of exercise and movement science, or to be a competent professional in the allied health or other human movement related professions.

### **Exercise Science Track Objectives**

Graduates of this program will:

1. Be able to apply scientific foundations of the individual sub-disciplines to exercise and movement science.
2. Be able to become critical thinkers and competent practitioners.
3. Be able to analyze and assess components of health-related physical fitness such as cardiovascular endurance, body composition, muscular strength, muscular endurance, and flexibility.
4. Have skills to plan and implement appropriate exercise prescription for different populations, accounting for necessary modifications due to factors such as environmental or special needs of the person with whom they work.
5. Be able to effectively evaluate clients' needs and design appropriate exercise programs that cater to specific needs, personalities, as well as environmental conditions.
6. Be prepared to pursue ongoing professional development in exercise science or related professional fields through graduate level study and through membership and participation in professional organizations.

### **Coaching and Athletic Administration Track Objectives**

Graduates of this program will:

1. Create physical conditioning programs for individual of all ages and abilities, including implementation of special needs
2. Communicate principles of kinesiology and its sub-disciplines in an academic/professional environment.
3. Demonstrate a level of skill and knowledge necessary for employment or continuing studies at the graduate level.
4. Demonstrate an understanding of organizational fundamentals of athletic concepts and management.
5. Demonstrate and understanding of social, medical, physical, and physiological elements of coaching
6. Utilize behavioral techniques and principles of leadership to enhance physical activity and performance
7. Analyze the nature and cause of injury and design procedures of healing and return to sport.

### **Prerequisites for the Major**

- ❑ PSY 200 General Psychology

### **Prerequisites for the Coaching and Athletic Administration Track**

- ❑ PE 115 Personal Health and Wellness

**Prerequisites for the Exercise Science Track**

- ☐ CHEM 121/121L General Chemistry with Lab
- ☐ MATH 130 Precalculus
- ☐ NUTR 220 Nutrition
- ☐ PHYS 201/201L Introduction to Mechanics with Lab

**Requirements for the Coaching and Athletic Administration Track ..... (44-45)**

- ☐ PE 175 CPR/First Aid ..... 1
- ☐ BIOL 111 Principles of Living Organisms ..... 3
- ☐ BIOL 111L Principles of Living Organisms Lab ..... 1
- ☐ NUTR 220 Nutrition ..... 3
- ☐ EXSC 210 Functional Anatomy and Physiology ..... 3
- ☐ EXSC 210L Functional Anatomy and Physiology Lab ..... 1
- ☐ EXSC 330 Health Methods for the Exercise Science Professional ..... 3
- ☐ EXSC 340 Injury Care and Prevention ..... 3
- ☐ EXSC 420 Exercise Testing and Prescription ..... 3
- ☐ LSHP 215 Introduction to Coaching ..... 3
- ☐ LSHP 310 Coaching II ..... 3
- ☐ BUS 310 Principles of Management and Leadership ..... 3
- ☐ BUS 325 Sports & Recreation Management ..... 3
- ☐ PSY 320 Human Development ..... 3
- ☐ PSY 331 Psychology of Sport ..... 3
- ☐ PE 495 Internship ..... 3
- ☐ Choose 1 of the following courses ..... (2-3)
  - COMM 319 Communication and Sport
  - EXSC 220 Backpacking
  - EXSC 435 Sport Nutrition

**Requirements for Exercise Science ..... 40**

- ☐ BIOL 200 General Biology ..... 3
- ☐ BIOL 200L General Biology Lab ..... 1
- ☐ BIOL 311 Human Anatomy and Physiology I ..... 3
- ☐ BIOL 311L Human Anatomy and Physiology I Lab ..... 1
- ☐ BIOL 312 Human Anatomy and Physiology II ..... 3
- ☐ BIOL 312L Human Anatomy and Physiology II Lab ..... 1
- ☐ CHEM 122 Organic and Biochemistry ..... 4
- ☐ CHEM 122L Organic and Biochemistry Lab ..... 1
- ☐ EXSC 310 Kinesiology ..... 3
- ☐ EXSC 320 Exercise Physiology and Neuromuscular Conditioning ..... 4
- ☐ EXSC 410 Biomechanics ..... 3
- ☐ EXSC 420 Exercise Testing and Prescription ..... 3
- ☐ EXSC 495 Internship ..... 3

- ❑ MATH 315 Applied Statistics..... 3
- ❑ Choose 4 credits from the following..... 4
  - CHEM 321/321L Organic Chemistry with Lab
  - COMM 216 Interpersonal Health Communication
  - EXSC 425 Biomechanics of Musculoskeletal Injury
  - EXSC 435 Sport Nutrition
  - PHL 315 Bioethics
  - PHYS 202/202L Introduction to Electromagnetism with Lab
  - Any upper division BIOL course
  - Any upper division PSY course

## Leadership Minor

Program Faculty: Dr. Dennis Lindsay

### Purpose

The interdisciplinary leadership minor draws together scholarship from different academic fields to introduce students to theories and principles of leadership, and to hone their skills in preparation for leadership roles in their distinct professions.

### Objectives

Students completing the leadership minor will:

- Understand current scholarship of leadership, including theoretical and empirical work.
- Challenge, innovate and critique leadership work, both their own and that of others.
- Recognize and master distinct perspectives on leadership offered by community leaders, campus leaders, and faculty members with different backgrounds, leadership histories and academic fields.
- Be equipped to assume leadership roles on campus, in the community, and in their careers.

<b>Requirements for Leadership Minor .....</b>	<b>18</b>
❑ BUS 310 Principles of Management and Leadership .....	3
❑ COMM 370 Listening Behavior.....	3
❑ Choose 12 credits from the following .....	12
BTM 470 Leadership Skills for Ministry	
BUS 415 Group and Organizational Behavior	
COMM 212 Public Speaking	
COMM 312 Advanced Public Speaking	
COMM 380 Communication and Conflict	
COMM 450 Persuasion	
HIST 430 History of American International Relations	
LSHP 215 Introduction to Coaching	
LSHP 275 Student Leadership	
LSHP 296 Christian Leadership Practicum	
LSHP 351 Leadership of US Presidents	
PSY 340 Social Psychology	
WR 311 Writing for the Workplace	

## Mathematics (Bachelor of Science)

Program Faculty: Dr. Brian Carrigan, Dr. Constance Wilmarth

### Purpose

The purpose of the Mathematics Program is to provide students with a wide variety of courses touching on the main areas of modern undergraduate mathematics. In strengthening their critical reasoning skills and deepening their mathematical knowledge, students majoring in mathematics will obtain an excellent preparation for challenging and rewarding careers in education, business, and government work.

### Objectives

Graduates of this program will:

1. Exhibit proficiency in the computational techniques of calculus and linear algebra.
2. Demonstrate the ability to make use of technology as part of a problem-solving process.
3. Be able to use mathematics to analyze events and solve real world problems.
4. Be able to communicate undergraduate-level mathematical concepts effectively, both orally and in writing.
5. Demonstrate an understanding of the theoretical nature of mathematics by using inductive and deductive reasoning, and by using logically valid arguments to write proofs.
6. Be prepared to become a qualified teacher of mathematics, continue studies at the graduate level, or to enter the workforce in a position which requires analytical reasoning skills.

### Prerequisites for the Mathematics Major:

- ❑ One Semester of a science (with a lab) in either biology (BIOL), chemistry (CHEM), or physics (PHYS)

<b>Requirements for Mathematics</b> .....	<b>36</b>
❑ MATH 331 Topics in Discrete Mathematics.....	3
❑ MATH 251 Calculus I .....	4
❑ MATH 252 Calculus II .....	4
❑ MATH 315 Applied Statistics .....	3
❑ MATH 320 Linear Algebra .....	3
❑ MATH 325 Differential Equations .....	3
❑ MATH 355 Multivariable Calculus.....	4
❑ MATH 460 Mathematical Proofs and Reasoning.....	3
❑ MATH 495 Internship.....	3
❑ MATH 499 Senior Capstone .....	3
❑ Choose one of the following approved electives .....	3
MATH 365 History of Mathematics	
MATH 407 Special Topics	
MATH 420 Topology	
MATH 430 Applied Data Analytics	

**Minor in Mathematics****Requirements for Mathematics Minor** .....20

- ☐ MATH 331 Topics in Discrete Mathematics..... 3
- ☐ MATH 251 Calculus I ..... 4
- ☐ MATH 252 Calculus II ..... 4
- ☐ MATH 315 Applied Statistics..... 3
- ☐ Choose 6 credits from the following list ..... 6
  - MATH 320 Linear Algebra
  - MATH 325 Differential Equations
  - MATH 355 Multivariable Calculus

## Music (Bachelor of Science)

Program Faculty: Dr. Kelly Ballard

### Purpose

The music program is meant to be a practical degree for those who want to have a career in music and to allow its participants to gain knowledge that a traditional university music program wouldn't offer by selecting a concentration in Music Business, Music Industry, or Worship Arts.

### Objectives

Graduates of this program will:

1. Possess highly developed performance skills
2. Possess an excellent working knowledge of music
3. Possess significant leadership skills in music and worship
4. Possess additional training as an artist, businessperson or a worship leader.

### Prerequisites for the Music Major:

- ☐ MUS 100 Music Fundamentals
- ☐ MUS 240 The Christian Artist
- ☐ MUS 175 Piano Proficiency
- ☐ MCP 101/102 Class Piano I & II
- ☐ Choose one of the following
  - CMI 210 Rhythm Section Methods
  - MCG 101 Class Guitar I

### General Requirements for Music..... 48-50

- ☐ CMI 118 Music Technology..... 2
- ☐ MUS 101 Music Theory I..... 3
- ☐ MUS 111 Ear Training & Sight-reading I ..... 1
- ☐ MUS 201 Music Theory II..... 3
- ☐ MUS 211 Ear Training & Sight-reading II ..... 1
- ☐ MUS 321 Survey of Music History..... 3
- ☐ MUS 323 Music Analysis Through the Centuries..... 2
- ☐ MUS 351 Conducting and Rehearsing I..... 2
- ☐ Applied Music - Primary Performance Medium
  - ☐ 100 Level Instruction..... 2
  - ☐ 200 Level Instruction..... 2
- ☐ Ensemble..... 8
- ☐ MUS 495 Internship ..... 3
- ☐ MUS 499 Capstone [Senior showcase, business plan/portfolio, or project] ..... 2
- ☐ Choose a Concentration..... 14-16

### Composition Concentration .....14

- ☐ CMI 360 Music Arranging and Producing ..... 2
- ☐ MUS 275 Survey of Music Business ..... 2
- ☐ MUS 361 Counterpoint ..... 2

- ☐ MUS 364 Composition Practicum I ..... 2
- ☐ MUS 464 Composition Practicum II ..... 2
- ☐ Applied Music – Primary Performance Medium
  - ☐ 300 Level Instruction..... 2
  - ☐ 400 Level Instruction..... 2

**Prerequisite for the Music Business Concentration:**

- ☐ BUS 110 Small Business Management or BUS 120 Introduction to Business and Entrepreneurship

**Music Business Concentration ..... 14**

- ☐ BUS 310 Principles of Management and Leadership ..... 3
- ☐ MKTG 330 Marketing ..... 3
- ☐ MUS 275 Survey of Music Business ..... 2
- ☐ Choose two courses from the following: ..... 6
  - BUS 315 Human Resource Management
  - BUS 360 Management of Information Systems
  - BUS 370 Legal and Ethical Issues in Business & Management
  - BUS 410 Operations Management
  - BUS 415 Group and Organizational Behavior
  - MKTG 431 Marketing Research
  - MKTG 432 Branding, Advertising and Promotion
  - MKTG 433 Sales Strategy and Management
  - MKTG 434 Consumer Behavior
  - MKTG 435 Digital Marketing

**Contemporary Music Industry Concentration..... 14-16**

- ☐ Either choose 4 courses from the following ..... 8
  - CMI 310 Live Sound Production
  - CMI 320 Lighting & Design
  - CMI 330 Video Production
  - CMI 340 Studio Techniques I
  - CMI 350 Studio Techniques II
  - CMI 360 Music Arranging & Producing
- ☐ And choose two courses from the following ..... 6
  - BUS 310 Principles of Management and Leadership
  - BUS 360 Management of Information Systems
  - BUS 370 Legal and Ethical Issues in Business & Management
  - BUS 410 Operations Management
  - BUS 415 Group and Organizational Behavior
  - MKTG 330 Marketing
  - MKTG 432 Branding, Advertising and Promotion
  - MKTG 433 Sales Strategy and Management
  - MKTG 435 Digital Marketing
- ☐ Or CCCU Best Semester ..... 16

<b>Worship Arts Concentration .....</b>	<b>14</b>
<input type="checkbox"/> CMI 360 Music Arranging & Producing.....	2
<input type="checkbox"/> CW 225 The Worshipping Community.....	2
<input type="checkbox"/> CW 335 Worship Theology and Planning.....	2
<input type="checkbox"/> CW 345 Sacred Seasons and Time .....	2
<input type="checkbox"/> CW 375 History of Worship in the Church.....	2
<input type="checkbox"/> Applied Music – Primary Performance Medium	
<input type="checkbox"/> 300 Level Instruction.....	2
<input type="checkbox"/> 400 Level Instruction.....	2

### Minor in Music

#### Prerequisite for the Music Minor:

- ☐ MUS 100 Music Fundamentals
- ☐ MUS 240 The Christian Artist
- ☐ Choose two of the following:
  - CMI 118 Music Technology
  - CMI 210 Rhythm Section Methods
  - MCG 101 Class Guitar I
  - MCP 101 Class Piano I
  - MUS 275 Survey of Music Business

<b>Requirements for Music Minor .....</b>	<b>18</b>
<input type="checkbox"/> MUS 101 Music Theory I.....	3
<input type="checkbox"/> MUS 111 Ear Training & Sight-reading I .....	1
<input type="checkbox"/> Applied Music - Primary Performance Medium	
<input type="checkbox"/> 100 Level Instruction.....	2
<input type="checkbox"/> 200 Level Instruction.....	2
<input type="checkbox"/> Ensemble.....	4
<input type="checkbox"/> Choose three of the following .....	6
CMI 310 Live Sound Production	
CMI 320 Lighting & Design	
CMI 330 Video Production	
CMI 340 Studio Techniques I	
CMI 350 Studio Techniques II	
CMI 360 Music Arranging & Producing	
CW 225 The Worshipping Community	
CW 335 Worship Theology & Planning	
CW 345 Sacred Seasons & Time	
CW 375 History of Worship in the Church	
MUS 321 Survey of Music History	
MUS 323 Music Analysis Through the Centuries	
MUS 351 Conducting and Rehearsing	
MUS 361 Counterpoint	
MUS 364 Composition Practicum I	

**Minor in Worship Arts****Prerequisite for the Worship Arts Minor:**

- ☐ MUS 100 Music Fundamentals
- ☐ Choose one of the following
  - CMI 210 Rhythm Section Methods
  - MCG 101 Class Guitar I

**Requirements for Worship Arts Minor .....18**

- ☐ CMI 118 Music Technology ..... 2
- ☐ Choose two of the following ..... 4
  - CMI 360 Music Arranging & Producing
  - MUS 351 Conducting and Rehearsing
  - MUS 321 Survey of Music History
- ☐ Applied Music - Primary Performance Medium ..... 2
  - ☐ 100 Level Instruction..... 2
  - ☐ 200 Level Instruction..... 2
- ☐ Ensemble ..... 4
- ☐ Choose two of the following (minimum 1 upper division) ..... 4
  - BTM 470 Leadership Skills for Ministry
  - CW 225 The Worshipping Community
  - CW 335 Worship Theology & Planning
  - CW 375 History of Worship in the Church
  - MUS 101 Music Theory I
  - MUS 323 Music Analysis Through the Centuries

## Philosophy Minor

Program Faculty: Dr. Michael Bollenbaugh

### Purpose

To enable students to:

- Pursue graduate studies in philosophy.
- Pursue a professional career, such as law.
- Move into the job market immediately after graduation.
- Pursue academics that enrich other Bushnell University majors, e.g. History, Psychology, Theology, English, Mathematics.

### Objectives

Graduates of this program will acquire:

1. A solid foundation in philosophical studies related to their interests.
2. The methodological skills necessary for the discipline of philosophy.

<b>Requirements a minor in Philosophy .....</b>	<b>18</b>
<input type="checkbox"/> PHL 210 Ethics .....	3
<input type="checkbox"/> PHL 301 History of Ancient and Medieval Philosophy.....	3
<input type="checkbox"/> PHL 302 History of Modern and Contemporary Philosophy .....	3
<input type="checkbox"/> Choose 9 credits from the following approved electives: .....	9
BTM 324 History of Theology	
BTM 326 The Art of Theology	
BTM 328 Theological Problems	
PHL 315 Bioethics	
PHL 320 Philosophy of Religion	
PHL 407 Special Topics	
PHL 420 Christian Ethics and Social Responsibility	
PSY 440 Psychology of Religion	

## Psychology (Bachelor of Science)

Program Faculty: Dr. Catherine Skaggs, Dr. Mary Ann Winter-Messiers

### Purpose

The emphasis of the psychology major is to equip students with a strong foundation in psychological science. Students will study the scientific study of biological, social, and psychological factors; apply psychology to everyday experiences; learn to read, think, and write critically; and consider psychological science from a Christian perspective.

### Objectives

Graduates of this program will:

1. Demonstrate a working knowledge base of psychology.
2. Demonstrate scientific inquiry and critical thinking skills.
3. Apply ethical standards to evaluate psychological explanations and practices and adopt values that build community in a diverse world.
4. Demonstrate effective communication skills in a variety of formats.
5. Apply psychological knowledge, skills, and values in occupational pursuits.
6. Apply Christian faith to an understanding of psychological science.

### Purpose for the Forensic Psychology Concentration

In addition to the Purpose in the Bachelor of Science in Psychology, the purpose of this concentration is to prepare undergraduate students who are interested in pursuing graduate education in forensic psychology or related fields.

### Objectives for the Forensic Psychology Concentration

In addition to the objectives for the Psychology major, graduates of this concentration will:

1. Demonstrate a working knowledge base of psychological principles as applies to the criminal justice system.
2. Demonstrate knowledge of forensic psychological evaluations and assessment in criminal cases.

### Prerequisites for the Psychology Major

- ☐ BIOL 111/111L or 200/200L and MATH 105 Introduction to College Mathematics
- ☐ MATH 315 Applied Statistics
- ☐ PSY 200 General Psychology
- ☐ PSY 240 Vocational Exploration and Psychology or CM 240 All are Gifted, All are Called
- ☐ WR 123 English Composition

<b>Requirements for Psychology .....</b>	<b>39</b>
<input type="checkbox"/> PSY 320 Human Development .....	3
<input type="checkbox"/> PSY 340 Social Psychology .....	3
<input type="checkbox"/> PSY 350 Research Methods .....	3
<input type="checkbox"/> PSY 370 Cognition .....	3
<input type="checkbox"/> PSY 390 Biological Psychology .....	3
<input type="checkbox"/> PSY 420 Abnormal Psychology.....	3
<input type="checkbox"/> PSY 499 Senior Capstone .....	3
<input type="checkbox"/> Choose one of the additional requirements options below .....	18

**Requirements for Psychology without a Concentration .....18**

- ☐ PSY 330 Psychology of Learning..... 3
- ☐ PSY 380 Theories of Personality..... 3
- ☐ Choose one ..... 3
  - PSY 490 Research Practicum
  - PSY 495 Internship
- ☐ Choose three of the following approved electives: ..... 9
  - PSY 315 Forensic Psychology
  - PSY 407 Special Topics
  - PSY 411 Cross-Cultural Psychology
  - PSY 414 Psychology of Human Sexuality
  - PSY 430 Psychology of Addictive Behaviors
  - PSY 440 Psychology of Religion
  - PSY 450 Psychometrics
  - PSY 465 Introduction to Counseling Skills
  - PSY 475 Psychology of Trauma

**Additional Prerequisites for Psychology with Forensic Psychology Concentration:**

- ☐ ANTH 210 Cultural Anthropology or SOC 200 Introduction to Sociology
- ☐ CJ 201 Introduction to Criminal Justice

**Requirements for Psychology with Forensic Psychology Concentration .....39**

- ☐ PSY 315 Forensic Psychology ..... 3
- ☐ PSY 495 Internship ..... 3
- ☐ Choose 2 of the following approved electives:..... 6
  - CJ 330 Corrections in the 21<sup>st</sup> Century
  - CJ 331 Law and Criminal Procedure
  - CJ 340 Criminal Investigation
  - CJ 353 Criminology
  - CJ 420 Juvenile Justice System
  - CJ 440 Victimology
- ☐ Choose 2 of the following approved electives:..... 6
  - PSY 380 Theories of Personality
  - PSY 411 Cross-Cultural Psychology
  - PSY 414 Psychology of Human Sexuality
  - PSY 430 Psychology of Addictive Behaviors
  - PSY 450 Psychometrics
  - PSY 465 Introduction to Counseling Skills
  - PSY 475 Psychology of Trauma

**Minor in Psychology**

Prerequisites for the Psychology Minor:

- ☐ PSY 200 General Psychology

**Requirements for the Psychology Minor.....18**

- ☐ PSY 320 Human Development ..... 3
- ☐ PSY 340 Social Psychology ..... 3
- ☐ PSY 370 Cognition ..... 3
- ☐ PSY 420 Abnormal Psychology..... 3
- ☐ Choose two of the following approved electives ..... 6
  - PSY 315 Forensic Psychology
  - PSY 330 Psychology of Learning
  - PSY 380 Theories of Personality
  - PSY 390 Biological Psychology
  - PSY 440 Psychology of Religion

## Spanish (Bachelor of Arts)

Program Faculty: Ms. Jenee Cazares

### Purpose

To provide Spanish Language proficiency for those students who desire to serve in a Spanish-speaking environment at home or abroad. This program of study offers students the opportunity to explore Spanish culture and language, which in turn provides them with additional perspectives to aid them in discovering and answering God's calling in their lives. Students are taught using the Communicative Approach in order to incorporate real language in a real context. Listening, speaking, writing and reading skills are taught with the goal of meaningful communication.

### Objectives

Graduates of this program will:

1. Understand the basic concepts of Spanish linguistics, including phonology, morphology;
2. Display a level of spoken and written proficiency necessary to function in an environment where Spanish is the exclusive language;
3. Demonstrate the ability to translate written and spoken word from English to Spanish and from Spanish to English;
4. Gain a general understanding and awareness of Spanish-speaking cultures and civilizations.

### Prerequisite for Spanish major

- ❑ SPAN 101/102 First-year Spanish I & II

### Requirements for a major in Spanish .....36

- ❑ GLST 295 Study Abroad..... 1
- ❑ SPAN 201 Second-year Spanish I ..... 3
- ❑ SPAN 202 Second-year Spanish II ..... 3
- ❑ SPAN 310 Advanced Spanish Conversation and Composition..... 3
- ❑ SPAN 350 Spanish Vocabulary and Usage ..... 3
- ❑ SPAN 399 Engagement with the Hispanic Community..... 2
- ❑ SPAN 420 Spanish Translation and Interpreting ..... 3
- ❑ SPAN 495 Internship ..... 3
- ❑ SPAN 499 Senior Capstone ..... 3
- ❑ Choose 12 credits from the following classes..... 12
  - HIST 440 Latin American Civilization
  - SPAN 300 Spanish Phonetics
  - SPAN 407 Special Topics
  - SPAN 470 Teaching Foreign Language Methods
  - Any upper division SPAN class domestic or abroad
- ❑ Approved immersion experience (usually a study abroad experience resulting in at least 6 credits earned towards the major) within a Spanish speaking culture

**Minor in Spanish****Prerequisite for Spanish minor**

- ❑ SPAN 101/102 First-year Spanish I & II

**Requirements for a minor in Spanish .....19**

- ❑ SPAN 201 Second-year Spanish I ..... 3
- ❑ SPAN 202 Second-year Spanish II ..... 3
- ❑ SPAN 310 Advanced Spanish Conversation and Composition..... 3
- ❑ SPAN 350 Spanish Vocabulary and Usage ..... 3
- ❑ SPAN 399 Engagement with the Hispanic Community..... 2
- ❑ SPAN 420 Spanish Translation and Interpreting ..... 3
- ❑ Choose one of the following ..... 2
  - HIST 440 Latin American Civilization
  - SPAN 300 Spanish Phonetics
  - SPAN 407 Special Topics
  - SPAN 470 Teaching Foreign Language Methods
  - Any upper division SPAN class domestic or abroad

## **Teacher Education (Bachelor of Arts or Bachelor of Science)**

Program Faculty: Ms. Suzanne Price, Dr. Brian Kaelin, Mr. Ray Ricks

The bachelor's degree in Teacher Education is a Bachelor of Science degree unless the Bachelor of Arts degree type is specifically chosen. To complete the degree as a Bachelor of Arts, the student must either successfully complete the 12 credit ESOL endorsement, or meet the criteria for one year of college-level proficiency in a non-native language.

### **Mission Statement**

Faculty partner together within an environment of learning to prepare highly qualified teachers who exude and exemplify standards of leadership, professionalism, scholarship, and faith as established within the framework of best educational practices and Christian values.

### **Purpose**

Consistent with this mission of Bushnell University, the elementary and secondary education majors are offered in a campus environment that is person- and faith-oriented. The curriculum is designed to integrate a broad Christian liberal arts academic preparation with research-based education methods and relevant field experiences in a purposeful and explicit fashion. Preparation addresses the needs and priorities of elementary and secondary schoolteachers for today and in the future. The Oregon Teacher Standards and Practices Commission accredits the Bushnell University teacher preparation program.

### **Objectives**

Graduates of this program will:

1. Believe in the dignity and worth of each individual.
2. Be academically competent in subjects they are to teach.
3. Exemplify professional communication (speaking, writing, listening) and technology skills.
4. Realize that teaching is both an art and a science.
5. Apply a working knowledge of effective classroom management and the skills of teaching.
6. Motivate students with hands-on, action-based learning opportunities.
7. Utilize a variety of effective teaching methods which synthesize content, knowledge of children and adolescents, and an empowering learning environment.
8. Commit themselves to continuing professional growth to remain effective and the desire to pursue further study.
9. Demonstrate ethical and professional responsibilities of teachers and an understanding of the teacher's role as a leader in the community.
10. Lead, empower, and motivate every student to enjoy learning and to continue learning for a lifetime.

### **Admission to the Teacher Education Program**

Prior to admission to the teacher education program students must earn a "C-" or better in all general education core requirements and pre-education classes, as well as attain a cumulative GPA of 2.75. First-year students must enroll in EDUC 110 Foundations of Education which has an embedded school-based service learning component. This introductory course is designed to assist students as they begin to inquire about the teaching profession and their potential and disposition to pursue an education major. This course, EDUC 110, can count toward social science core requirements in the general education core.

Prior to enrollment in the Teacher Education program, students will take two introductory courses: EDUC 210 School Diversity, and EDUC 230 Technology for Teaching and Learning. Within these courses, students will complete the steps to be formally admitted to the Bushnell University teacher education program. EDUC 210 School Diversity can count toward social science or the diversity core requirement within the general education core. EDUC 230 Technology for Teaching and Learning has an embedded school-based service learning requirement specifically designed to continue the investigation of teaching as a career.

In addition to the teacher education application, the following are required:

1. Official transcripts of all undergraduate coursework to date.
2. A minimum undergraduate GPA of 2.75.
3. A statement of purpose 2-3 pages double spaced that clearly indicates career history, professional goals and professional guiding principles.
4. One letter of recommendation and two disposition assessments that specifically address the academic ability, work performance and character of applicant. One of these letters should be from an administrator who has direct evaluation responsibilities.
5. Personal interview with the Admissions Committee.

Students with a bachelor's degree who want to earn an additional bachelor's degree and Oregon licensure must complete additional credits in Bible per the catalog year. Students are responsible to satisfy the conditions specified in the "Education Program" manual edition current for their catalog year.

\*Related and documentable work experience may be used towards waiver of field placement or practicum credit upon program director approval.

**Prerequisites for Teacher Education Major who are in Bushnell University's program**

- ☐ EDUC 110 Foundations of Education
- ☐ EDUC 210 School Diversity
- ☐ EDUC 230 Technology for Teaching and Learning
- ☐ PSY 200 General Psychology

**General Requirements for Education Major ..... 45-49**

- ☐ EDUC 313 Curriculum, Instruction, and Assessment ..... 3
- ☐ Choose one of the following ..... 2
  - EDUC 325 ELE First Year Experience
  - EDUC 355 ML First Year Experience
  - EDUC 365 HS First Year Experience
- ☐ Choose one of the following ..... 2
  - EDUC 345 ELE First Year Experience
  - EDUC 375 ML First Year Experience
  - EDUC 385 HS First Year Experience
- ☐ EDUC 321 Classroom Relations & Management ..... 3
- ☐ EDUC 380 School Law ..... 3
- ☐ EDUC 415 Faith Integration in Teaching Seminar ..... 2
- ☐ EDUC 435 Minor Field Experience ..... 3
- ☐ EDUC 437 EdTPA Support Seminar ..... 3
- ☐ EDUC 495 Major Field Experience ..... 3
- ☐ EDUC 496 Student Teaching ..... 12
- ☐ Choose one of the required concentrations listed below ..... 9-13

**Prerequisites for the Elementary Teacher Education Concentration**

- ☐ MATH 211 Mathematics for Elementary Teachers
- ☐ MATH 212 Mathematics for Elementary Teachers

**Elementary Concentration ..... 13**

- ☐ EDUC 330 Child Development ..... 3
- ☐ EDUC 340 Elementary Literacy Methods & Children's Literature ..... 3
- ☐ EDUC 350 Elementary Math & Science Methods ..... 3
- ☐ EDUC 420 P.E. & Health Methods ..... 2
- ☐ EDUC 430 Visual Arts & Social Studies Methods ..... 2

**Prerequisites for the Secondary Teacher Education Concentration**

- ❑ MATH 105 College Mathematics (unless earning a math endorsement)

**Secondary Concentration.....9**

(Required in addition to content endorsement classes)

- ❑ EDUC 360 Literacy Methods for All Content Areas.....2
- ❑ EDUC 370 Adolescent Learners .....3
- ❑ Choose two methods classes .....4
  - EDUC 362 Secondary Language Arts Methods
  - EDUC 366 Secondary Science Methods
  - EDUC 367 Secondary Math Methods
  - EDUC 368 Secondary Social Studies Methods

**Endorsements**

Each endorsement requires additional coursework, and programs vary from 14-31 credits. In order to be certified and recommended to the state by the school for licensure with a specialty endorsement, students must take the required coursework listed for their respective endorsement area(s). For middle/secondary endorsements, the listed courses (or approved substitutions) are required until or unless the student has shown subject mastery by passing the NES content area endorsement test. Check each course for prerequisites. For middle/high, majors must choose an endorsement area from the middle/high list below.

*Middle/High Endorsements*

Advanced Mathematics  
 Basic Mathematics  
 Integrated Science  
 Language Arts  
 Social Studies  
 World Languages: Spanish

*Specialty Endorsements*

English for Speakers of Other Languages (ESOL)  
 Multiple Subject Elementary  
 Physical Education  
 Special Education

**Endorsement Pathways**

- English for Speakers of Other Languages (ESOL) .....14
- ❑ EDUC 485 ESOL Practicum .....2
  - ❑ ESOL 310/510 Second Language Acquisition and Applied Linguistics .....3
  - ❑ ESOL 420 ESOL Theory, Methods, and Assessment I .....3
  - ❑ ESOL 415 English Grammar and Syntax .....3
  - ❑ ESOL 425 ESOL Theory, Methods and Assessment II .....3

Integrated Science (Middle and High School) .....	28
❑ ASTR 101/101L Introduction to Astronomy.....	4
❑ BIOL 111/111L Principles of Living Organisms.....	4
❑ BIOL 112/112L Principles of Biodiversity .....	4
❑ CHEM 121/121L General Chemistry .....	5
❑ PHYS 201/201L Introduction to Mechanics .....	4
❑ PHYS 202/202L Introduction to Electromagnetism .....	4
Language Arts.....	21
❑ ENG 201 Introduction to Literature .....	3
❑ ENG 211 Survey of American Literature .....	3
❑ ENG 212 Survey of British Literature .....	3
❑ ENG 340 World Literature.....	3
❑ ENG 345 Multiethnic American Literature .....	3
❑ ESOL 415 English Grammar and Syntax .....	3
❑ Any ENG upper division elective .....	3
Basic Mathematics .....	15
❑ MATH 105 Introduction to College Mathematics.....	3
❑ MATH 130 Precalculus .....	3
❑ MATH 211 Mathematics for Elementary Teachers.....	3
❑ MATH 212 Mathematics for Elementary Teachers.....	3
❑ MATH 331 Topics in Discrete Mathematics.....	3
Advanced Mathematics (High School) .....	19
❑ MATH 130 Precalculus .....	3
❑ MATH 331 Topics in Discrete Mathematics.....	3
❑ MATH 251 Calculus I .....	4
❑ MATH 252 Calculus II [Optional] .....	
❑ MATH 315 Applied Statistics.....	3
❑ MATH 320 Linear Algebra .....	3
❑ MATH 460 Mathematical Proofs and Reasoning.....	3
Physical Education .....	8
❑ PHED 383 Introduction to Movement .....	2
❑ PHED 384 Adaptive Physical Education .....	2
❑ PHED 429 P.E. Methods for all Grades .....	2
❑ PHED 485 Physical Education Practicum .....	2

Social Studies .....	21
❑ Choose one from the General Education Core .....	3
ANTH 210 Cultural Anthropology	
SOC 200 Introduction to Sociology	
❑ Choose one of the following: .....	3
ECON 201 Microeconomics	
ECON 202 Macroeconomics	
❑ GEOG 210 Cultural Geography .....	3
❑ HIST 370 Ancient Near Eastern and Mediterranean Civilizations.....	3
❑ HIST 340 Race, Ethnicity, and Gender in American Culture .....	3
❑ HIST 430 History of American International Relations .....	3
❑ Choose one of the following: .....	3
HIST 151 History of Western Civilization I	
HIST 152 History of Western Civilization II	
HIST 161 World History I	
HIST 162 World History II	
Spanish .....	29
❑ HIST 440 Latin American Civilization.....	3
❑ SPAN 101 First-year Spanish I .....	3
❑ SPAN 102 First-year Spanish II .....	3
❑ SPAN 201 Second-year Spanish I .....	3
❑ SPAN 202 Second-year Spanish II .....	3
❑ SPAN 310 Advanced Spanish Conversation and Composition.....	3
❑ SPAN 350 Spanish Vocabulary and Usage .....	3
❑ SPAN 399 Engagement with the Hispanic Community.....	2
❑ SPAN 420 Spanish Translation and Interpreting.....	3
❑ SPAN 470 Teaching Foreign Language Methods .....	3
Special Education .....	18
❑ SPED 301 Foundations of Special Education I.....	1
❑ SPED 302 Foundations of Special Education II.....	1
❑ SPED 303 Foundations of Special Education III.....	1
❑ SPED 310 Interventions for Accessibility and Functional Skills .....	2
❑ SPED 320 Assessment and Evaluation in Special Education .....	2
❑ SPED 330 Advanced Classroom and Behavior Management .....	2
❑ SPED 340 Special Education History and Current Issues .....	2
❑ SPED 350 Academic Instructional Supports and Universal Design for Learning.....	2
❑ SPED 395 Special Education Field Experience I.....	1
❑ SPED 396 Special Education Field Experience II.....	1
❑ SPED 495 Special Education Teaching Experience.....	3

## Evening and Online Programs of Study

The Evening and Online Program at Bushnell University is a unique alternative to the traditional method of pursuing a bachelor's degree. It is designed for working adults who have significant life experiences and who want to earn a university degree. The program utilizes the latest adult learning models and principles to facilitate learning.

The Evening and Online Program is designed and structured for the adult learner. Student performance is most often evaluated by summary papers, class discussion and participation, project work, written exercises, quizzes, and tests. Student involvement in the learning process is featured throughout the program.

### Requirements to Begin Major Coursework

Prior to beginning any major coursework, students must have earned 65 total semester credits, and satisfactorily completed the following general education (CORE) requirements:

- WR 121 and 123\*.
- One communications course.
- One college-level mathematics course (MATH 105 or above).

\*Exceptions may apply; RN to BSN and RN to MSN students may enroll in NURS 310 prior to completing these courses.

### Graduation Requirements

1. Completion of 124 undergraduate semester credit hours.
2. Completion of a basic core curriculum:
  - 6 hours of writing competency (WR 121/123 English Composition).
  - 15 hours in humanities (see General Education Core Requirements).
  - 15 hours in social sciences (see General Education Core Requirements).
  - 6 hours with at least one course each in math, lab sciences, and computer skills.
  - 8 hours biblical studies.
  - Students with an Associate of Arts Oregon Transfer degree (AAOT) have met the core requirements (except 8 semester credits of Bible and Christian ministry).
3. An academic major (upon completion of 60 credits the student must declare an academic major).
4. A minimum of 30 credit hours from Bushnell University. (Up to 15 credits can be completed as graduate level courses if in an approved companion program, where the bachelor's and master's degrees are earned at the same time.)
5. A minimum of 27 credit hours in the upper division of an academic major or concentration (one-third in the case of an academic minor).
6. Cumulative GPA of 2.00 or better for all Bushnell University coursework.
7. At least a C- in each course in the major.
8. Satisfactory writing competency requirement.

## Limitations for Evening and Online Students

1. Maximum number of non-graded courses allowed: 12 hours (no P/NP grading option is allowed in the major/minor/certificate programs except in those courses in which P/NP is the only grading option).
2. There is no set maximum on CLEP credit, but all accepted credits must fulfill graduation requirements.
3. Maximum number of credits allowed through Prior Learning Assessment (PLA) is 30 credit hours.
4. There is no set maximum on military, fire, or police credit, but all accepted credits must fulfill graduation requirements.
5. The maximum number of credits earned in field experience and practicum is 16 credit hours.
6. There is a maximum of eight credit hours for physical education courses and for music performance courses.
7. A course used to meet the requirements of an academic major or minor may not be applied toward another major or minor.
8. The time limit is 6 years from date of matriculation for Bachelor of arts/sciences.

### Student Status in the Evening and Online Program

A full-time student in the Evening and Online Program is one who is taking at least 12 credits in each semester. Prior learning credits, AP credits, and CLEP credits are not counted in the total number of credits a student is taking in a semester. Evening and Online students who are less than half time (six credits) per semester may not be eligible for financial aid.

### Portfolio Information

The portfolio is a compilation of the student's learning in the areas of academic, personal, and professional experience. Credit from the portfolio is generated in two ways and the process is taught in the PLA 205 Portfolio Analysis:

- Credit for technical and professional training (TPT) may be awarded if it is appropriate and applicable to the student's career and educational goals.
- Experiential essays, written lucidly and logically, communicate to faculty the kind and amount of learning gained from specific life experiences.

Students who wish to earn credits for life-learning experiences should enroll in PLA 205 to determine academic areas in which they could write experiential essays. The assessment process determines the credits to be awarded. Fees are assessed for any credit(s) awarded through the portfolio process that are awarded by Bushnell University. Students may contact the Admissions Office for more information.

For additional information, or to schedule a visit, please contact:

Admissions  
Bushnell University  
828 E. 11th Avenue  
Eugene, OR 97401-3745  
Phone: 541-684-7343  
E-mail: [admissions@bushnell.edu](mailto:admissions@bushnell.edu)  
Website: [www.bushnell.edu](http://www.bushnell.edu)

## Two-Year Associate Degree Programs

### Associate of Arts: General Studies

#### Purpose

The associate of arts degree is awarded in general studies and serves as a foundation for continuing on to complete Bachelor of Arts studies. It also offers enough elective credits to specialize in a particular field.

#### Objectives

Graduates of this program will:

1. Demonstrate their commitment to ethical leadership and the integration of faith and learning.
2. Be conversant across the disciplines with many of the key ideas that have shaped Western culture.
3. Demonstrate skills of sound reasoning, critical thinking, and ethical decision making in courses that focus on listening, speaking, reading, and writing.
4. Demonstrate the capacity to make informed judgments about the place of humanity in the world through social science courses that focus on traditional and contemporary thinkers.
5. Construct and evaluate empirical processes.
6. Demonstrate cultural competency.
7. Demonstrate a general knowledge of the Bible and skills in interpreting the biblical text for the 21st century.
8. Improve physical skills and fitness, and demonstrate knowledge that leads to a healthy lifestyle.

#### General Requirements for Graduation

1. Completion of 60 semester credit hours.
2. A minimum of 30 credit hours from Bushnell University.
3. A cumulative GPA of 2.00 or better.

#### Limitations

1. Maximum number of credits in non-graded courses: 6 credit hours.
2. No maximum on CLEP credit but all accepted credits must fulfill graduation requirements.
3. Maximum number of credits earned through Prior Learning Assessment (PLA): 15 credit hours.
4. No maximum on military, fire, or police credit but all accepted credits must fulfill graduation requirements.
5. Maximum number of credits earned in field experience and practicum: 8 credit hours.
6. Maximum of four graded credit hours for physical education courses taken at Bushnell University. Up to an additional four hours will be graded P/N.
7. Time limit: three years. After three years have elapsed from the time of initial matriculation in the University, the student must apply for readmission.

#### Requirements for Associate of Arts Degree

<input type="checkbox"/> Writing .....	6
<input type="checkbox"/> WR 121 English Composition .....	3
<input type="checkbox"/> WR 123 English Composition .....	3

☐ **Humanities .....15**

Structured thinking communicated eloquently is the essence of understanding the humanities. The ability to communicate effectively by means of listening, speaking, reading and writing in diverse situations as a reflection of sound reasoning and critical thinking is the focus of the humanities.

- ☐ Choose one course each from three of the following areas:
  - ☐ Communication (COMM)
  - ☐ Literature (ENG/LIT)
  - ☐ Philosophy (PHL)
- ☐ Choose remaining Humanities credits from any of the following areas:
  - Art History/Appreciation
  - Communications
  - History
  - Foreign Languages
  - Literature
  - Music History/Appreciation
  - Philosophy

☐ **Social Sciences .....15**

Students enter into a dialogue with traditional and contemporary thinkers and address fundamental questions about the universe and the place of humanity within it through the social sciences. Development of informed judgments about past and present issues, problems, people and situations occurs through the study of psychology and the social sciences.

- ☐ Choose Social Science credits from any of the following areas:
 

Anthropology	History
Business	Human Services
Comparative Religions	Law
Criminal Justice	Political Science
Economics	Psychology
Education	Sociology
Geography	

☐ **History.....3**

May be applied to the 15 credits in Humanities or Social Sciences (not both).

☐ **Math/Science/Computer.....6**

Understanding the world through scientific and mathematical paradigms brings a quantitative dimension to the humanities and social sciences. Taking courses in the physical and life sciences enables students to understand, construct and evaluate empirical processes and relationships.

- ☐ Minimum six credits with at least one course in each of the following areas:

- ☐ One college-level mathematics course (MATH 105 or higher)
- ☐ One science with lab course with lab
- ☐ One computer science course

☐ **Bible & Christian Ministry Studies.....8**

Core courses in Bible and Christian Ministry are designed to enable all Bushnell University students to engage with the Bible as Holy Scripture in such a way as to promote the integration of faith in all aspects of academic study and individual vocation. Students will be challenged to study scripture in the context of regular worship and guided service learning. The “Cornerstone Course” in Bible, Engaging with the Bible, provides both an overview of biblical content and an overview of appropriate methods of interpreting the Bible so that students will be well-grounded in how to read the Bible in the 21st century. Other Bible courses build upon this foundation to provide students with detailed biblical knowledge, along with a ‘toolbox’ of interpretive tools to use for future Bible study.

☐ **Diversity Studies ..... \*one course**

The Bushnell University community is committed to honoring the diversity of persons, backgrounds, and ideas represented on our campus and in our society at large. All students will have the opportunity to explore issues of diversity as they emerge from the core curriculum and from the specific disciplines of an academic major.

The following Bushnell University courses have been approved to meet the diversity requirement, though some may be available only in the daytime. Consult your academic advisor for actual course offering times and locations. Many of these courses may also fulfill requirements in other areas of the general education core (e.g., Communication, Social Sciences).

ANTH 210 Cultural Anthropology  
 BTM 240 Christianity in America  
 BUS 219 Global Business Management  
 CJ 431 Comparative Justice  
 CJ 440 Victimology  
 COMM 220 Intercultural Communication  
 HIST 240 History of the Pacific Northwest  
 MUS 313 Music of Multi-Cultural America  
 SOC 200 Introduction to Sociology  
 PSY 340 Social Psychology

☐ **Specialization or Electives ..... 10**

**TOTAL..... 60\***

\*NOTE: 60 semester credits are the minimum requirement.

If a student with an AA decides to pursue a bachelor’s degree, then the remainder of the General Education (CORE) requirements must be completed.

## General Education (CORE) Requirements for Bachelor Degrees

### Purpose

To provide a cohesive body of excellent undergraduate coursework that is a foundation for all Bushnell University's academic programs.

### Objectives

Within a Christ-centered community, the General Education curriculum at Bushnell University equips students to:

1. Integrate faith and learning;
2. Engage information critically;
3. Communicate competently;
4. Investigate and embrace God's distinctive imprint upon humanity, society, and all of creation;
5. Cultivate responsible engagement within a diverse world;
6. Exercise sound reasoning and judgment;
7. Study the Bible and discover its message for today;
8. Practice disciplines that promote wellness.

### The Requirements

- ☐ **Writing** .....6
  - ☐ WR 121 English Composition ..... 3
  - ☐ WR 123 English Composition ..... 3

- ☐ **Humanities** .....15

Structured thinking communicated eloquently is the essence of understanding the humanities. The ability to communicate effectively by means of listening, speaking, reading and writing in diverse situations as a reflection of sound reasoning and critical thinking is the focus of the humanities.

- ☐ Choose one course each from three of the following areas: Communication (COMM)
- ☐ Literature (ENG/LIT)
- ☐ Philosophy (PHL)

- ☐ Choose remaining Humanities credits from any of the following areas:
  - Art History/Appreciation
  - Communications
  - History
  - Foreign Languages
  - Literature
  - Music History/Appreciation
  - Philosophy

- ☐ **History**.....3

May be applied to the 15 credits in Humanities or Social Sciences (not both).

## ☐ **Social Sciences .....15**

Students enter into a dialogue with traditional and contemporary thinkers and address fundamental questions about the universe and the place of humanity within it through the social sciences. Development of informed judgments about past and present issues, problems, people and situations occurs through the study of psychology and the social sciences.

- ☐ Must include one History course (either in Social Sciences or Humanities)
- ☐ Choose remaining Social Science credits from any of the following areas:
  - Anthropology
  - Business
  - Comparative Religions
  - Criminal Justice
  - Economics
  - Education
  - Geography
  - History
  - Human Services
  - Law
  - Political Science
  - Psychology
  - Sociology

## ☐ **Math/Science/Computer .....6**

Understanding the world through scientific and mathematical paradigms brings a quantitative dimension to the humanities and social sciences. Taking courses in the physical and life sciences enables students to understand, construct and evaluate empirical processes and relationships.

- ☐ Minimum six credits with at least one course in each of the following areas:
  - ☐ One college-level mathematics course (MATH 105 or higher)
  - ☐ One science course with lab
  - ☐ One computer science course

## ☐ **Bible & Christian Ministry Studies .....8**

Core courses in Bible and Christian Ministry are designed to enable all Bushnell University students to engage with the Bible as Holy Scripture in such a way as to promote the integration of faith in all aspects of academic study and individual vocation. Students will be challenged to study scripture in the context of regular worship and guided service learning. The “Cornerstone Course” in Bible, Engaging with the Bible, provides both an overview of biblical content and an overview of appropriate methods of interpreting the Bible so that students will be well-grounded in how to read the Bible in the 21st century. Other Bible courses build upon this foundation to provide students with detailed biblical knowledge, along with a ‘toolbox’ of interpretive tools to use for future Bible study.

❑ **Diversity Studies ..... \*one course**

The Bushnell University community is committed to honoring the diversity of persons, backgrounds, and ideas represented on our campus and in our society at large. All students will have the opportunity to explore issues of diversity as they emerge from the core curriculum and from the specific disciplines of an academic major.

The following Bushnell University courses have been approved to meet the diversity requirement, though some may be available only in the daytime. Consult your academic advisor for actual course offering times and locations. Many of these courses may also fulfill requirements in other areas of the general education core (e.g., Communication, Social Sciences).

ANTH 210 Cultural Anthropology  
 BTM 240 Christianity in America  
 BUS 120 Introduction to Business and Entrepreneurship  
 COMM 220 Intercultural Communication  
 EDUC 302 Foundations of Education and Diversity  
 HIST 240 History of the Pacific Northwest  
 BUS 219 Global Business Management  
 PSY 340 Social Psychology  
 SOC 200 Introduction to Sociology

\*Some of the approved courses may also fulfill requirements in other areas of the gen ed core (e.g., humanities, social sciences).

## Accounting (Bachelor of Science)

Program Faculty:

### Purpose

The purpose of the accounting major is to prepare students to become effective and ethically responsible as managers and leaders in the business world and public service sectors. The concentration in accounting focuses on financial and operational objectives for business, government and not-for-profit organizations, supported by a strong liberal arts component.

Combined with courses in management, economics, managerial finance, law, and ethics, an accounting education provides a solid background for careers and advancement in the business community and in other non-business professions.

### Objectives

Graduates of this program will:

1. Demonstrate knowledge of fundamental concepts and principles of Accounting.
2. Verify, organize, analyze and apply data and use quantitative decision-support tools to provide effective solutions to accounting problems.
3. Identify ethical issues and apply ethical principles and Christian values for organizational decision making.
4. Demonstrate effective professional communication skills.

### Prerequisites for the Accounting Major

- ☐ ACTG 211 Principles of Accounting I
- ☐ ACTG 212 Principles of Accounting II
- ☐ ECON 201 Microeconomics
- ☐ ECON 202 Macroeconomics

### Requirements for Accounting Major (in-class options and online).....36

- ☐ ACTG 341 Intermediate Accounting I ..... 3
- ☐ ACTG 342 Intermediate Accounting II ..... 3
- ☐ ACTG 345 Cost Accounting ..... 3
- ☐ ACTG 360 Accounting Information Systems ..... 3
- ☐ ACTG 430 Federal Income Tax ..... 3
- ☐ ACTG 431 Federal Income Tax – Corporations, Partnerships, Estates, & Trusts ..... 3
- ☐ ACTG 440 Auditing I ..... 3
- ☐ ACTG 470 Accounting for Non-Profit Organizations ..... 3
- ☐ ACTG 499 Advanced Accounting..... 3
- ☐ BUS 450 Managerial Finance ..... 3
- ☐ MATH 310 Statistical Applications ..... 3
- ☐ WR 311 Writing for the Workplace ..... 3

**Business Administration minor (required for Accounting majors)****Requirement for Business Administration Minor ..... 18**

- ☐ BUS 310 Principles of Management & Leadership ..... 3
- ☐ BUS 370 Legal and Ethical Issues in Business & Management ..... 3
- ☐ BUS 499 Business Strategy and Policy ..... 3
- ☐ MKTG 330 Marketing ..... 3
- ☐ Choose two courses from the following ..... 6
  - ACTG 495 Internship
  - BUS 110 Small Business Management
  - BUS 120 Introduction to Business and Entrepreneurship
  - BUS 219 Global Business Management
  - BUS 410 Operations Management

**Minor in Accounting****Prerequisites for the Accounting Minor**

- ☐ BUS 310 Principles of Management and Leadership

**Requirements for Accounting Minor .....18**

- ☐ ACTG 211 Principles of Accounting I ..... 3
- ☐ ACTG 212 Principles of Accounting II ..... 3
- ☐ ACTG 341 Intermediate Accounting I ..... 3
- ☐ ACTG 342 Intermediate Accounting II ..... 3
- ☐ Choose Two from the following ..... 6
  - ACTG 345 Cost Accounting
  - ACTG 430 Federal Income Tax
  - ACTG 431 Federal Income Tax – Corporations, Partnerships, Estates, & Trusts
  - ACTG 440 Auditing I
  - ACTG 470 Accounting for Non-Profit Organizations

## **Business Administration (Bachelor of Science)**

**Program Faculty:** Dr. Peter Diffenderfer, Dr. Timothy Veach, Mr. David Walsh, Mr. David Quirk

### **Purpose**

The purpose of the business administration major is to prepare students for careers as managers and leaders in either private or public sectors. In conjunction with the general education background that students bring with them when they enter the University, the program integrates the fundamental theories, concepts, and practices of business with Christian values and ethics. Students in the program may choose to emphasize one of two concentrations: Management or Marketing. A Business Administration minor is also available to complement other majors at the University. The program is primarily oriented towards the working adult.

### **Objectives**

Graduates of this program will be able to demonstrate:

1. A comprehensive knowledge of the core principles and concepts related to business administration;
2. Effective communication, both written and oral, relative to different business environments and situations;
3. A knowledge and understanding of the role of Christian leadership, ethics, and service in effectively addressing business management issues and decisions;
4. Literacy regarding current management trends through the use of leading business information sources, current publications, and other available audio-video, online, or in-text resources;
5. An ability to integrate all aspects of their learning, understanding, knowledge, and skills concerning business through a comprehensive capstone course.

**Prerequisites for the Business Administration Major**

- ☐ BUS 110 Small Business Management or BUS 120 Introduction to Business and Entrepreneurship
- ☐ ECON 201 Microeconomics
- ☐ ECON 202 Macroeconomics
- ☐ WR 311 Writing for the Workplace

**Requirements for Business Administration Major..... 39-42**

- ☐ ACTG 211 Principles of Accounting I..... 3
- ☐ ACTG 212 Principles of Accounting II..... 3
- ☐ BUS 219 Global Business Management ..... 3
- ☐ BUS 310 Principles of Management and Leadership ..... 3
- ☐ BUS 315 Human Resources Management ..... 3
- ☐ BUS 370 Legal and Ethical Issues in Business & Management ..... 3
- ☐ BUS 450 Managerial Finance ..... 3
- ☐ BUS 499 Business Strategy and Policy ..... 3
- ☐ MATH 310 Statistical Applications ..... 3
- ☐ MKTG 330 Marketing ..... 3
- ☐ Choose a concentration ..... 9-12

<b>Accounting Concentration .....</b>	<b>12</b>
<input type="checkbox"/> ACTG 341 Intermediate Accounting I .....	3
<input type="checkbox"/> ACTG 342 Intermediate Accounting II .....	3
<input type="checkbox"/> ACTG 440 Auditing .....	3
<input type="checkbox"/> Choose one of the following .....	3
ACTG 345 Cost Accounting	
ACTG 360 Accounting Information Systems	
ACTG 430 Federal Income Tax	
ACTG 470 Accounting for Non-Profit Organizations	
<b>General Business Administration Concentration.....</b>	<b>9</b>
<input type="checkbox"/> Choose 9 credits from the following .....	9
BUS 360 Management of Information Systems	
BUS 410 Operations Management	
BUS 415 Group and Organizational Behavior	
MKTG 431 Marketing Research	
MKTG 432 Branding, Advertising and Promotion	
MKTG 433 Sales Strategy and Management	
MKTG 434 Consumer Behavior	
MKTG 435 Digital Marketing	
<b>Management Concentration .....</b>	<b>9</b>
<input type="checkbox"/> BUS 360 Management of Information Systems .....	3
<input type="checkbox"/> BUS 410 Operations Management.....	3
<input type="checkbox"/> BUS 415 Group and Organizational Behavior.....	3
<b>Marketing Concentration .....</b>	<b>9</b>
<input type="checkbox"/> Choose three of the following .....	9
MKTG 431 Marketing Research	
MKTG 432 Branding, Advertising and Promotion	
MKTG 433 Sales Strategy and Management	
MKTG 434 Consumer Behavior	
MKTG 435 Digital Marketing	

**Minor in Business Administration****Requirements for Business Administration Minor .....18**

- ☐ BUS 310 Principles of Management and Leadership ..... 3
- ☐ MKTG 330 Marketing ..... 3
- ☐ Choose four courses from the following: ..... 12
  - BUS 219 Global Business Management
  - BUS 315 Human Resource Management
  - BUS 360 Management of Information Systems
  - BUS 370 Legal and Ethical Issues in Business & Management
  - BUS 410 Operations Management
  - BUS 415 Group and Organizational Behavior
  - BUS 450 Managerial Finance
  - MKTG 432 Branding, Advertising and Promotion
  - MKTG 433 Sales Strategy and Management

**Minor in Marketing (non-Business majors)****Prerequisites for the Marketing Minor**

- ☐ BUS 120 Introduction to Business and Entrepreneurship

**Requirements for Marketing Minor .....18**

- ☐ MKTG 330 Marketing ..... 3
- ☐ MKTG 431 Marketing Research ..... 3
- ☐ MKTG 432 Branding, Advertising and Promotion ..... 3
- ☐ MKTG 433 Sales Strategy and Management ..... 3
- ☐ MKTG 434 Consumer Behavior ..... 3
- ☐ MKTG 435 Digital Marketing ..... 3

**Minor in Marketing (Business majors)****Prerequisites for the Marketing Minor**

- ☐ BUS 120 Introduction to Business and Entrepreneurship
- ☐ MKTG 330 Marketing

**Requirements for Marketing Minor .....18**

- ☐ MKTG 431 Marketing Research ..... 3
- ☐ MKTG 432 Branding, Advertising and Promotion ..... 3
- ☐ MKTG 433 Sales Strategy and Management ..... 3
- ☐ MKTG 434 Consumer Behavior ..... 3
- ☐ MKTG 435 Digital Marketing ..... 3
- ☐ Choose one of the following approved electives ..... 3
  - COMM 213 Interpersonal Communication
  - PSY 200 General Psychology

## Criminal Justice Minor

Program Faculty: Mr. Brian Humphreys

### Purpose

To enable students to:

1. Develop an understanding of the components of the criminal justice system;
2. Enter or advance in careers in the criminal justice field;
3. Pursue academics that enrich other Bushnell University majors, e.g. Psychology, Business Administration.

### Objectives

Graduates of this program will:

1. Demonstrate an understanding of the American criminal justice system and the legal, theoretical, and public policy issues that are relevant to it.
2. Be equipped to apply ethical decision making processes in the criminal justice arena.
3. Demonstrate familiarity with current research across sub-disciplines in criminal justice.
4. Demonstrate an ethical, global, and socially just view of criminal justice.

### Minor in Criminal Justice

<b>Requirements for Criminal Justice Minor</b> .....	<b>18</b>
❑ CJ 201 Introduction to Criminal Justice .....	3
❑ CJ 320 Issues in Ethics in Criminal Justice .....	3
❑ CJ 353 Criminology.....	3
❑ Choose any additional upper division CJ courses .....	9

## Interdisciplinary Studies (Bachelor of Arts or Bachelor of Science)

Program Faculty: Dr. Brian Mills

Bushnell University offers an interdisciplinary studies program that helps students customize their degree programs. This major is ideal for the student who has wide-ranging interests in several academic areas.

In consultation with the program advisor, students may design a course of study involving three academic areas, with a minimum of 11 credit hours in each area. At least two-thirds of the coursework in each area must be in the upper division. In addition, students must complete three hours in IDS 495 (Internship) or complete IDS 499 (Senior Capstone). The total number of credit hours required for the major is 36.

The degree type (Bachelor of Arts or Bachelor of Science) will be determined by the majority of the three selected disciplines.

### Objectives

Graduates from the IDS major will:

1. Demonstrate holistic and creative thinking from a Christian worldview.
2. Acquire a basic knowledge and understanding of each academic area that comprises the major.
3. Read and think critically, write and speak clearly and persuasively, and conduct research effectively.
4. Build the foundation to prepare for desired vocations or selected graduate programs.
5. Pursue the goal of transformative leadership in their lives.

<b>Requirements for Interdisciplinary Studies</b> .....	<b>36</b>
<input type="checkbox"/> Area 1.....	11
Must include 9 upper division credits	
<input type="checkbox"/> Area 2.....	11
Must include 9 upper division credits	
<input type="checkbox"/> Area 3.....	11
Must include 9 upper division credits	
<input type="checkbox"/> Choose one of the following:.....	3
IDS 495 Internship	
IDS 499 Senior Capstone	

**Interdisciplinary Studies areas can be chosen from the following options:**

Bible and Theology

- |  |   |
|--|---|
| <input type="checkbox"/> Choose .....  | 3 |
| BTM 101 Engaging with the Bible: How to Read the Bible in the 21 <sup>st</sup> Century |   |
| BTM 102 Engaging with the Bible: How to Read the Bible in the 21 <sup>st</sup> Century |   |

<input type="checkbox"/> Choose additional from the following ..... 9 HIST 331 History of Christianity I or HIST 332 History of Christianity II Additional upper division BTM course	9
<b>Business Administration</b>	
<input type="checkbox"/> BUS 310 Principles of Management & Leadership ..... 3 <input type="checkbox"/> Choose an additional 3 classes from the following ..... 9 BUS 110 Small Business Management or BUS 120 Introduction to Business and Entrepreneurship BUS 219 Global Business Management BUS 315 Human Resource Management BUS 360 Management of Information Systems BUS 370 Legal & Ethical Issues in Business and Management BUS 415 Group & Organizational Behavior MKTG 330 Marketing	3 9
<b>Communication</b>	
<input type="checkbox"/> COMM 342 Survey of Communication Theory ..... 3 <input type="checkbox"/> Choose an additional 3 classes from the following ..... 9 COMM 213 Interpersonal Communication or COMM 220 Intercultural Communication COMM 341 Organizational Communication COMM 370 Listening Behavior COMM 380 Communication & Conflict COMM 428 Team Leadership	3 9
<b>Criminal Justice</b>	
<input type="checkbox"/> CJ 201 Introduction to Criminal Justice ..... 3 <input type="checkbox"/> CJ 320 Issues in Ethics in Criminal Justice ..... 3 <input type="checkbox"/> Choose an additional two upper division classes with a "CJ" prefix ..... 6	3 3 6
<b>Mathematics</b>	
<input type="checkbox"/> Choose 11 credits from the following..... 11 MATH 105 Introduction to College Mathematics or MATH 331 Topics in Discrete Mathematics MATH 310 Statistical Applications MATH 320 Linear Algebra BUS 410 Operations Management PSY 350 Research Methods Any upper division CIS course	11
<b>Psychology</b>	
<input type="checkbox"/> PSY 200 General Psychology ..... 3 <input type="checkbox"/> PSY 320 Human Development ..... 3 <input type="checkbox"/> Choose one ..... 3	3 3 3

- PSY 330 Psychology of Learning
- PSY 370 Cognition
- ☐ Choose one ..... 3
  - PSY 380 Theories of Personality
  - PSY 420 Abnormal Psychology

#### Teacher Education

- ☐ EDUC 302 Foundations of Education and Diversity ..... 2
- ☐ Choose additional classes from the following ..... 9
  - EDUC 322 Classroom Management and Diverse Populations
  - EDUC 326 Exceptional Learners
  - EDUC 331 Child Development & Learning Theory or EDUC 371 Adolescent Learners & Learning Theory
  - Any ESOL course

**Upon approval from program faculty, additional areas can be selected from Accounting, Bible and Theology, English for Speakers of Other Languages (ESOL), Forensic Psychology, and History.**

## **RN to BSN – Nursing (Bachelor of Science)**

Program Faculty: Dr. Linda Veltri, Ms. Janet Welch

### **Mission Statement**

The mission of the School of Nursing, as an integral part of Bushnell University, is to respond to the higher educational and healthcare needs of our culturally diverse communities. We prepare ethical nurse leaders and educators to lead the way toward evidence-based, quality improvement within a variety of healthcare and educational communities. We embrace Bushnell's mission to foster wisdom, faith, and service through excellent academic programs grounded in the arts and sciences that demonstrate compassion and respect toward all people served.

### **Purpose**

The purpose of the RN to BSN major is to:

- Equip nurses' pursuit of a professional career.
- Prepare nurses to immediately impact their workplace and positively affect the health of our community.
- Prepare nurses for graduate education.

### **Objectives**

Graduates of this program will\*:

1. Demonstrate critical thinking and ethical discernment in the provision of safe, quality, client-centered nursing care to individuals, families, and communities across the continuum of health care environments.
2. Utilize leadership principles and knowledge to deliver, manage, and evaluate health care, advance safe, quality, evidence-based nursing practice, and improve health outcomes.
3. Demonstrate an ethical and socially just view of nursing as a profession and ministry.
4. Integrate knowledge from the liberal arts, humanities, and sciences including nursing science to promote and enhance human flourishing for patients, families, communities, and self.
5. Synthesize nursing science and knowledge from other disciplines to make sound, evidence based nursing judgments.
6. Develop a professional identity as a nurse through actions reflecting integrity, standards of ethical, moral, and legal conduct, advocacy, and caring for all patients, families, and communities.
7. Demonstrate a spirit of inquiry by acting as an evolving scholar who contributes to the science of nursing through identification of practice issues in need of study, appraisal and integration of evidence, evaluation of outcomes, and sharing of evidence with the interprofessional team.
8. Demonstrate ability to engage in appropriate, effective communication and collaboration with clients, families, and inter-professionally to provide safe, quality, patient-centered care.
9. Utilize knowledge of the political process and healthcare policies, including financial and regulatory, to influence safety and quality in healthcare systems and nursing practice.
10. Incorporate professional nursing standards, behaviors, and values into nursing care and practice.

\*RN to BSN program objectives are based on outcomes/competencies expected of graduates from a baccalaureate nursing program as established by the National League of Nursing (NLN, 2010) and the American Association of Colleges of Nursing (AACN, 2008) Essentials for Baccalaureate Educations for Professional Nursing Practice.

### Capstone Requirements

Students enrolling in a nursing course will, at their own expense, obtain and submit proof of the following in preparation for their capstone practice experience:

1. Criminal Background Check to include social security number trace, state/national criminal background history, sex offender registry check, and Office of the Inspector General List of Excluded Individuals and Entities (OIG LEIE) check performed by Advanced Reporting.
2. Clean Substance Abuse 10 Panel Urine Drug Screen + Alcohol\* performed by Advanced Reporting.
  - a. The Criminal Background Check and Substance Abuse 10 Panel + Alcohol Urine Drug Screen will be completed *no more than 3 months prior to the first semester and no later than week 4 of the first session a student is enrolled in.*
3. All students will submit proof of the following a minimum of *three weeks prior* to the start date of their NURS 499: Nursing Capstone course.
  - a. Current American Heart Association Basic Life Support (AHA-BLS) certification.
  - b. Poof of all of the following immunizations including date received and/or titer results:
    - Seasonal Flu
    - Hepatitis B
    - Varicella
    - 2-step TB testing *or* IGRA
    - MMR
    - Tetanus, Diphtheria, Pertussis (Tdap)
  - c. Signed Prior Training or Education Attestation Form.
  - d. Other required healthcare organization or community agency specific documents.
4. A registration hold will be placed when required documents are not received as outlined above and/or students will be withdrawn from NURS 499.

<b>Requirements for Registered Nurse to Bachelor of Science in Nursing major .....</b>	<b>30</b>
❑ *NURS 310 Foundations for Lifelong Learning in Nursing .....	3
❑ NURS 320 Evidence-based Practice and Health Care Policy in Nursing.....	3
❑ *NURS 330 Leadership in Nursing Practice.....	3
❑ NURS 340 Role of the Professional Nurse .....	3
❑ *NURS 350 Ethics in Nursing.....	3
❑ NURS 410 Population Health in Nursing.....	3
❑ NURS 420 Health Care Operations and Information Management .....	3
❑ NURS 430 Research in Nursing .....	3
❑ NURS 440 The Aging Population .....	3
❑ NURS 499 Nursing Capstone .....	3
*Meets General Education Bible and Christian Ministry Studies hours	

## Pre-Counseling Minor

Program Faculty: Dr. Ryan Melton

### Purpose

To enable students to:

1. Develop an understanding of the components, basic skills and interventions of the counseling profession.
2. Enter or advance in careers in the counseling and mental health field;
3. Pursue academics that enrich other Bushnell University majors, e.g. Psychology, Business Administration.

### Objectives

Graduates of this program will:

1. Demonstrate an understanding of the counseling profession and the ethical, cultural and treatment approaches that are relevant to the career.
2. Be equipped to apply basic counseling skills as appropriate in a range of mental health related professions.
3. Demonstrate familiarity with current research across sub-disciplines in counseling.
4. Demonstrate a culturally informed view of counseling.

### Minor in Pre-Counseling

#### Prerequisite for the Pre-Counseling Minor:

- ☐ PSY320 Human Development ..... 3

#### Requirements for Pre-Counseling Minor.....18

- ☐ COMM 370 Listening Behavior ..... 3
- ☐ PSY 420 Abnormal Psychology..... 3
- ☐ PSY 465 Introduction to Counseling Skills..... 3
- ☐ PSY 475 Psychology of Trauma ..... 3
- ☐ Choose one of the following electives ..... 3
  - PSY 407 Understanding Autism Spectrum Disorders
  - PSY 430 Psychology of Addictive Behaviors
- ☐ Choose two of the following electives ..... 6
  - COMM 216 Interpersonal Health Communication
  - COMM 220 Intercultural Communication
  - COMM 380 Communication and Conflict
  - COMM 413 Advanced Interpersonal Communication
  - COMM 430 Nonverbal Communication
  - MAT 310 Statistical Applications or MAT 315 Applied Statistics
  - PHL 315 Bioethics

## **Psychology (Bachelor of Science)**

**Program Faculty:** Dr. Catherine Skaggs, Dr. Mary Ann Winter-Messiers

### **Purpose**

The emphasis of the psychology major is to equip students with a strong foundation in psychological science. Students will study the scientific study of biological, social, and psychological factors; apply psychology to everyday experiences; learn to read, think, and write critically; and consider psychological science from a Christian perspective.

### **Objectives**

Graduates of this program will:

1. Demonstrate a working knowledge base of psychology.
2. Demonstrate scientific inquiry and critical thinking skills.
3. Apply ethical standards to evaluate psychological explanations and practices and adopt values that build community in a diverse world.
4. Demonstrate effective communication skills in a variety of formats.
5. Apply psychological knowledge, skills, and values in occupational pursuits.
6. Apply Christian faith to an understanding of psychological science.

### **Purpose for the Forensic Psychology Concentration**

In addition to the Purpose in the Bachelor of Science in Psychology, the purpose of this concentration is to prepare undergraduate students who are interested in pursuing graduate education in forensic psychology or related fields.

### **Objectives for the Forensic Psychology Concentration**

In addition to the objectives for the Psychology major, graduates of this concentration will:

1. Demonstrate a working knowledge base of psychological principles as applies to the criminal justice system.
2. Demonstrate knowledge of forensic psychological evaluations and assessment in criminal cases.

### **Prerequisites for the Psychology major**

- ❑ BIOL 111/111L or 200/200L
- ❑ PSY 200 General Psychology

<b>Requirements for Psychology Major .....</b>	<b>36-39</b>
<input type="checkbox"/> MATH 310 Statistical Applications.....	3
<input type="checkbox"/> PSY 320 Human Development .....	3
<input type="checkbox"/> PSY 340 Social Psychology .....	3
<input type="checkbox"/> PSY 350 Research Methods .....	3
<input type="checkbox"/> PSY 370 Cognition .....	3
<input type="checkbox"/> PSY 390 Biological Psychology .....	3
<input type="checkbox"/> PSY 420 Abnormal Psychology.....	3
<input type="checkbox"/> PSY 499 Senior Capstone .....	3
<input type="checkbox"/> Choose one of the additional requirements options below .....	12-15

<b>Requirements for Psychology without a Concentration .....</b>	<b>12</b>
<input type="checkbox"/> PSY 330 Psychology of Learning.....	3
<input type="checkbox"/> PSY 380 Theories of Personality.....	3
<input type="checkbox"/> Choose two of the following approved electives: .....	6
PSY 315 Forensic Psychology	
PSY 407 Special Topics	
PSY 411 Cross-Cultural Psychology	
PSY 414 Psychology of Human Sexuality	
PSY 430 Psychology of Addictive Behaviors	
PSY 440 Psychology of Religion	
PSY 450 Psychometrics	
PSY 465 Introduction to Counseling Skills	
PSY 475 Psychology of Trauma	

#### **Additional Prerequisites for Psychology with Forensic Psychology Concentration**

- ☐ ANTH 210 Cultural Anthropology or SOC 200 Introduction to Sociology
- ☐ CJ 201 Introduction to Criminal Justice

<b>Requirements for Psychology with Forensic Psychology Concentration .....</b>	<b>15</b>
<input type="checkbox"/> PSY 315 Forensic Psychology .....	3
<input type="checkbox"/> Choose two of the following approved electives: .....	6
CJ 330 Corrections in the 21 <sup>st</sup> Century	
CJ 331 Law and Criminal Procedure	
CJ 340 Criminal Investigation	
CJ 353 Criminology	
CJ 420 Juvenile Justice System	
CJ 440 Victimology	
<input type="checkbox"/> Choose two of the following approved electives: .....	6
PSY 380 Theories of Personality	
PSY 411 Cross-Cultural Psychology	
PSY 414 Psychology of Human Sexuality	
PSY 430 Psychology of Addictive Behaviors	
PSY 450 Psychometrics	
PSY 465 Introduction to Counseling Skills	
PSY 475 Psychology of Trauma	

**Minor in Psychology****Prerequisites for the Psychology Minor**

- ☐ PSY 200 General Psychology

**Requirements for Psychology Minor .....18**

- ☐ PSY 320 Human Development ..... 3
- ☐ PSY 340 Social Psychology ..... 3
- ☐ PSY 370 Cognition ..... 3
- ☐ PSY 420 Abnormal Psychology..... 3
- ☐ Choose two of the following approved electives ..... 6
  - PSY 315 Forensic Psychology
  - PSY 330 Psychology of Learning
  - PSY 380 Theories of Personality
  - PSY 390 Biological Psychology
  - PSY 411 Cross-Cultural Psychology

## Teacher Education (Bachelor of Science)

Program Faculty: Ms. Suzanne Price, Dr. Brian Kaelin, Mr. Ray Ricks

### Mission Statement

Faculty partner together within an environment of learning to prepare highly qualified teachers who exude and exemplify standards of leadership, professionalism, scholarship, and faith as established within the framework of best educational practices and Christian values.

### Purpose

Consistent with this mission of Bushnell University, the elementary and secondary education majors are offered in a campus environment that is person- and faith-oriented. The curriculum is designed to integrate a broad Christian liberal arts academic preparation with research-based education methods and relevant field experiences in a purposeful and explicit fashion. Preparation addresses the needs and priorities of elementary and secondary schoolteachers for today and in the future. The Oregon Teacher Standards and Practices Commission accredits the Bushnell University teacher preparation program.

### Objectives

Graduates of this program will:

1. Believe in the dignity and worth of each individual.
2. Be academically competent in subjects they are to teach.
3. Exemplify professional communication (speaking, writing, listening) and technology skills.
4. Realize that teaching is both an art and a science.
5. Apply a working knowledge of effective classroom management and the skills of teaching.
6. Motivate students with hands-on, action-based learning opportunities.
7. Utilize a variety of effective teaching methods which synthesize content, knowledge of children and adolescents, and an empowering learning environment.
8. Commit themselves to continuing professional growth to remain effective and the desire to pursue further study.
9. Demonstrate ethical and professional responsibilities of teachers and an understanding of the teacher's role as a leader in the community.
10. Lead, empower, and motivate every student to enjoy learning and to continue learning for a lifetime.

### Admission to the Teacher Education Program

Prior to admission to the teacher education program students must earn a "C-" or better in all general education core requirements and pre-education classes, as well as attain a cumulative GPA of 2.75.

In addition to the teacher education application, the following are required:

1. Official transcripts of all undergraduate coursework to date.
2. A minimum undergraduate GPA of 2.75.
3. A statement of purpose 2-3 pages double spaced that clearly indicates career history, professional goals and professional guiding principles.
4. Current resume.
5. One letter of recommendation and two disposition assessments that specifically address the academic ability, work performance and character of applicant. One of these letters should be from an administrator who has direct evaluation responsibilities.
6. Personal interview with the Admissions Committee.

Students with a bachelor's degree who want to earn an additional bachelor's degree and Oregon licensure must complete additional credits in Bible per the catalog year. Post-baccalaureate students may complete the program for licensure only without the Bible requirement. Students are responsible to satisfy the conditions specified in the "Education Program" manual edition current for their catalog year.

\*Related and documentable work experience may be used towards waiver of field placement or practicum credit upon program director approval.

### **Prerequisites for Teacher Education Major who are in Bushnell University's program**

- ☐ PSY 200 General Psychology

### **General Requirements for Education Major .....39**

- ☐ EDUC 302 Foundations of Education and Diversity..... 2
- ☐ EDUC 322 Classroom Management and Diverse Populations .....2
- ☐ EDUC 326 Exceptional Learners.....2
- ☐ EDUC 353 Connecting Curriculum and Assessment ..... 2
- ☐ EDUC 415 Faith Integration in Teaching Seminar .....2
- ☐ EDUC 435 Minor Field Experience .....3
- ☐ EDUC 437 EdTPA Support Seminar .....3
- ☐ EDUC 475 First Year Experience.....3
- ☐ EDUC 496 Student Teaching .....12
- ☐ Choose one of the required concentrations listed below .....8

### **Prerequisites for the Elementary Teacher Education Concentration**

- ☐ MATH 211 Mathematics for Elementary Teachers
- ☐ MATH 212 Mathematics for Elementary Teachers

### **Elementary Concentration .....8**

- ☐ EDUC 331 Child Development & Learning Theory ..... 2
- ☐ EDUC 332 Interdisciplinary Methods..... 2
- ☐ EDUC 342 Elementary Literacy Methods..... 2
- ☐ EDUC 372 Math and Science Methods for Elementary Teachers.....2

### **Prerequisites for the Secondary Teacher Education Concentration**

- ☐ MATH 105 Introduction to College Mathematics

**Secondary Concentration.....8**

(Required in addition to content endorsement classes)

- ☐ EDUC 360 Literacy Methods for All Content Areas..... 2
- ☐ EDUC 371 Adolescent Learners & Learning Theory..... 2
- ☐ Choose two methods classes..... 4
  - EDUC 362 Secondary Language Arts Methods
  - EDUC 366 Secondary Science Methods
  - EDUC 367 Secondary Math Methods
  - EDUC 368 Secondary Social Studies Methods

**Endorsements**

Each endorsement requires additional coursework, and programs vary from 14-30 credits. In order to be certified and recommended to the state by the school for licensure with an endorsement, students must take the required coursework listed for their respective endorsement area(s) or work with their faculty advisors to map out an approved alternative academic plan. Check each course for prerequisites. For middle level and high school teacher education majors, one of the following endorsement areas must be chosen:

- \*Advanced Mathematics
- Basic Mathematics
- English for Speakers of Other Languages (ESOL)
- \*Integrated Science (middle level only)
- Language Arts
- Physical Education
- Social Studies
- \*Spanish
- Special Education

\*Courses may need to be taken as daytime classes or transferred from another 4-year institution.

**Endorsement Pathways****English for Speakers of Other Languages (ESOL) .....14**

- ☐ EDUC 485 ESOL Practicum ..... 2
- ☐ ESOL 310/510 Second Language Acquisition and Applied Linguistics ..... 3
- ☐ ESOL 420 ESOL Theory, Methods, and Assessment I..... 3
- ☐ ESOL 415 English Grammar and Syntax ..... 3
- ☐ ESOL 425 ESOL Theory, Methods and Assessment II ..... 3

**Integrated Science (Middle and High School).....28**

- ☐ ASTR 101/101L Introduction to Astronomy..... 4
- ☐ BIOL 111/111L Principles of Living Organisms..... 4
- ☐ BIOL 112/112L Principles of Biodiversity ..... 4
- ☐ CHEM 121/121L General Chemistry ..... 5
- ☐ PHYS 201/201L Introduction to Mechanics ..... 4
- ☐ PHYS 202/202L Introduction to Electromagnetism ..... 4

Language Arts.....	21
❑ ENG 201 Introduction to Literature .....	3
❑ ENG 211 Survey of American Literature .....	3
❑ ENG 212 Survey of British Literature .....	3
❑ ENG 340 World Literature.....	3
❑ ENG 345 Multiethnic American Literature .....	3
❑ ESOL 415 English Grammar and Syntax .....	3
❑ Any ENG upper division elective .....	3
Basic Mathematics .....	16
❑ MATH 105 Introduction to College Mathematics.....	3
❑ MATH 130 Precalculus .....	3
❑ MATH 211 Mathematics for Elementary Teachers.....	3
❑ MATH 212 Mathematics for Elementary Teachers.....	3
❑ MATH 331 Topics in Discrete Mathematics.....	3
Advanced Mathematics (High School) .....	19
❑ MATH 130 Precalculus .....	3
❑ MATH 331 Topics in Discrete Mathematics.....	3
❑ MATH 251 Calculus I .....	4
❑ MATH 252 Calculus II [Optional] .....	
❑ MATH 315 Applied Statistics.....	3
❑ MATH 320 Linear Algebra .....	3
❑ MATH 460 Mathematical Proofs and Reasoning.....	3
Physical Education .....	8
❑ PHED 383 Introduction to Movement .....	2
❑ PHED 384 Adaptive Physical Education .....	2
❑ PHED 429 P.E. Methods for all Grades .....	2
❑ PHED 485 Physical Education Practicum .....	2

Social Studies .....	21
❑ Choose one from the General Education Core .....	3
ANTH 210 Cultural Anthropology	
SOC 200 Introduction to Sociology	
❑ Choose one of the following .....	3
ECON 201 Microeconomics	
ECON 202 Macroeconomics	
❑ GEOG 210 Cultural Geography .....	3
❑ HIST 340 Race, Ethnicity, and Gender in American Culture.....	3
❑ HIST 370 Ancient Near Eastern and Mediterranean Civilizations.....	3
❑ HIST 430 History of American International Relations .....	3
❑ Choose one of the following .....	3
HIST 151 History of Western Civilization I	
HIST 152 History of Western Civilization II	
HIST 161 World History I	
HIST 162 World History II	
Spanish .....	29
❑ HIST 440 Latin American Civilization.....	3
❑ SPAN 101 First-year Spanish I .....	3
❑ SPAN 102 First-year Spanish II .....	3
❑ SPAN 201 Second-year Spanish I .....	3
❑ SPAN 202 Second-year Spanish II .....	3
❑ SPAN 310 Advanced Spanish Conversation and Composition.....	3
❑ SPAN 350 Spanish Vocabulary and Usage .....	3
❑ SPAN 399 Engagement with the Hispanic Community.....	2
❑ SPAN 420 Spanish Translation and Interpreting.....	3
❑ SPAN 470 Teaching Foreign Language Methods .....	3
Special Education .....	18
❑ SPED 301 Foundations of Special Education I.....	1
❑ SPED 302 Foundations of Special Education II.....	1
❑ SPED 303 Foundations of Special Education III.....	1
❑ SPED 310 Interventions for Accessibility and Functional Skills .....	2
❑ SPED 320 Assessment and Evaluation in Special Education .....	2
❑ SPED 330 Advanced Classroom and Behavior Management .....	2
❑ SPED 340 Special Education History and Current Issues .....	2
❑ SPED 350 Academic Instructional Supports and Universal Design for Learning.....	2
❑ SPED 395 Special Education Field Experience I.....	1
❑ SPED 396 Special Education Field Experience II.....	1
❑ SPED 495 Special Education Teaching Experience.....	3

## Graduate Programs

In a commitment to academic excellence, Bushnell University offers master's degree programs in:

- Business Administration (MBA)
- Clinical Mental Health Counseling (MA)
- Education (M.Ed)
- Mental Health and Human Behavior (MA)
- Leadership (MA)
- Nursing (MS)
- School Counseling (MA)
- Philosophy (M.Phil)
- Teaching (MA)

Coursework in the Clinical Mental Health Counseling Program, School Counseling Program, Teaching, and Master of Education program is completed onsite with classes offered in the evenings, online, and occasional on Saturdays. Classes are small, discussion-oriented, and presented from a Christian perspective. *Practica* and internship experiences, in addition to coursework, are part of the counseling programs.

Each Master of Business Administration student is required to take a competency exam prior to enrolling in their respective program demonstrating proficiency in American Psychological Association (APA) style writing standards. The fee for the exam is waived for the student the first time it is taken. A passing grade on the exam is 90% and is required for entry into the program. A training course is available (at the student's expense) to prepare if a re-take of the exam is necessary.

## Master of Business Administration (MBA)

**Program Faculty:** Mr. David Walsh

### Purpose

The purpose of the Master of Business Administration (MBA) Program is to assist students in the study and integration of business administration theory. The 12-month online program is designed for those who want to expand their knowledge, skills, and abilities in business. In addition, the program's intent is to also complement the student's work experiences and expand their career opportunities.

As the capstone for the program, students are required to develop a Business Portfolio over the duration of the 12 offered courses. Near graduation time, the final aggregated project will be evaluated by Business faculty. Once the project is approved and signed off, the student will receive their diploma.

The 36-credit curriculum consists of 12 three-credit courses. Courses offered relate to the business administration core:

- Strategy and Managerial Decision-making,
- Marketing Strategy,
- Managerial Statistics
- Business Ethics
- Leadership Strategies
- Managerial Finance,
- Managerial Economics,
- Organizational Behavior,
- Human Resource Management, and
- Operations and Service Management.

### Program Objectives

Upon completion of the Master of Business Administration Program, candidates will be able to demonstrate:

- A comprehensive knowledge of the core principles and concepts related to business administration;
- Effective communication, both written and oral, relative to different business environments and situations;
- A knowledge and understanding of the role of Christian leadership, ethics, and service in effectively addressing business management issues and decisions;
- Literacy regarding current management trends through the use of leading business information sources, current publications, and other available audio-video, online, or in-text resources;
- An ability to integrate all aspects of their learning, understanding, knowledge, and skills concerning business.

<b>Requirements for Master of Business Administration .....</b>	<b>36</b>
<input type="checkbox"/> ACTG 545 Managerial Accounting .....	3
<input type="checkbox"/> BUS 501 Organizational Behavior .....	3
<input type="checkbox"/> BUS 550 Managerial Finance .....	3

<input type="checkbox"/> BUS 565 Managerial Statistics .....	3
<input type="checkbox"/> BUS 625 Business Ethics.....	3
<input type="checkbox"/> BUS 665 Strategy and Managerial Decision Making.....	3
<input type="checkbox"/> BUS 690 Business Portfolio .....	0
<input type="checkbox"/> ECON 555 Managerial Economics.....	3
<input type="checkbox"/> Choose a Concentration.....	15
Management Concentration.....	15
<input type="checkbox"/> BUS 525 Leadership Strategies .....	3
<input type="checkbox"/> BUS 530 Marketing Strategy .....	3
<input type="checkbox"/> BUS 610 Operations and Service Management.....	3
<input type="checkbox"/> BUS 615 Human Resource Management.....	3
<input type="checkbox"/> BUS 635 Corporate Sustainability .....	3
Marketing Concentration.....	15
<input type="checkbox"/> BUS 530 Marketing Strategy .....	3
<input type="checkbox"/> MKTG 535 Digital Marketing .....	3
<input type="checkbox"/> Choose three of the following .....	9
BUS 535 International Management & Marketing	
MKTG 531 Marketing Research	
MKTG 532 Branding, Advertising, & Promotion	
MKTG 533 Sales Strategy & Management	
MKTG 534 Consumer Behavior	
MKTG 536 Sports Marketing	
Non-Profit Leadership Concentration.....	15
<input type="checkbox"/> BUS 530 Marketing Strategy .....	3
<input type="checkbox"/> NPFL 610 Volunteer Leadership.....	3
<input type="checkbox"/> NPFL 620 Legal and Ethical Issues for Non-Profit Organizations .....	3
<input type="checkbox"/> Choose one of the following.....	3
LSHP 530 Great Leaders	
LSHP 570 Leadership and Mission Fulfillment	
<input type="checkbox"/> Choose one of the following.....	3
BUS 610 Operations and Service Management	
BUS 615 Human Resource Management	

## **Master of Arts (MA) in Clinical Mental Health Counseling**

**Program Faculty:** Dr. Gene James, Dr. Kaj Kayij-Wint, Dr. Ryan Melton, Mindi Barta LPC.

### **Purpose**

The Master of Arts in Clinical Mental Health Counseling degree (previously known as Community Counseling), trains students in the art and science of counseling. The program is approved by CACREP (Council for Accreditation of Counseling and Related Educational Programs) and the Oregon Board of Licensed Professional Counselors and Therapists. Together with a Christian frame of reference and Christian faculty, our program is distinctive in several important ways.

First, students gain a solid foundation of counseling skills, procedures, and theories based on current research. Building upon that base, students are encouraged to develop a theoretical orientation to counseling that matches their own personality and value system. Students implement and refine their personal approach to counseling in their second year, seeing clients and undergoing clinical supervision in Bushnell University's onsite counseling training center.

Additionally, students individualize their own program through electives and internship site. In their third year, students focus on a special population, clinical issue, or effective treatment modality. Thus, students gain a balance between a broad perspective of counseling and a "specialization" in an area of interest.

Graduates of the program meet the academic standards leading to Oregon licensure as a professional counselor (LPC). LPCs offer counseling services to individuals, groups, organizations and the general public, private or other settings. These services may be in the areas of personal-social concerns, mental health challenges, educational programs, and career decisions. Counseling services include the use of culturally informed evidenced based counseling techniques with individuals and families, diagnosis and assessment methods, and research activities.

The 60-credit curriculum consists of core coursework in counseling theories and approaches, courses in the specialty area of clinical mental health, and applied clinical experience of practica (minimum 100 clock hours/40 direct service hours) and internship experience in the community (minimum 700 clock hours/240 direct service hours). Classes are small, discussion-oriented, and geared to practical application. The delivery format of coursework includes face-to-face, online, and hybrid (combination of face-to-face and online instruction). All program faculty are professional clinicians who provide diverse theoretical backgrounds and assist students in developing their own personal approach to counseling.

In the final stage of the program, students undergo a three-semester, eight credit internship when they work 15 hours per week (approx.) in a counseling agency in the community and receive supervision from professional counselors or other qualified mental health professionals with at least two years of post graduate experience and training in supervision. As the capstone for the program, students are required to complete a final portfolio project. The project includes a professional goal statement, an ethical adherence statement, professional disclosure statement, summaries of course work, research paper and a presentation of the research paper. It is evaluated by the program faculty. Once the clinical project is approved by faculty, the student is advanced to candidacy and may apply for graduation.

### Program Objectives

Upon completion of the Master of Arts in Clinical Mental Health Program, candidates will be able to:

- Develop and exhibit a professional identity as a clinical mental health counselor, as evidenced by membership in relevant professional organizations, active preparation for licensure, and obtaining relevant counseling credentials. (membership in ORCA (required) and ACA (optional), students should be active in both).
- Verbalize a personal theoretical orientation to counseling.
- Conduct a comprehensive mental health assessment including a DSM diagnostic impression.
- Formulate an evidence-based treatment plan for counseling.
- Deliver supervised counseling services to individuals and groups, and document a minimum of 700 clock hours (280 direct hours) of supervised clinical experience.
- Model professional ethical practices and adherence to legal requirements for counselors.
- Demonstrate an awareness of social, spiritual, and cultural issues impacting clients, and integrate that awareness into culturally competent counseling practice.

### Personal Growth Requirement

All Clinical Mental Health students are required to participate in a minimum of 10 sessions of individual counseling as a client during the course of the program. This requirement reflects the belief that it is important for developing counselors to experience counseling first hand from a client perspective. Additionally, it is important to ongoing personal identity development and to increasing self-awareness, both of which are critical in the work of counseling.

<b>Requirements for Clinical Mental Health Counseling .....</b>	<b>60</b>
<input type="checkbox"/> CMHC 500 Professional Orientation .....	3
<input type="checkbox"/> CMHC 507 Special Topics .....	2
<input type="checkbox"/> CMHC 511 Personality and Counseling Theory .....	3
<input type="checkbox"/> CMHC 520 The Helping Relationship .....	3
<input type="checkbox"/> CMHC 530 Ethical and Legal Issues.....	3
<input type="checkbox"/> CMHC 540 Research and Evaluation.....	3
<input type="checkbox"/> CMHC 550 Group Dynamics and Theory .....	3
<input type="checkbox"/> CMHC 560 Human Growth and Development.....	3
<input type="checkbox"/> CMHC 570 Lifestyle and Career Development.....	3
<input type="checkbox"/> CMHC 590 Counseling in a Multicultural Society .....	3
<input type="checkbox"/> CMHC 601 Family Systems.....	3
<input type="checkbox"/> CMHC 611 Diagnosis and Psychopathology.....	3
<input type="checkbox"/> CMHC 612 Testing and Appraisal.....	3
<input type="checkbox"/> CMHC 620 Addiction Counseling .....	3
<input type="checkbox"/> CMHC 630 Crisis, Trauma, and Grief Counseling .....	3
<input type="checkbox"/> CMHC 640 Psychopharmacology .....	3
<input type="checkbox"/> CMHC 685 Clinical Practicum I .....	3
<input type="checkbox"/> CMHC 695 Clinical Internship .....	8
<input type="checkbox"/> CMHC 699 Capstone .....	2

## Master of Education (M.Ed)

Program Faculty: Dr. Brian Kaelin, Mr. Ray Ricks, Ms. Suzanne Price

### Purpose

The purpose of the Master of Education program is to strengthen the educator's professional practices and perspectives. The program is designed to support highly qualified teachers who exemplify high standards of leadership, professionalism, scholarship and ethical behavior within the framework of best educational practices. The program provides practical strategies to encourage active engagement, innovative practice, and foster unity within diverse classrooms and communities.

### Program Objectives

The Master of Education program candidates will be able to demonstrate:

- Advanced knowledge of the teaching/learning process and demonstrate an exemplary level of competence in all aspects of teaching.
- Increased knowledge of content information.
- Commitment to professional excellence and professional leadership.
- Ethical and professional responsibilities of teachers and an understanding of the teacher's role as a leader in the community.
- Multicultural competencies and advocacy in relation to diversity, equity, opportunity and achievement in student learning and development.
- Strengthened professional identity of each teacher to include the habits of scholarship (use and evaluation of research, participation in research, evaluation of programs).

### Limitations

1. No P/NP grading option is allowed in certificate programs except in those courses in which P/NP is the only grading option.
2. No certificate requirements can be earned through the use of CLEP or Prior Learning Assessment (PLA) credits.
3. A minimum of three quarters of the certificate coursework must be completed through Bushnell University coursework.
4. Time limit: three years. After three years have elapsed from the time of initial matriculation in the University, the student must apply for readmission unless the student has been in continuous attendance, is pursuing an additional program, and remains within the time limit for that program (e.g. a student pursuing a degree and a certificate at the same time may complete within the allotted timeframe for the degree).

### Requirements for Master of Education ..... 30-31

- ☐ EDUC 500 Graduate Writing Seminar ..... 1
- ☐ EDUC 555 Research Methods ..... 3
- ☐ EDUC 575 Ethics, Values and Faith Within the Education Setting ..... 2
- ☐ EDUC 665 Action Research ..... 3
- ☐ Choose a Concentration ..... 21-22

### English for Speakers of Other Languages (ESOL) Concentration ..... 22

- ☐ EDUC 580 Curriculum Design and Instruction ..... 3

❑ EDUC 581 Advanced School Law.....	2
❑ EDUC 680 Advanced Technology for Teachers.....	3
❑ EDUC 685 ESOL Practicum .....	2
❑ ESOL 310/510 Second Language Acquisition and Applied Linguistics .....	3
❑ ESOL 520 Theory, Methods, and Assessment I .....	3
❑ ESOL 615 English Grammar and Syntax .....	3
❑ ESOL 625 ESOL Teaching Oral and Literate Skills.....	3
Physical Education (P.E.) Concentration .....	21
❑ EDUC 525 Exceptional Learner .....	2
❑ EDUC 565 Culturally Responsive Teaching .....	3
❑ EDUC 580 Curriculum Design and Instruction .....	3
❑ EDUC 581 School Law .....	2
❑ EDUC 680 Technology as an Instructional Tool .....	3
❑ PHED 583 Introduction to Movement .....	2
❑ PHED 584 Adaptive Physical Education .....	2
❑ PHED 629 P.E. Methods for all Grades .....	2
❑ PHED 685 Physical Education Practicum .....	2
<b>Prerequisite for Special Education Concentration:</b>	
❑ EDUC 326/525 Exceptional Learners	
Special Education Concentration .....	21
❑ EDUC 565 Culturally Responsive Teaching .....	3
❑ SPED 501 Foundations of Special Education I.....	1
❑ SPED 502 Foundations of Special Education II.....	1
❑ SPED 503 Foundations of Special Education III.....	1
❑ SPED 510 Interventions for Accessibility and Functional Skills .....	2
❑ SPED 520 Assessment and Evaluation in Special Education .....	2
❑ SPED 530 Advanced Classroom and Behavior Management .....	2
❑ SPED 540 Special Education History and Current Issues .....	2
❑ SPED 550 Academic Instructional Supports and Universal Design for Learning.....	2
❑ SPED 595 Special Education Field Experience I.....	1
❑ SPED 596 Special Education Field Experience II.....	1
❑ SPED 695 Special Education Teaching Experience.....	3

## Master of Arts (MA) in Leadership

**Program Faculty:** Mr. Larry Coburn

### Purpose

The Master of Arts in Leadership (MA) embodies the essence of Bushnell University's mission to foster wisdom, faith, and service. This program is designed for seasoned leaders and aspiring leaders to engage with principles of best practice, to sharpen their own self-understanding as leaders, and to sharpen their skill set for more effective leadership in the groups and organizations where they serve. The program builds upon the strengths of Bushnell University's own senior leadership team and provides students the opportunity to focus their studies upon areas of leadership that are of particular interest to them.

### Program Objectives

Graduates from the MA in Leadership Studies will be equipped to:

- Facilitate personal growth and leadership effectiveness
- Integrate wisdom, faith, and service in the leadership of complex organizations
- Impact positive change and empower mission fulfillment
- Nurture, mentor, develop leadership skills in other members of the organization
- Navigate complex social & cultural systems on a local and global spectrum
- Practice principled stewardship of organizational resources (people & systems)

### Prerequisites for Master of Arts in Leadership:

- ❑ LSHP 500 Introduction to Leadership

### Requirements for Master of Arts in Leadership.....36

- ❑ LSHP 510 Leadership, Wisdom, Faith and Service ..... 3
- ❑ LSHP 520 Leadership, Self-assessment and Self-care ..... 3
- ❑ LSHP 530 Great Leaders ..... 3
- ❑ LSHP 550 Leadership, Diversity and Globalization..... 3
- ❑ LSHP 570 Leadership and Mission Fulfillment ..... 3
- ❑ LSHP 610 Stewardship of Financial Resources..... 3
- ❑ Choose one ..... 3
  - BUS 501 Organizational Behavior
  - LSHP 540 Organizational Leadership
- ❑ Choose one ..... 3
  - BUS 525 Leadership Strategies
  - LSHP 560 Leadership and Management
- ❑ LSHP 690 MAL Portfolio ..... 0
- ❑ Choose a Concentration..... 12

### Business Administration Concentration .....12

- ❑ Choose any four 500 or 600 level ACTG, BUS, or ECON courses from the Master of Business Administration (MBA) offering..... 12

Church Leadership Concentration .....	12
❑ CHL 610 Biblical Theology of Leadership .....	3
❑ CHL 620 Ministry as Mission—Church Leadership in Changing Times .....	3
❑ Choose an additional 6 credits from the following.....	6
Any Business Administration Concentration course	
Any Non-Profit Concentration course	
Any Higher Education Leadership Concentration course	
Higher Education Leadership Concentration .....	12
❑ HEDL 610 History of Education and Current Practices .....	3
❑ HEDL 620 Programs and Function of College Student Personnel.....	3
❑ HEDL 630 Law and Ethics in Higher Education .....	3
❑ Choose an additional 3 credits from the following.....	3
HEDL 640 Vocational Calling	
Any Business Administration Concentration course	
Any Non-Profit Concentration course	
Non-Profit Concentration .....	12
❑ BUS 530 Marketing Strategy .....	3
❑ NPFL 610 Volunteer Leadership.....	3
❑ NPFL 620 Legal and Ethical Issues for Non-Profit Organizations .....	3
❑ Choose an additional 3 credits from the following.....	3
Any Business Administration Concentration course	
Any Church Leadership Concentration course	
Any Higher Education Leadership Concentration course	
Interdisciplinary Concentration .....	12
❑ Choose an additional 12 credits from the following.....	12
Any Business Administration Concentration course(s)	
Any Church Leadership Concentration course(s)	
Any Higher Education Leadership Concentration course(s)	
Any Non-Profit Concentration course(s)	

## **Christian Ministry Leadership (Bachelor of Arts) and Master of Arts (MA) in Leadership with a concentration in Church Leadership**

Program Faculty: Dr. Agametochukwu Iheanyi-Igwe, Dr. Dennis Lindsay

### **Mission Statement**

The Department of Bible and World Christianity promotes wisdom, faith, and service by engaging students with the Bible, fostering theological reflection on individual calling, and exercising practical skills for ministry.

### **Objectives (Bachelor of Arts in Christian Leadership)**

Graduates with the bachelor degree in Christian Leadership will:

1. Display broad knowledge of the Bible and its message.
2. Demonstrate critical engagement with scholarly interpretations of the Bible.
3. Exercise practical skills for effective service in a focused area of Church ministry.
4. Communicate the Gospel clearly and winsomely through a variety of media.
5. Be prepared for leadership roles in the Church and in the world.

### **Objectives (Master of Arts in Leadership)**

Graduates with the Master of Arts in Leadership will be equipped to:

1. Facilitate personal growth and leadership effectiveness.
2. Integrate wisdom, faith, and service in the leadership of complex organizations.
3. Impact positive change and empower mission fulfillment.
4. Nurture, mentor, and develop leadership skills in other members of the organization.
5. Navigate complex social and cultural systems on a local and global spectrum.
6. Practice principled stewardship of organizational resources (people & systems).

### **Admission to the Program**

For admission to the BA to MA hybrid degree program students must:

- Present a letter of recommendation (or a standard recommendation checklist) from a local church pastor (who is not a relative). The letters should address:
  - Suitability of student's personality & character for spiritual leadership.
  - Student's academic strengths and weaknesses
  - Student's likelihood to flourish as a Christian leader.
- Complete an appropriate strengths assessment, including a follow-up interview with and recommendation from the Bushnell University Director of Career Development.
- Meet with departmental faculty for an introductory interview to discuss:
  - Why the student wants to pursue this major
  - Church and/or service activities that the student has been involved in for the past four years and the current year
  - What the student envisions for work and service in the church following graduation.

### Eligibility and Academic Progress

To maintain eligibility for the BA to MA hybrid degree program, students must:

- Earn a minimum of 109 undergraduate credits and achieve a cumulative GPA of 3.0 or higher as follows:
  - Complete all General Education Requirements (see specific Gen Ed Pathway requirements below) achieving a minimum grade of C- for each course
  - Complete the Common Undergraduate Core for Bible & World Christianity (min. 28 credits; see below) achieving a minimum grade of C- for each course
  - Complete CM 495 Internship (2 credits)
- Earn a minimum of 36 graduate credits by completing the online MA program with a concentration in Church Leadership or Non-Profit Leadership, achieving a grade of C or higher for each course and a cumulative GPA of 3.0 or higher for all graduate course work.

### Academic Progression and Degree Conferral

1. Students who wish to pursue the BA to MA hybrid degree program should apply to the program by the start of their Junior year of undergraduate studies.
2. Students must complete the required undergraduate portion (109 credits) of the program before commencing with the graduate portion.
3. The degrees BA/MA will be conferred simultaneously upon completion of the MA portion of the program.
4. 4. Students who fail to maintain the eligibility as outlined above may petition to 'revert' back to a regular BA degree program by completing Bushnell University catalog requirements for an alternate bachelors program.

### Prerequisites for the Christian Ministry Leadership Major:

- ☐ BTM 101 Engaging With the Bible
- ☐ BTM 102 Engaging With the Bible

### Requirements for Bachelor of Arts in Christian Ministry Leadership/Master of Arts in Leadership: Church Leadership Concentration..... 65

### Undergraduate Christian Ministry Requirements..... 29

- ☐ BTM 204 Introduction to Missions ..... 3
- ☐ BTM 470 Leadership Skills for Ministry..... 3
- ☐ LSHP 296 Christian Leadership Practicum ..... 1
- ☐ Choose one 300-400 level BTM course with OT focus ..... 3
  - BTM 300 The Prophets (3)
  - BTM 302 Book of Genesis (3)
  - BTM 370 The Book of Psalms (3)
- ☐ Choose one 300-400 level BTM course with NT focus ..... 3
  - BTM 320 Romans (3)
  - BTM 322 Epistle to the Hebrews (3)
  - BTM 350 Johannine Literature (3)

- ☐ Theology: Choose two Christian Theology courses ..... 6
  - BTM 213 Christian Doctrine
  - BTM 324 History of Theology
  - BTM 328 Theological Problems
  - PHL 320 Philosophy of Religion
- ☐ World Christianity: Choose one World Christianity Course ..... 3
  - HIST 331 History of Christianity I
  - HIST 332 History of Christianity II
  - BTM 317 Christianity in Global Perspective
- ☐ Choose one Communicating the Gospel course ..... 3
  - BTM 346 Orality: 50 Biblical Stories Essential for Ministry
  - BTM 380 Preaching
- ☐ Choose one Christian Worship/Spiritual Formation course ..... 2
  - CM 350 Nurture & Discipleship
  - CW 225 The Worshipping Community
- ☐ Choose one Christian Apologetics course ..... 3
  - BTM 335 Connecting with a Skeptical World
  - PHL 420 Christian Ethics and Social Responsibility
- ☐ Complete the Master of Arts in Leadership: Church Leadership concentration ..... 36

**Requirements for Master of Arts in Leadership: Church Leadership concentration .....36**

- ☐ CHL 610 Biblical Theology of Leadership ..... 3
- ☐ CHL 620 Ministry as Mission—Church Leadership in Changing Times ..... 3
- ☐ LSHP 510 Leadership, Wisdom, Faith and Service ..... 3
- ☐ LSHP 520 Leadership, Self-assessment and Self-care ..... 3
- ☐ LSHP 530 Great Leaders ..... 3
- ☐ LSHP 550 Leadership, Diversity and Globalization ..... 3
- ☐ LSHP 570 Leadership and Mission Fulfillment ..... 3
- ☐ LSHP 610 Stewardship of Financial Resources ..... 3
- ☐ Choose one ..... 3
  - BUS 501 Organizational Behavior
  - LSHP 540 Organizational Leadership
- ☐ Choose one ..... 3
  - BUS 525 Leadership Strategies
  - LSHP 560 Leadership and Management
- ☐ Choose an additional 6 credits from the following ..... 6
  - Any Business Administration Concentration course
  - Any Non-Profit Concentration course
  - Any Higher Education Leadership Concentration course

## Master of Arts (MA) in Mental Health and Human Behavior

**Program Faculty:** Dr. Ryan Melton

### Purpose

The Master of Arts in Mental Health & Human Behavior program is designed for behavioral sciences, education, psychology, or social services professionals seeking to advance in their field and those pursuing careers serving public or private social and behavioral services settings. The program emphasizes ethical and multicultural considerations and presents a range of individual and community-based issues associated with human behavior and the advocacy, education, and leadership knowledge and skills to use to address them. **This degree program is not designed to meet licensure requirements for the counseling, psychology, or social work professions.**

The 36-credit required curriculum consists of core coursework in counseling theories and approaches, courses in the specialty area of Mental Health & Human Behavior. Classes are small, discussion-oriented. The delivery format of coursework is all online instruction. All program faculty are professional clinicians who provide diverse theoretical backgrounds and assist students in developing their own personal approach to the helping professions. Once the coursework is completed and signed off by MHHB faculty, MHHB students are eligible to be advanced to candidacy and may apply for graduation.

### Program Objectives

Upon completion of the Master of Arts in Mental Health and Human Behavior, candidates will be able to:

- Demonstrate an understanding of social science theories and foundations of human behavior.
- Model professional ethical practices and adhere to legal requirements for members of the helping profession
- Demonstrate an awareness of current social issues affecting clients, including substance abuse, crime and violence, homelessness and unemployment, child and elder abuse, and sexual abuse.
- Demonstrate tolerance and respect for differences among people and be able to work with a variety of individuals from diverse cultural and socioeconomic backgrounds.
- Collaborate with community networks, treatment teams, medical doctors, and referral resources to establish continuity of care for clients.

<b>Requirements for Mental Health and Human Behavior .....</b>	<b>36</b>
<input type="checkbox"/> MHHB 500 Professional Orientation.....	3
<input type="checkbox"/> MHHB 511 Counseling Theory .....	3
<input type="checkbox"/> MHHB 530 Ethics .....	3
<input type="checkbox"/> MHHB 540 Research and Evaluation .....	3
<input type="checkbox"/> MHHB 550 Group Dynamics and Theory .....	3
<input type="checkbox"/> MHHB 560 Human Growth and Development .....	3
<input type="checkbox"/> MHHB 570 Lifestyle and Career Development .....	3
<input type="checkbox"/> MHHB 590 Cross-cultural Counseling .....	3
<input type="checkbox"/> MHHB 601 Family Systems .....	3
<input type="checkbox"/> MHHB 611 Diagnosis.....	3
<input type="checkbox"/> MHHB 620 Addictions Counseling .....	3
<input type="checkbox"/> MHHB 630 Crisis, Trauma, and Grief Counseling.....	3
<input type="checkbox"/> MHHB 699 Capstone.....	0

## Master of Science (MS) in Nursing

Program Faculty: Dr. Linda Veltri, Ms. Janet Welch

### Mission Statement

The mission of the School of Nursing, as an integral part of Bushnell University, is to respond to the higher educational and healthcare needs of our culturally diverse communities. We prepare ethical nurse leaders and educators to lead the way toward evidence-based, quality improvement within a variety of healthcare and educational communities. We embrace Bushnell's mission to foster wisdom, faith, and service through excellent academic programs grounded in the arts and sciences that demonstrate compassion and respect toward all people served.

### Purpose

The purpose of the Master of Science in Nurse (MSN) program is to prepare nurses to:

- Assume nursing leadership or educator role within a variety of health care systems and settings and educational settings.
- Influence delivery of high quality evidence-based collaborative health care and nursing education.
- Use ethical discernment, systems thinking, and critical thinking to improve health care delivery and nursing educational programs as well as improve nursing knowledge, care, and practice.
- Pursue certification as a nurse leader or nurse educator.
- Continue study at the doctorate level.

### Nursing Education Concentration Objectives:

Graduates of this program will be able to\*:

1. Integrate theoretical perspectives, instructional technologies, nursing and related sciences, and the humanities into practice as a nurse educator.
2. Incorporate ethical and critical decision-making skills in the provision of cost effective, quality nursing education for patients, health care professionals, or nursing students across various educational settings.
3. Engage in continuous quality improvement across a variety of educational settings.
4. Use research outcomes from nursing and other disciplines to inform teaching practices, formulate and influence policy, and disseminate findings in order to advance nursing education.
5. Demonstrate a spirit of inquiry by raising questions, challenging traditional and existing educational practices, and seeking creative, evidence based solutions to problems related to nursing education.
6. Use knowledge of instructional and other technologies in the delivery of education to patients, health care providers, and nursing students across diverse educational settings.
7. Effectively communicate and collaborate in the design, implementation, and evaluation of nursing education across various educational settings.
8. Integrate advance knowledge to influence content, design, and delivery of education to patients, health care providers, and nursing students across a variety of educational settings.
9. Implement master's level nursing practice in ways that foster evidence based educational practices, promotes the personal and professional growth of oneself and others, and advances the nursing profession.

\*Note: In order to teach in Oregon, registered nurses will need to have completed a minimum of two years of clinical experience.

**Nurse Leadership in Health Systems Concentration Objectives:**

Graduates of this program will be able to\*:

1. Integrate knowledge and theories of leadership, nursing and other related sciences and the humanities into leadership practice.
2. Incorporate concepts of organizational and systems leadership in the provision of cost effective and safe, quality care for patients, families, groups, and communities within various health systems.
3. Demonstrate ethical leadership for improving quality and safety across the care continuum in health systems.
4. Use research outcomes from nursing and other disciplines to guide nursing judgment, effect change, formulate and influence health policy, and disseminate findings in order to advance clinical practice.
5. Demonstrate a spirit of inquiry by raising questions, challenging traditional and existing practices, and seek creative, evidence based solutions to nursing and clinical problems.
6. Use knowledge of health care and other technologies to deliver and coordinate care, communicate with individuals and groups, inform decision making, and improve care outcomes.
7. Effectively communicate and collaborate as a member and leader of inter-professional teams to coordinate care and optimize health care delivery.
8. Function as a leader and change agent to promote human flourishing within the larger family, community, and population.
9. Implement master's level nursing practice in ways that foster best practices, demonstrates leadership, promotes the personal and professional growth of oneself and others as well as change in people and systems, and advances the nursing profession.

\*Master of Science in Nursing program objectives are based on outcomes/competencies expected of graduates from a Masters nursing program as established by the National League of Nursing (NLN, 2010) and the American Association of Colleges of Nursing (AACN, 2011) Essentials of Master's Education in Nursing.

**Clinical Placement and Practicum Requirements**

Students enrolling in a nursing course will, at their own expense, obtain and submit proof of the following as required for placement in clinical and practicum experiences:

1. Criminal Background Check to include social security number trace, state/national criminal background history, sex offender registry check, and Office of the Inspector General List of Excluded Individuals and Entities (OIG LEIE) check performed by Advanced Reporting.
2. Clean Substance Abuse 10 Panel Urine Drug Screen + Alcohol\* performed by Advanced Reporting.
3. The Criminal Background Check and Substance Abuse 10 Panel + Alcohol Urine Drug Screen will be completed no more than 3 months prior to the first semester and no later than week 4 of the first session a student is enrolled in.
4. Students enrolling in their first nursing course with a clinical component will complete and submit proof of a Criminal Background Check and clean Substance Abuse 10 Panel + Alcohol Urine Drug Screen a minimum of three weeks prior to the course start date.
5. All students will submit proof of the following a minimum of three weeks prior to the start date of any clinical or practicum nursing course they are enrolled in.
  - a. Current American Heart Association Basic Life Support (AHA-BLS) certification.

- b. Proof of all of the following immunizations including date received and/or titer results:
    - Seasonal Flu
    - Hepatitis B
    - Varicella
    - 2-step TB testing or IGRA
    - MMR
    - Tetanus, Diphtheria, Pertussis (Tdap)
  - c. Signed Prior Training or Education Attestation Form.
  - d. Other required healthcare organization or community agency specific documents.
6. A registration hold will be placed when required documents are not received as outlined above and/or students will be withdrawn from clinical or practicum nursing courses.

#### **RN to MSN Bridge Prerequisite Requirements**

- ☐ NURS 330 Leadership in Nursing Practice
- ☐ NURS 340 Role of the Professional Nurse
- ☐ NURS 350 Ethics in Nursing
- ☐ NURS 410 Population Health in Nursing
- ☐ NURS 430 Research in Nursing

#### **Pre/Co-requisite Requirements**

- ☐ NURS 500 Graduate Writing ..... 0
- ☐ NURS 501 MSN Orientation.....0

#### **Requirements for Master of Science in Nursing ..... 30-36**

- ☐ NURS 510 Population Health ..... 2
- ☐ NURS 510C Population Health Clinical..... 1
- ☐ NURS 520 Health Care Policy ..... 3
- ☐ NURS 540 Communication in Nursing ..... 3
- ☐ NURS 550 Statistics for Nursing ..... 3
- ☐ NURS 560 Quality Improvement and Safety..... 3
- ☐ NURS 570 Translating Scholarship into Practice ..... 3
- ☐ Concentration ..... 12-18

<b>Nursing Education Concentration</b> .....	18
❑ NURS 610 Advanced Pathophysiology and Pharmacology for Nurse Educators .....	3
❑ NURS 620 Advanced Health Assessment for Nurse Educators.....	2
❑ NURS 620C Advanced Health Assessment for Nurse Educators Clinical .....	1
❑ NURS 630 Foundations of Nursing Education I: Roles, Trends, & Theories.....	3
❑ NURS 640 Found of Nursing Educ II: Methods, Management, & Assessment .....	2
❑ NURS 640C Found of Nursing Educ II: Methods, Management, & Assessment Clinical ...	1
❑ NURS 650 Curriculum by Design .....	3
❑ NURS 695 Teaching Practicum.....	3
<b>Nurse Leadership in Health Systems Concentration</b> .....	12
❑ NURS 631 Organizational and System Leadership.....	3
❑ NURS 641 Health Care Technology, Information and Data Management .....	2
❑ NURS 641C Health Care Technology, Information and Data Management Clinical .....	1
❑ NURS 651 Health Care Finances .....	2
❑ NURS 651C Health Care Finances Clinical .....	1
❑ NURS 690 Leadership Practicum and Project .....	3

## **RN to MSN – Nursing (Bachelor of Science and Master of Science)**

Program Faculty: Dr. Linda Veltri, Ms. Janet Welch

### **Mission Statement**

The mission of the School of Nursing, as an integral part of Bushnell University, is to respond to the higher educational and healthcare needs of our culturally diverse communities. We prepare ethical nurse leaders and educators to lead the way toward evidence-based, quality improvement within a variety of healthcare and educational communities. We embrace Bushnell's mission to foster wisdom, faith, and service through excellent academic programs grounded in the arts and sciences that demonstrate compassion and respect toward all people served.

### **Purpose (Bachelor of Science in Nursing)**

The purpose of the Bachelor of Science in Nursing major is to:

- Equip nurses' pursuit of a professional career.
- Prepare nurses to immediately impact their workplace and positively affect the health of our community.
- Prepare nurses for graduate education.

### **Objectives (Bachelor of Science in Nursing)**

Graduates of this program will\*:

1. Demonstrate critical thinking and ethical discernment in the provision of safe, quality, client-centered nursing care to individuals, families, and communities across the continuum of health care environments.
2. Utilize leadership principles and knowledge to deliver, manage, and evaluate health care, advance safe, quality, evidence-based nursing practice, and improve health outcomes.
3. Demonstrate an ethical and socially just view of nursing as a profession and ministry.
4. Integrate knowledge from the liberal arts, humanities, and sciences including nursing science to promote and enhance human flourishing for patients, families, communities, and self.
5. Synthesize nursing science and knowledge from other disciplines to make sound, evidence based nursing judgments.
6. Develop a professional identity as a nurse through actions reflecting integrity, standards of ethical, moral, and legal conduct, advocacy, and caring for all patients, families, and communities.
7. Demonstrate a spirit of inquiry by acting as an evolving scholar who contributes to the science of nursing through identification of practice issues in need of study, appraisal and integration of evidence, evaluation of outcomes, and sharing of evidence with the interprofessional team.
8. Demonstrate ability to engage in appropriate, effective communication and collaboration with clients, families, and inter-professionally to provide safe, quality, patient-centered care.
9. Utilize knowledge of the political process and healthcare policies, including financial and regulatory, to influence safety and quality in healthcare systems and nursing practice.
10. Incorporate professional nursing standards, behaviors, and values into nursing care and practice.

\*Bachelor of Science in Nursing program objectives are based on outcomes/competencies expected of graduates from a baccalaureate nursing program as established by the National League of Nursing (NLN, 2010) and the American Association of Colleges of Nursing (AACN, 2008) Essentials for Baccalaureate Educations for Professional Nursing Practice.

**Purpose (Master of Science in Nursing)**

The purpose of the Master of Science in Nurse (MSN) program is to prepare baccalaureate nurses to:

- Assume nursing leadership or educator role within a variety of health care systems and settings and educational settings.
- Influence delivery of high quality evidence-based collaborative health care and nursing education.
- Use ethical discernment, systems thinking, and critical thinking to improve health care delivery and nursing educational programs as well as improve nursing knowledge, care, and practice.
- Pursue certification as a nurse leader or nurse educator.
- Continue study at the doctorate level.

**Nursing Education Concentration Objectives:**

Graduates of this program will be able to\*:

1. Integrate theoretical perspectives, instructional technologies, nursing and related sciences, and the humanities into practice as a nurse educator.
2. Incorporate ethical and critical decision-making skills in the provision of cost effective, quality nursing education for patients, health care professionals, or nursing students across various educational settings.
3. Engage in continuous quality improvement across a variety of educational settings.
4. Use research outcomes from nursing and other disciplines to inform teaching practices, formulate and influence policy, and disseminate findings in order to advance nursing education.
5. Demonstrate a spirit of inquiry by raising questions, challenging traditional and existing educational practices, and seeking creative, evidence based solutions to problems related to nursing education.
6. Use knowledge of instructional and other technologies in the delivery of education to patients, health care providers, and nursing students across diverse educational settings.
7. Effectively communicate and collaborate in the design, implementation, and evaluation of nursing education across various educational settings.
8. Integrate advance knowledge to influence content, design, and delivery of education to patients, health care providers, and nursing students across a variety of educational settings.
9. Implement master's level nursing practice in ways that foster evidence based educational practices, promotes the personal and professional growth of oneself and others, and advances the nursing profession.

\*Note: In order to teach in Oregon, registered nurses will need to have completed a minimum of two years of clinical experience.

**Nurse Leadership in Health Systems Concentration Objectives:**

Graduates of this program will be able to\*:

1. Integrate knowledge and theories of leadership, nursing and other related sciences and the humanities into leadership practice.
2. Incorporate concepts of organizational and systems leadership in the provision of cost effective and safe, quality care for patients, families, groups, and communities within various health systems.
3. Demonstrate ethical leadership for improving quality and safety across the care continuum in health systems.

4. Use research outcomes from nursing and other disciplines to guide nursing judgment, effect change, formulate and influence health policy, and disseminate findings in order to advance clinical practice.
5. Demonstrate a spirit of inquiry by raising questions, challenging traditional and existing practices, and seek creative, evidence based solutions to nursing and clinical problems.
6. Use knowledge of health care and other technologies to deliver and coordinate care, communicate with individuals and groups, inform decision making, and improve care outcomes.
7. Effectively communicate and collaborate as a member and leader of inter-professional teams to coordinate care and optimize health care delivery.
8. Function as a leader and change agent to promote human flourishing within the larger family, community, and population.
9. Implement master's level nursing practice in ways that foster best practices, demonstrates leadership, promotes the personal and professional growth of oneself and others as well as change in people and systems, and advances the nursing profession.

\*Master of Science in Nursing program objectives are based on outcomes/competencies expected of graduates from a Masters nursing program as established by the National League of Nursing (NLN, 2010) and the American Association of Colleges of Nursing (AACN, 2011) Essentials of Master's Education in Nursing.

### **Clinical Placement and Practicum Requirements**

Students enrolling in a nursing course will, at their own expense, obtain and submit proof of the following as required for placement in clinical and practicum experiences:

1. Criminal Background Check to include social security number trace, state/national criminal background history, sex offender registry check, and Office of the Inspector General List of Excluded Individuals and Entities (OIG LEIE) check performed by Advanced Reporting.
2. Clean Substance Abuse 10 Panel Urine Drug Screen + Alcohol\* performed by Advanced Reporting.
3. The Criminal Background Check and Substance Abuse 10 Panel + Alcohol Urine Drug Screen will be completed no more than 3 months prior to the first semester and no later than week 4 of the first session a student is enrolled in.
4. Students enrolling in their first nursing course with a clinical component will complete and submit proof of a Criminal Background Check and clean Substance Abuse 10 Panel + Alcohol Urine Drug Screen a minimum of three weeks prior to the course start date.
5. All students will submit proof of the following a minimum of three weeks prior to the start date of any clinical or practicum nursing course they are enrolled in.
  - a. Current American Heart Association Basic Life Support (AHA-BLS) certification.
  - b. Proof of all of the following immunizations including date received and/or titer results:
    - Seasonal Flu
    - Hepatitis B
    - Varicella
    - 2-step TB testing or IGRA
    - MMR
    - Tetanus, Diphtheria, Pertussis (Tdap)
  - c. Signed Prior Training or Education Attestation Form.
  - d. Other required healthcare organization or community agency specific documents.

6. A registration hold will be placed when required documents are not received as outlined above and/or students will be withdrawn from clinical or practicum nursing courses.

**Requirements for Registered Nurse to Bachelor of Science in Nursing major .....27**

- ☐ \*NURS 310 Foundations for Lifelong Learning in Nursing..... 3
- ☐ NURS 320 Evidence-based Practice and Health Care Policy in Nursing..... 3
- ☐ \*NURS 330 Leadership in Nursing Practice ..... 3
- ☐ NURS 340 Role of the Professional Nurse ..... 3
- ☐ \*NURS 350 Ethics in Nursing..... 3
- ☐ NURS 410 Population Health in Nursing..... 3
- ☐ NURS 430 Research in Nursing ..... 3
- ☐ NURS 440 The Aging Population ..... 3
- ☐ NURS 499 Nursing Capstone ..... 3

\*Meets General Education Bible and Christian Ministry Studies hours

**Pre/Co-requisite Requirements to Graduate classes**

- ☐ NURS 500 Graduate Writing ..... 0
- ☐ NURS 501 MSN Orientation.....0

**Requirements for Master of Science in Nursing ..... 30-36**

- ☐ NURS 510 Population Health ..... 2
- ☐ NURS 510C Population Health Clinical..... 1
- ☐ NURS 520 Health Care Policy ..... 3
- ☐ NURS 540 Communication in Nursing ..... 3
- ☐ NURS 550 Statistics for Nursing ..... 3
- ☐ NURS 560 Quality Improvement and Safety..... 3
- ☐ NURS 570 Translating Scholarship into Practice ..... 3
- ☐ Concentration ..... 12-18

**Nurse Leadership in Health Systems Concentration.....12**

- ☐ NURS 631 Organizational and System Leadership..... 3
- ☐ NURS 641 Health Care Technology, Information and Data Management ..... 2
- ☐ NURS 641C Health Care Technology, Information and Data Management Clinical ..... 1
- ☐ NURS 651 Health Care Finances ..... 2
- ☐ NURS 651C Health Care Finances Clinical ..... 1
- ☐ NURS 690 Leadership Practicum and Project ..... 3

<b>Nursing Education Concentration</b> .....	18
❑ NURS 610 Advanced Pathophysiology and Pharmacology for Nurse Educators .....	3
❑ NURS 620 Advanced Health Assessment for Nurse Educators.....	2
❑ NURS 620C Advanced Health Assessment for Nurse Educators Clinical.....	1
❑ NURS 630 Foundations of Nursing Education I: Roles, Trends, & Theories.....	3
❑ NURS 640 Found of Nursing Educ II: Methods, Management, & Assessment .....	2
❑ NURS 640C Found of Nursing Educ II: Methods, Management, & Assessment Clinical ...	1
❑ NURS 650 Curriculum by Design .....	3
❑ NURS 695 Teaching Practicum.....	3

## Master of Arts (MA) in School Counseling

Program Advisor: Ms. Princess Fox, Ms. Ally Goertzen, Ms. Suzanne Price

### Purpose

Bushnell University offers a master of arts degree in school counseling, which trains students to become successful school counselors in K-12 public or private schools. The program is accredited by the Teacher Standards and Practices Commission (TSPC) in conjunction with the Oregon Educational Act for the 21st Century. Together with a Christian frame of reference and Christian faculty, this program provides students with a solid foundation of counseling skills and theories to promote the academic, social, and emotional development of children based on current research. Building upon that base, students learn to develop a comprehensive school counseling program and a professional identity as a school counselor that reflects their values as to the welfare of children, quality of academic performance, and safety in schools.

Additionally, students individualize their own program through choices of topics on papers and presentations in their required coursework and through choice of authorization level (early childhood/elementary or middle level/high school) and internship site.

### Program Objectives

Upon completion of the Master of Arts in School Counseling Program, candidates will:

- Demonstrate ethical and legal consideration specifically related to the practice of school counseling.
- Demonstrate knowledge of theories and processes of effective counseling and wellness programs for individual students and groups of students.
- Demonstrate multicultural competencies and advocacy in relations to diversity, equity and opportunity in student learning and development.
- Understand the influence of multiple factors that may affect the personal, social, and academic functioning of students and the use of various forms of assessments for these.
- Demonstrate how to critically evaluate research relevant to the practice of school counseling and apply those research findings to the field.
- Understand and evaluate programs designed to enhance student academic, school to work transition, career planning, social and emotional development.
- Know strategies and methods for collaborating with school staff, parents, families and community members to empower them to act on behalf of their children.
- Understand the school counselor's role in student assistance programs, school leadership, curriculum and advisory meetings.

### \*Required Prerequisite Course

PSY 320 Human Development or an equivalent upper division course in human development and behavior. This course may be taken concurrently in the first semester of coursework.

<b>Requirements for School Counseling Track I</b> .....	<b>51</b>
❑ SCOUN 510 Child/Adolescent Development and Mental Health .....	3
❑ SCOUN 518 Introduction to the Counseling Profession .....	3
❑ SCOUN 520 Counseling Theories and Skills I .....	3
❑ SCOUN 530 Counseling Theories and Skills II .....	3
❑ SCOUN 540 Ethical and Legal Issues in Counseling.....	3

❑ SCOUN 560 Crisis Management.....	3
❑ SCOUN 570 Group Counseling.....	3
❑ SCOUN 580 Counseling Diverse Populations.....	3
❑ SCOUN 620 Substance Abuse and Violence Prevention.....	3
❑ SCOUN 622 Early Childhood/Elementary Counseling.....	3
❑ SCOUN 624 Middle School/High School Counseling.....	3
❑ SCOUN 630 Introduction to Family Systems.....	3
❑ SCOUN 660 Career Development and Counseling.....	3
❑ SCOUN 670 Academic/Behavioral Appraisal and Intervention .....	3
❑ SCOUN 680 Research and APA Writing .....	3
❑ SCOUN 695 Internship/Group Supervision.....	6
<b>Requirements for School Counseling Track II.....</b>	<b>57</b>
❑ SCOUN 510 Child/Adolescent Development and Mental Health .....	3
❑ *SCOUN 515 Instructional Strategies and Classroom Management.....	2
❑ *SCOUN 516 Curriculum Development and Technology .....	1
❑ *SCOUN 517 Student Teaching Practicum .....	3
❑ SCOUN 518 Introduction to the Counseling Profession .....	3
❑ SCOUN 520 Counseling Theories and Skills I .....	3
❑ SCOUN 530 Counseling Theories and Skills II .....	3
❑ SCOUN 540 Ethical and Legal Issues in Counseling.....	3
❑ SCOUN 560 Crisis Management.....	3
❑ SCOUN 570 Group Counseling.....	3
❑ SCOUN 580 Counseling Diverse Populations.....	3
❑ SCOUN 620 Substance Abuse and Violence Prevention.....	3
❑ SCOUN 622 Early Childhood/Elementary Counseling.....	3
❑ SCOUN 624 Middle School/High School Counseling.....	3
❑ SCOUN 630 Introduction to Family Systems.....	3
❑ SCOUN 660 Career Development and Counseling.....	3
❑ SCOUN 670 Academic/Behavioral Appraisal and Intervention .....	3
❑ SCOUN 680 Research and APA Writing.....	3
❑ SCOUN 695 Internship/Group Supervision.....	6

\*These courses are required for Track II students who have a valid teaching license but have less than two years full-time documented teaching experience.

## Master of Arts in Teaching (MAT)

Program Faculty: Dr. Brian Kaelin, Ms. Suzanne Price, Mr. Ray Ricks

### Purpose

The Bushnell University School of Education and Counseling Master of Arts in Teaching (MAT) is designed for those seeking a master's degree and initial teaching licensure in the State of Oregon. The courses and standards have been outlined and approved by TSPC. We will provide a strong foundation in ethical thinking needed by licensed teachers in serving diverse children, families and educational communities.

Faculty in the program are experienced classroom teachers who support the philosophy that students construct their learning as they grow and develop. With this philosophy in mind, candidates will be able to apply additional skills to enhance the teaching and learning process in their own classrooms.

In this program, you will learn to implement strong classroom management, best teaching practices, well-crafted lesson plans, and useful assessment tools. You will also get a strong understanding of what is expected of teachers and students for state standards and benchmarks. All this takes place in a liberal arts Christian university where your knowledge is broadened, your faith is deepened, and your ethics are grounded.

### Program Objectives

Upon completion of this program, candidates:

- Are academically competent in subjects they are to teach
- Exemplify professional communication (speaking, writing, listening) and technology skills
- Apply a working knowledge of effective classroom management and the skills of teaching
- Motivate students with hands-on, action-based learning opportunities
- Demonstrate ethical and professional responsibilities of teachers and an understanding of the teacher's role as a leader in the community

<b>Requirements for Master of Arts in Teaching .....</b>	<b>36</b>
<input type="checkbox"/> EDUC 500 Graduate Writing Seminar .....	1
<input type="checkbox"/> EDUC 502 Foundations of Education & Diversity .....	2
<input type="checkbox"/> EDUC 521 Classroom Relations & Management .....	2
<input type="checkbox"/> EDUC 525 Exceptional Learners .....	2
<input type="checkbox"/> EDUC 553 Connecting Curriculum and Assessment .....	2
<input type="checkbox"/> EDUC 615 Faith Integration in Teaching Seminar .....	2
<input type="checkbox"/> EDUC 635 Minor Field Experience .....	3
<input type="checkbox"/> EDUC 637 EdTPA Support Seminar I .....	3
<input type="checkbox"/> Choose one course from the two listed below .....	3
<input type="radio"/> EDUC 693 First Year Experience .....	3
<input type="radio"/> EDUC 695 Major Field Experience .....	3
<input type="checkbox"/> EDUC 696 Student Teaching .....	8
<input type="checkbox"/> Choose Elementary or Secondary Teaching Concentration .....	8

Elementary Teaching Concentration .....	8
❑ EDUC 530 Child Development & Learning Theory .....	2
❑ EDUC 531 Interdisciplinary Methods .....	2
❑ EDUC 541 Elementary Literacy Methods & Children's Literature .....	2
❑ EDUC 572 Math and Science Methods for Elementary Teachers.....	2
Secondary Teaching Concentration.....	8
❑ EDUC 561 Literacy Methods for All Content Areas.....	2
❑ EDUC 570 Adolescent Learners & Learning Theory .....	2
❑ Choose four credits from below (not required for Language Arts endorsement) .....	4
EDUC 562 Secondary Language Arts Methods	
EDUC 566 Secondary Science Methods	
EDUC 567 Secondary Mathematics Methods	
EDUC 568 Secondary Social Studies Methods	

### Endorsements

Each endorsement requires additional coursework. In order to be certified and recommended to the state by the school for licensure with an endorsement, students must take the required coursework listed for their respective endorsement area(s) or work with their faculty advisors to map out an approved alternative academic plan. Check each course for prerequisites.

### Endorsement Pathways

English for Speakers of Other Languages (ESOL) .....	14
❑ EDUC 685 ESOL Practicum .....	2
❑ ESOL 510 Second Language Acquisition and Applied Linguistics.....	3
❑ ESOL 515 English Grammar and Syntax .....	3
❑ ESOL 610 ESOL Theory and Methods.....	3
❑ ESOL 625 ESOL Teaching Oral and Literate Skills .....	3
Physical Education.....	8
❑ PHED 583 Introduction to Movement .....	2
❑ PHED 584 Adaptive Physical Education .....	2
❑ PHED 629 P.E. Methods for all Grades .....	2
❑ PHED 685 Physical Education Practicum .....	2

Special Education .....	18
❑ SPED 501 Foundations of Special Education I.....	1
❑ SPED 502 Foundations of Special Education II.....	1
❑ SPED 503 Foundations of Special Education III.....	1
❑ SPED 510 Interventions for Accessibility and Functional Skills .....	2
❑ SPED 520 Assessment and Evaluation in Special Education .....	2
❑ SPED 530 Advanced Classroom and Behavior Management .....	2
❑ SPED 540 Special Education History and Current Issues .....	2
❑ SPED 550 Academic Instructional Supports and Universal Design for Learning.....	2
❑ SPED 595 Special Education Field Experience I.....	1
❑ SPED 596 Special Education Field Experience II.....	1
❑ SPED 695 Special Education Teaching Experience.....	3

## Master of Philosophy (M.Phil.)

**Program Director:** Dr. Agametochukwu Iheanyi-Igwe

### Purpose

The M.Phil. provides an opportunity for students with advanced graduate standing to complete a rigorous research degree program in an area of focus, personal interest, theology, or another area of the humanities. Upon acceptance into the program, M.Phil. candidates will work under the supervision and mentorship of an approved Bushnell University faculty member to develop and conduct a course of substantial, original research culminating in a master's thesis. Primarily, the program will accommodate students who have completed some level of graduate studies in theology or another area of the humanities and who 1) have not yet completed a graduate degree in theology; or 2) wish to complete an additional degree to enhance career and/or education opportunities; or 3) simply wish to continue their pursuit of life-long learning.

### Program Objectives

Graduates of the M.Phil. will:

1. Demonstrate expertise in original research and writing at the graduate level by producing a master's thesis of publishable quality;
2. Contribute substantively to their respective professions (specifically) and to the discipline of humanities (in general) through conducting original and innovative research;
3. Gain new opportunities for personal and professional advancement

### Requirements for the M.Phil. in Philosophy:..... 21 Credits (Minimum)

- ☐ BTM 507 Foundation Studies \* (determined on an individual basis).....6-12 Credits
- ☐ PHL 651 Supervised Research ..... 3
- ☐ PHL 652 Supervised Research ..... 3
- ☐ PHL 653 Supervised Research ..... 3
- ☐ PHL 654 Supervised Research ..... 3
- ☐ PHL 690 M.Phil. Thesis ..... 3

\*BTM 507 Foundation Studies may be satisfied by appropriate courses in other areas of the humanities as approved by the faculty supervisor.

## Post-Baccalaureate Programs of Study

### Post-Bachelor Programs of Study

#### Accounting Certificate

This certificate is designed for students who have earned a bachelor's degree in accounting (or program faculty approved equivalent) and are in need of additional coursework to prepare for the CPA examination or advanced education in this field.

##### Limitations

1. No P/NP grading option is allowed in certificate programs except in those courses in which P/NP is the only grading option.
2. No certificate requirements can be earned through the use of CLEP or Prior Learning Assessment (PLA) credits.
3. A minimum of three quarters of the certificate coursework must be completed through Bushnell University coursework.
4. Time limit: three years. After three years have elapsed from the time of initial matriculation in the University, the student must apply for readmission unless the student has been in continuous attendance, is pursuing an additional program, and remains within the time limit for that program (e.g. a student pursuing a degree and a certificate at the same time may complete within the allotted timeframe for the degree).

Applicants to the Accounting Certificate program must fulfill the following requirements:

- Completed Adult Studies Certificate Application
- \$25 application fee (Note: If the applicant is a Bushnell University student or alumnus, the application fee will be waived.)
- Official transcripts from each college/university attended. (Note: Bachelor's degree must be from a regionally accredited institution.)

##### Program Requirements:

- Minimum 18 credits of coursework from Bushnell University
- Documented completion of the following seven courses or program faculty approved equivalents:
  - Intermediate Accounting III
  - International Accounting
  - Accounting Theory and Research
  - Federal Income Taxation II
  - Ethics for Accounting and Business
  - Managerial Finance
- Additional coursework, if required, from the following:
  - Accounting Information Systems
  - Corporate Federal Income Taxes
  - Business Law I
  - Upper Division Business, Economics or Accounting Electives

## Accelerated Baccalaureate in Nursing (ABSN)

Program Faculty: Ms. Sheryl Oakes-Caddy

**Mission:** The mission of the School of Nursing, as an integral part of Bushnell University, is to respond to the higher educational and healthcare needs of our culturally diverse communities. We prepare ethical nurse leaders and educators to lead the way toward evidence-based, quality improvement within a variety of healthcare and educational communities. We embrace Bushnell's mission to foster wisdom, faith, and service through excellent academic programs grounded in the arts and sciences that demonstrate compassion and respect toward all people served.

### Purpose

The purpose of this program is to prepare:

- Entry-level nurse generalists for initial licensure as a Registered Nurse.
- Ethical nurse leaders who function to the full extent of their education and scope of practice.
- Professional, competent, compassionate, and skillful Registered Nurse practitioners.
- Registered Nurses grounded in the arts, sciences, knowledge, and values of the nursing discipline.

### Objectives

Graduates of this program will be able to:\*

1. Understand, integrate, and apply established and evolving nursing knowledge and ways of knowing as well as knowledge from other disciplines, the arts, sciences, and humanities to support clinical judgment and inform nursing practice.
2. Provide holistic, just, respectful, compassionate, coordinated, evidence-based and developmentally appropriate person-centered care to individuals across the lifespan.
3. Engage in collaborative activities aimed at improving the health status and outcomes of populations and communities across a variety of settings at the local, regional, national, or global levels.
4. Critique, apply, and implement nursing knowledge and best evidence generated from research in a way that considers patient preferences and values, the nurse's experience, and improves health, enhances clinical practice, or influences policy.
5. Employ established and emerging principles of safety and improvement science into nursing practice and care delivery in order to minimize risk to recipients and care providers as well as improve system effectiveness and individual performance.
6. Engage in intentional collaboration and communication across professions and with care team members, patients, families, and communities in order to optimize care, enhance the health care experience, and improve health outcomes.
7. Understand systems-based practice and develop knowledge, skills, and abilities to function as change agents and leaders within complex systems of health care.
8. Understand and utilize information and communication technologies and informatics tools to guide and inform nursing practice and care, enhance communication and connections, and improve health.
9. Develop a professional nursing identity that embraces the values of integrity, altruism, inclusivity, compassion, courage, humility, advocacy, and caring.
10. Engage in activities that promote personal health and growth, expansion of professional knowledge, skills, and abilities, and development as an ethical nurse leader.

\*Based on the American Association of Colleges of Nursing Essentials for Baccalaureate Educations for Professional Nursing Practice (2008) and *The Essentials: Core Competencies for Professional Nursing Education*. (2021).

### Eligibility and Academic Progress

- Students complete a variety of clinical practice experiences in the community, acute care, and other health care settings. These clinical rotations take place on various days of the week and times. Students should make themselves available for day, evening, or night shift clinical rotations.
- Receive a grade of a B minus or better in all ABSN courses. Students who do not achieve a grade of B minus or above for repeated nursing courses will be dismissed from the ABSN program.
- Maintain current clinical entry requirements, including but not limited to American Heart Association Basic Life Support certification and all immunizations.

### Clinical Placement and Practicum Requirements

Students enrolling in a nursing course will, at their own expense, obtain and submit proof of the following as required for placement in clinical and practicum experiences:

1. Criminal Background Check to include social security number trace, state/national criminal background history, sex offender registry check, and Office of the Inspector General List of Excluded Individuals and Entities (OIG LEIE) check performed by Advanced Reporting.
2. Clean Substance Abuse 10 Panel Urine Drug Screen + Alcohol\* performed by Advanced Reporting.
3. The Criminal Background Check and Substance Abuse 10 Panel + Alcohol Urine Drug Screen will be completed no more than 3 months prior to the first semester and no later than week 4 of the first session a student is enrolled in.
4. Students enrolling in their first nursing course with a clinical component will complete and submit proof of a Criminal Background Check and clean Substance Abuse 10 Panel + Alcohol Urine Drug Screen a minimum of three weeks prior to the course start date.
5. All students will submit proof of the following a minimum of three weeks prior to the start date of any clinical or practicum nursing course they are enrolled in.
  - a. Current American Heart Association Basic Life Support (AHA-BLS) certification.
  - b. Proof of all of the following immunizations including date received and/or titer results:
    - Seasonal Flu
    - Hepatitis B
    - Varicella
    - 2-step TB testing or IGRA
    - MMR
    - Tetanus, Diphtheria, Pertussis (Tdap)
  - c. Signed Prior Training or Education Attestation Form.
  - d. Other required healthcare organization or community agency specific documents.
6. A registration hold will be placed when required documents are not received as outlined above and/or students will be withdrawn from clinical or practicum nursing courses.

### Prerequisite Accelerated Baccalaureate Science & Other Courses ..... 24

- ☐ Biology+ ..... 3
- ☐ BIOL 311 Human Anatomy & Physiology I ..... 3

❑ BIOL 311L Human Anatomy & Physiology I Lab .....	1
❑ BIOL 312 Human Anatomy & Physiology II .....	3
❑ BIOL 312L Human Anatomy & Physiology II Lab .....	1
❑ BIOL 330 Microbiology .....	3
❑ BIOL 330L Microbiology lab .....	1
❑ NUTR 220 Nutrition .....	3
❑ CMHC 560 Human Growth and Development .....	3
❑ 1 elective Physical, Biological, Social, and Behavioral science course .....	3

*+One or two courses, depending on school; must include molecular biology, cellular biology, and genetics*

#### **Requirements for the Accelerated Baccalaureate in Nursing Major ..... 44**

❑ NURS 360 Pathophysiology and Pharmacology for Nurses .....	3
❑ NURS 362 Health Assessment Across the Lifespan** .....	2
❑ NURS 364 Nursing Skills Lab I.....	1
❑ NURS 366 Nursing Care & Management of the Chronically Ill Theory .....	2
❑ NURS 366P Nursing Care & Management of the Chronically Ill Practice .....	2
❑ NURS 368 Mental Health Nursing Theory.....	3
❑ NURS 368P Mental Health Nursing Practice .....	2
❑ NURS 370 Nursing Knowledge & Scholarship** .....	3
❑ NURS 460 Population Health Nursing & Wellness Theory .....	3
❑ NURS 460P Population Health Nursing & Wellness Practice.....	2
❑ NURS 462 Nursing Care of Complex & Acute Adults Theory .....	3
❑ NURS 462P Nursing Care of Complex & Acute Adults Practice .....	3
❑ NURS 464 Nursing Skills Lab II.....	2
❑ NURS 468 Nursing Leadership & Management of Care .....	3*
❑ NURS 470 Nursing Care of Childbearing Families & Children Theory.....	3
❑ NURS 470P Nursing Care of Childbearing Families & Children Practice .....	2
❑ NURS 472P Transition to Professional Nursing Practice .....	5

\*\* Meets General Education Bible and Christian Ministry Studies hours

## Post-Masters Programs of Study

### English for Speakers of Other Languages (ESOL) Certificate

#### Purpose

Faculty members work together to prepare highly qualified, culturally competent educators who possess the skills to teach English Language Learners. Educators are prepared to teach reading, writing, listening and speaking as an ELD/ESL specialist or in the mainstream classroom.

#### Objectives

There are four major outcomes of the ESOL program as listed below.

#### Limitations

1. No P/NP grading option is allowed in certificate programs except in those courses in which P/NP is the only grading option.
2. No certificate requirements can be earned through the use of CLEP or Prior Learning Assessment (PLA) credits.
3. A minimum of three quarters of the certificate coursework must be completed through Bushnell University coursework.
4. Time limit: three years. After three years have elapsed from the time of initial matriculation in the University, the student must apply for readmission unless the student has been in continuous attendance, is pursuing an additional program, and remains within the time limit for that program (e.g. a student pursuing a degree and a certificate at the same time may complete within the allotted timeframe for the degree).

#### Content Knowledge

- Are knowledgeable in English grammar and syntax.
- Demonstrate excellent reading, writing, listening and speaking skills in English.
- Apply major language teaching methods in the field of ESL/classroom and current teaching practices.
- Apply linguistics knowledge to create lesson plans.
- Compare historical and modern immigration patterns.
- Understand the benefits of bilingualism.
- Are knowledgeable in ELL education laws and policies.

#### Best Practices

- Apply major language teaching methods in the field of ESL/classroom and current teaching practices.
- Apply linguistics knowledge to create lesson plans.
- Design lesson plans using ESOL teaching strategies.
- Evaluate ELL levels and abilities and create appropriate instruction.
- Apply strategies to help students maintain their native/heritage language.

#### Cultural Competency

- Respect students from all cultures, languages and backgrounds.

- Compare historical and modern immigration patterns.
- Are knowledgeable about culture and the factors that affect it.
- Recognize factors that affect ELL students inside and outside the classroom.
- Understand the benefits of bilingualism.
- Apply strategies to help students maintain their native/heritage language(s) and culture(s).

#### Applied Linguistics

- Respect students from all cultures, languages and backgrounds.
- Analyze and assess spoken English through applied linguistics.

#### Program Requirements:

<b>Requirements for ESOL Certificate .....</b>	<b>14</b>
<input type="checkbox"/> EDUC 685 ESOL Practicum .....	2
<input type="checkbox"/> ESOL 510 Second Language Acquisition and Applied Linguistics .....	3
<input type="checkbox"/> ESOL 520 Theory, Methods, and Assessment I.....	3
<input type="checkbox"/> ESOL 615 English Grammar and Syntax .....	3
<input type="checkbox"/> ESOL 625 ESOL Teaching Oral and Literate Skills .....	3

## Physical Education (P.E.) Certificate

### Purpose

The purpose of the Physical Education Endorsement is to prepare teachers and/or teacher candidates with the skills to teach physical education for grades PreK – 12. This program includes an understanding of movement and incorporates strategies to inspire students to be active, in the general education setting as well as adaptive PE settings.

### Objectives

Teacher Candidates will:

- Demonstrate an understanding of physical education content, disciplinary concepts, and tools of inquiry related to the development of a physically educated person.
- Demonstrate an understanding of how individuals learn and develop, and can provide opportunities that support their physical, cognitive, social and emotional development.
- Demonstrate the ability to use differentiated instruction for diverse learners by demonstrating an understanding of how individuals differ in their approaches to learning and create appropriate instruction opportunities adapted to individual differences.
- Demonstrate the ability to understand individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning and self-motivation.
- Demonstrate the ability to use a variety of developmentally appropriate instructional strategies to develop physically educated individuals.
- Demonstrate the ability to use formal and informal assessment strategies to foster physical, cognitive, social and emotional development of learners in physical activity.
- Demonstrate the ability to reflect and evaluate the effects of her or his actions on others.
- Demonstrate the ability to use information technology to enhance learning and to enhance personal and professional productivity.
- Demonstrate the ability to foster relationships with colleagues, parents and guardians and community agencies to support learner's growth and well-being.

### Limitations

1. No P/NP grading option is allowed in certificate programs except in those courses in which P/NP is the only grading option.
2. No certificate requirements can be earned through the use of CLEP or Prior Learning Assessment (PLA) credits.
3. A minimum of three quarters of the certificate coursework must be completed through Bushnell University coursework.
4. Time limit: three years. After three years have elapsed from the time of initial matriculation in the University, the student must apply for readmission unless the student has been in continuous attendance, is pursuing an additional program, and remains within the time limit for that program (e.g. a student pursuing a degree and a certificate at the same time may complete within the allotted timeframe for the degree).

**Prerequisites/Corequisites for Physical Education Certificate .....10**

(For candidates who do not currently hold an Oregon Professional Teaching License)

- ☐ \*EDUC 521 Classroom Relations and Management or EDUC 322 Classroom Management and Diversity ..... 2
- ☐ \*EDUC 525 Exceptional Learners or EDUC 326 Exceptional Learners ..... 2
- ☐ \*EDUC 531/322 Interdisciplinary Methods or EDUC 230 Technology for Teaching ..... 2
- ☐ \*EDUC 553/353 Connecting Curriculum and Assessment or EDUC 313 Curriculum, Instruction, and Assessment ..... 2
- ☐ Choose One ..... 2
  - \*EDUC 330/331 Child Development and Learning Theory
  - \*EDUC 370/371 Adolescent Learners and Learning Theory
  - \*EDUC 530 Child Development and Learning Theory
  - \*EDUC 570 Adolescent Learners and Learning Theory

**Requirements for Physical Education Certificate .....8**

- ☐ PHED 583 Introduction to Movement ..... 2
- ☐ PHED 584 Adaptive Physical Education ..... 2
- ☐ PHED 629 P.E. Methods for all Grades ..... 2
- ☐ PHED 685 Physical Education Practicum ..... 2

\*These courses are also a part of the Master of Arts in Teaching and can be used to meet that degree as well as the P.E. endorsement.

## Post Master's Nursing Education Certificate

**Program Faculty:** Dr. Linda Veltri, Jan Welch

### Mission Statement

The mission of the School of Nursing, as an integral part of Bushnell University, is to respond to the higher educational and healthcare needs of our culturally diverse communities. We prepare ethical nurse leaders and educators to lead the way toward evidence-based, quality improvement within a variety of healthcare and educational communities. We embrace Bushnell's mission to foster wisdom, faith, and service through excellent academic programs grounded in the arts and sciences that demonstrate compassion and respect toward all people served.

**Purpose:** The purpose of the Post Master's Nursing Education Certificate is to prepare nurses to:

- Assume a nurse educator role within a school of nursing or staff educator role within a variety of health care organizations and settings.
- Utilize best practice to deliver high quality, evidence-based, theory guided teaching and learning experiences in a variety of educational environments including face-to face, e-learning and blended formats, simulation, and the clinical setting.
- Pursue certification as a Nurse Educator.

**Objectives:** Graduates of this program will be able to\*:

1. Integrate theoretical perspectives, instructional technologies, nursing and related sciences into practice as a nurse educator.
2. Use research outcomes from nursing and other disciplines to inform teaching practices and advance nursing education.
3. Apply knowledge of instructional and other technologies to influence content, design, and delivery of education to patients, health care providers, and nursing students across a variety of educational settings.
4. Integrate and foster evidence based educational practices, personal and professional growth of oneself and others to advance nursing education.

\*To teach in Oregon, Registered Nurses will need to have completed a minimum of two years of clinical experience.

### Limitations

1. No P/NP grading option is allowed in certificate programs except in those courses in which P/NP is the only grading option.
2. No certificate requirements can be earned through the use of CLEP or Prior Learning Assessment (PLA) credits.
3. A minimum of three quarters of the certificate coursework must be completed through Bushnell University coursework.
4. Time limit: three years. After three years have elapsed from the time of initial matriculation in the University, the student must apply for readmission unless the student has been in continuous attendance, is pursuing an additional program, and remains within the time limit for that program (e.g. a student pursuing a degree and a certificate at the same time may complete within the allotted timeframe for the degree).

### Clinical Placement and Practicum Requirements

Students enrolling in a nursing course will, at their own expense, obtain and submit proof of the following as required for placement in clinical and practicum experiences:

1. Criminal Background Check to include social security number trace, state/national criminal background history, sex offender registry check, and Office of the Inspector General List of Excluded Individuals and Entities (OIG LEIE) check performed by Advanced Reporting.
2. Clean Substance Abuse 10 Panel Urine Drug Screen + Alcohol\* performed by Advanced Reporting.
3. The Criminal Background Check and Substance Abuse 10 Panel + Alcohol Urine Drug Screen will be completed no more than 3 months prior to the first semester and no later than week 4 of the first session a student is enrolled in.
4. Students enrolling in their first nursing course with a clinical component will complete and submit proof of a Criminal Background Check and clean Substance Abuse 10 Panel + Alcohol Urine Drug Screen a minimum of three weeks prior to the course start date.
5. All students will submit proof of the following a minimum of three weeks prior to the start date of any clinical or practicum nursing course they are enrolled in.
  - a. Current American Heart Association Basic Life Support (AHA-BLS) certification.
  - b. Proof of all of the following immunizations including date received and/or titer results:
    - Seasonal Flu
    - Hepatitis B
    - Varicella
    - 2-step TB testing or IGRA
    - MMR
    - Tetanus, Diphtheria, Pertussis (Tdap)
  - c. Signed Prior Training or Education Attestation Form.
  - d. Other required healthcare organization or community agency specific documents.
6. A registration hold will be placed when required documents are not received as outlined above and/or students will be withdrawn from clinical or practicum nursing courses.

### Pre/Co-requisite Requirements

- ☐ NURS 500 Graduate Writing ..... 0
- ☐ NURS 501 MSN Orientation ..... 0

### Requirements for Post Master's Certificate in Nursing Education ..... 18

- ☐ NURS 610 Advanced Pathophysiology and Pharmacology for Nurse Educators ..... 3
- ☐ NURS 620 Advanced Health Assessment for Nurse Educators ..... 2
- ☐ NURS 620C Advanced Health Assessment for Nurse Educators Clinical ..... 1
- ☐ NURS 630 Foundations of Nursing Education I: Roles, Trends, & Theories ..... 3
- ☐ NURS 640 Found of Nursing Educ II: Methods, Management, & Assessment ..... 2
- ☐ NURS 640C Found of Nursing Educ II: Methods, Management, & Assessment Clinical ..... 1
- ☐ NURS 650 Curriculum by Design ..... 3
- ☐ NURS 695 Teaching Practicum ..... 3

## Special Education Certificate

### Purpose

The Special Education certificate promotes the mission of Bushnell University by fostering an attitude of service and recognizing the contribution of all learners for the betterment of the whole. The curriculum is aligned with the Oregon Teacher Standards and Practices Commission (TSPC) and the Council for Exceptional Children (CEC), and prepares graduates to incorporate safe and effective practices in special education.

### Objectives

Graduates of this program will:

- Understand the current issues surrounding special needs students and families;
- Be culturally competent and integrate cultural responsiveness to all students and families;
- Be able to identify a broad range of disabilities and provide an environment that promotes equal access and learning;
- Practice and implement effective teaching strategies based on accepted philosophies and research;
- Learn to collaborate and build partnerships within the school community, families, and other advocates.

### Limitations

1. No P/NP grading option is allowed in certificate programs except in those courses in which P/NP is the only grading option.
2. No certificate requirements can be earned through the use of CLEP or Prior Learning Assessment (PLA) credits.
3. A minimum of three quarters of the certificate coursework must be completed through Bushnell University coursework.
4. Time limit: three years. After three years have elapsed from the time of initial matriculation in the University, the student must apply for readmission unless the student has been in continuous attendance, is pursuing an additional program, and remains within the time limit for that program (e.g. a student pursuing a degree and a certificate at the same time may complete within the allotted timeframe for the degree).

### Prerequisite for Special Education Certificate

- ❑ EDUC 326/525 Exceptional Learners

### Requirements for Special Education Certificate .....18

- ❑ SPED 501 Foundations of Special Education I..... 1
- ❑ SPED 502 Foundations of Special Education II..... 1
- ❑ SPED 503 Foundations of Special Education III..... 1
- ❑ SPED 510 Interventions for Accessibility and Functional Skills ..... 2
- ❑ SPED 520 Assessment and Evaluation in Special Education ..... 2
- ❑ SPED 530 Advanced Classroom and Behavior Management ..... 2
- ❑ SPED 540 Special Education History and Current Issues ..... 2
- ❑ SPED 550 Academic Instructional Supports and Universal Design for Learning..... 2

❑ SPED 595 Special Education Field Experience I.....	1
❑ SPED 596 Special Education Field Experience II.....	1
❑ SPED 695 Special Education Teaching Experience.....	3

## Course Descriptions

### Accounting

ACTG 170 Introduction to the Accounting Cycle (3) This course introduces fundamental principles of double entry accrual accounting for a sole proprietorship. Students will analyze and record transactions and adjustments, and prepare financial statements for service and merchandising firms. Students will also learn accounting for payroll transactions for any form of business.

ACTG 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

ACTG 211 Principles of Accounting I (3) This course examines the basic concepts and principles underlying preparation and use of financial statements, including income determination, cash flow analysis and asset valuation, and the interrelationships between financial statements.

ACTG 212 Principles of Accounting II (3) This course continues to review basic concepts and principles of accounting, including paid-in capital, partnership issues, management accounting, job order costing, CVP analysis, ABC analysis, and budgeting. Prerequisite: ACTG 211.

ACTG 341 Intermediate Accounting I (3) This course provides an in-depth look at financial statements and the information found on them. Various accounting issues are examined with emphasis on assets, liabilities, and problem-solving techniques. Prerequisite: ACTG 212.

ACTG 342 Intermediate Accounting II (3) This course is a continuation of Intermediate Accounting I with an emphasis on equities, problem solving techniques, and ethical issues in accounting. Prerequisite: ACTG 341.

ACTG 345 Cost Accounting (3) This course provides a study of the basic cost accounting concepts and procedures, with emphasis on the development, interpretation, and application of managerial accounting information for planning, control, and decision making. Prerequisite: ACTG 212.

ACTG 360 Accounting Information Systems (3) This course introduces the field of accounting information management. Students will examine key accounting processes and how information systems support creating, managing and reporting useful accounting information. This class will primarily focus on the use of QuickBooks. This class is designed for accounting and business students, entrepreneurs, and bookkeepers. Prerequisites: ACTG 211 and CIS 101 or CIS 124

ACTG 430 Federal Income Tax (3) This course examines the basic federal income tax laws as they relate primarily to individuals. Prerequisite: ACTG 212.

ACTG 431 Federal Income Tax – Corporations, Partnerships, Estates, & Trusts (3) An introduction to federal income taxation of business corporations. The course reviews the tax considerations relevant to the various life cycles of a corporation, from incorporation through liquidation. The course also

introduces tax laws pertaining to flo-through entities such as S-corporations and partnerships and a review of tax laws as they apply to estates and trusts. Prerequisite: ACTG 430.

ACTG 440 Auditing I (3) In this course students are exposed to the philosophy and environment of the profession, with special attention focused on the nature and economic purpose of auditing and assurance services, professional standards, professional ethics and conduct, audit planning, internal control, and audit sampling and documentation. Prerequisite: ACTG 342 and MATH 310 or MATH 315.

ACTG 450 Fraud Examination (3) Fraud examination will cover the principles and the mythology of fraud detection and deterrence. The course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, noncash misappropriations, corruption, accounting principles and fraud, fraudulent financial statements, and interviewing witnesses.

ACTG 455 Forensic Accounting (3) This course will examine fraud in the business sector with a focus on case analysis. Topics include the nature of fraud, who commits fraud and why, fraud prevention, fraud detection, fraud investigation, management fraud, resolution of fraud, and other topics of fraud. The goal is to provide an awareness of how much fraud exists, why fraud is so prevalent, and to have a basic knowledge of how to prevent and detect fraud. Prerequisite: ACTG 342.

ACTG 470 Accounting for Non-Profit Organizations (3) This course will focus on the external financial statements for government and other non-profit organizations and will include a discussion of fund accounting and non-profit reporting requirements. Prerequisites: ACTG 211.

ACTG 495 Internship (3) Field internships provide an opportunity for students to gain practical work experience in accounting. Internship students work at a designated business or public organization under close supervision of a faculty advisor. Pass/no pass grading option only. Repeatable for credit.

ACTG 496 Research (3) Involves the participation of the students with a Bushnell University faculty member, or a Bushnell University approved research mentor, in a supervised, faculty monitored individual investigative project in one of the many topic areas of accounting. Prerequisite: ACTG 342. Pass/no pass grading option only.

ACTG 499 Advanced Accounting Capstone (3) This capstone course is a study of consolidation accounting, foreign transactions issues, the SEC, and other special topics, including a capstone project. Prerequisite: ACTG 342.

ACTG 545 Managerial Accounting (3) The use of accounting tools as a source of data for managerial decision making including cash flow, general accounting ledgers, income, financial position, cash, receivables, investments, inventories, liabilities, reconciliation and financial statements.

ACTG 607 Special Topics (1-3)

ACTG 630 Advanced Taxation (3) This course examines the federal tax system as it applies to corporations, partnerships, estates and trusts. The course analyzes the tax considerations relevant to the various life cycles of a corporation, from incorporation through liquidation. The course also covers tax laws pertaining to pass-through entities such as S-corporations and partnerships and a review of tax laws as they apply to estates and trusts.

ACTG 645 Strategic Cost management (3) This course focuses on the concepts and processes of managerial accounting with a focus on the application of decision and control models, ethics, relevant costs, cost-volume-profit analysis, target costing, performance measurement and management control.

ACTG 667 Attestation and Assurance Services (3) This course provides a study of current auditing theory and techniques including audit planning and procedures, role of internal control, risk, ethics, and reporting.

ACTG 673 Business law (3) This course will provide a cursory review of the American judicial system and then concentrate on Property and negotiable Instruments. Product liability, contract law, negotiable instruments secured transactions, creditors' rights, and other provisions of the Uniform Commercial Code are covered. Other topics can also include bankruptcy, real estate law, sole proprietorships, partnerships and corporations. This course provides a comprehensive review of topics covered on the Uniform CPA examination.

ACTG 680 Advanced Financial Accounting Theory and Practice (3) This course examines and analyzes statements and pronouncements of the Financial Accounting Standards Board, the International Accounting Standards Board, the American Institute of Certified Public Accountants, the American Accounting Association, the Securities and Exchange Commission, and the Government Accounting Standards Board as they relate to accounting practices and financial reporting. Advanced theory in mergers, acquisitions, and international accounting procedures are also studied. Prerequisite: ACTG 342.

## **Anthropology**

ANTH 210 Cultural Anthropology (3) An introduction to cultural anthropology, including definitions and terminology. This includes such ideas as culture, anthropological methodology, and general categories of culture. This course meets diversity study requirements.

ANTH 310 Ethnographic Interview (3) This course prepares students to explore socio-cultural situations they encounter in the U.S.A. and throughout the world by enabling them to help people they encounter to become aware of what they know about language and culture. The techniques of ethnographic interviewing can help bring knowledge into focus, making that knowledge explicit. Prerequisites: ANTH 210 or SOC 200 or PSY 200.

ANTH 460 Cross-cultural Issues (3) This course focuses on cross-cultural issues and problems involved in working in foreign contexts. Emphasis will be on international development, humanitarian aid and ministry. Prerequisite: ANTH 210, COMM 220.

## **Astronomy**

ASTR 101 Introductory Astronomy (3) A survey of our solar system, our galaxy, and the universe. Emphasis is given to the fundamental ideas that form the foundation of our understanding of planets, stars, and galaxies; in addition, there will be opportunity to reflect on the implications of these ideas for an appreciation of humanity's place in the wider scheme of reality. Prerequisite: Math 130. Co-requisite: ASTR 101L.

ASTR 101L Introductory Astronomy Lab (1) An examination of the processes by which we gain understanding of our solar system, our galaxy, and the universe. Exercises involve observation, laboratory studies of optics and spectra, computer-based simulations of astronomical observations, and analysis of observations. Co-requisite: ASTR 101.

## **Bible, Theology and Mission**

BTM 100 The Book of books (2) This course is designed to provide students with a basic working knowledge of the Bible as a foundation for further engagement in other Bible courses. Students will become familiar with the basic structure and makeup of the Bible, its timeline and geography, its major events, its primary personalities, and its prominent themes. Pass/No Pass grading option only.

BTM 101/102 Engaging With the Bible: How to Read the Bible in the 21st Century (3, 3) This course is designed for first-year students as a foundation for subsequent studies in the Bushnell University Bible and General Education Core. Spanning an entire year, Engaging with the Bible provides students with an overview of biblical content by highlighting key biblical themes.

BTM 117 Bible Seminar (1) Students will engage with the Bushnell University Bible faculty and with other students and community participants in discussion and research related to set topics of biblical and theological studies. Repeatable for up to 3 credits maximum. Pass/No Pass grading option only.

BTM 201 Life of Christ (2) This course studies the life of Christ through the Synoptic Gospels and John, examining the historical, geographical, political, Middle-Eastern cultural and chronological stage as well as the story line of Palestine. The insights will be integrated into active discipleship of the student and the life of the Church. Prerequisites: BTM 101 and 102.

BTM 203 Great Hebrew Stories (2) This course explores the narrative art of selected Hebrew stories, focusing on the development of close reading skills. Prerequisite: BTM 101.

BTM 204 Introduction to Missions (3) A course designed to introduce the student briefly to the major elements in the church's cross-cultural ministries. This course also addresses an analysis of how a church structures and organizes itself to do cross-cultural ministries.

BTM 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

BTM 212 Acts: Early Christian History (2) This course explores Luke's description in Acts of the formative period of Christian history. It will take special notice of the Pauline itinerary presented in the second half of the book relating this to the various letters written by Paul and thus provide a framework for the study of individual Pauline letters. Prerequisites: BTM 101 and 102.

BTM 213 Christian Doctrine (3) This course introduces the student to the basic doctrines of the Christian faith. Prerequisites: Instructor approval, BTM 101 and 102.

BTM 230 Archaeology and the Bible (2) A study of archaeological methods and discoveries in Bible lands that have important bearings on the history, literature, and religion of the Old Testament. Prerequisites: BTM 101 and 102.

BTM 240 Christianity in America (2) This course is designed to help students examine their own personal experience of the Christian Church within the context of the rich theological diversity of Christianity in America as a whole. Students will explore the theological and historical roots of the particular Christian denomination with which they identify most closely, and they will engage in dialogue with other Christian traditions represented on this campus and in the broader community.

BTM 245 History and Theology of the Stone-Campbell Movement (2) This course explores the historical context and the theological foundations of the Stone-Campbell Movement. Emphasis will be placed on reading and analysis of key primary source material.

BTM 250 Building Wisdom for Vocational Living (2) This course is a study of the wisdom literature of the Old Testament with a specific focus on calling and work. Building on the understanding that everyone is gifted and called, the course is a theological exploration of vocation that facilitates stewardship of one's life.

BTM 300 The Prophets (3) A study of the Israelite prophetic writings of the classical period (8th to 5th centuries BCE). Special attention is given to understanding the prophets as both bearers and interpreters of prophetic tradition, and proclaiming God's message in particular historical circumstances. Prerequisite: BTM 101.

BTM 302 Book of Genesis (3) This course focuses on selected texts from the first book of the Bible, viewed from a variety of different perspectives. Specific perspectives include comparative ancient Near Eastern mythology, Jewish and Christian interpretation history, and historical-critical interpretation. Prerequisite: BTM 101.

BTM 310 Wonder & Creation Care in the Scriptures and the 21st Century (3) In this course we will examine Genesis, the Psalms, and other texts that speak of the origins, purpose, stewardship and protection of creation. We will examine the lives of a number of modern Christians who have been instrumental in Creation Care through their efforts in establishing the conservation movement in America such as John Muir, Theodore Roosevelt, and Gifford Pinchot. We will also examine the writings and teachings of St. Augustine, Maximus the Confessor, Tertullian, St. Francis of Assisi, and Pope Francis as they clarify the value of Creation. We will be learning to first develop a wonder and awe of God's creative genius through careful observation and quiet contemplation in nature. The vocational outcome is to prepare students to lead people to appreciate creation and develop ministries promoting conservation, preservation and restoration. Prerequisite: BTM 101 and 102.

BTM 315 Social Justice in the Gospels and Prophets & The 21<sup>st</sup> Century. (3) We will enter the stories of Jesus' & the Prophets' (including the prophets as Samuel and Nathan etc.) watching their interaction and reading their writings which deal with the injustices ranging from issues of race, to sexuality and divorce, to power, poverty, and genocide. We will also look at Biblical passages that are often understood to justify a variety of topics such as slavery, rape, and genocide. Our goal will be to peer deeply into the history and culture of these passages and then apply them to 21<sup>st</sup> century needs. The vocational outcome will be to prepare students in Pastoral, Youth, and Missions work to apply these

principles locally and globally in real life settings grounded in a Christian World View. Prerequisite: BTM 101 and 102.

BTM 317 Christianity in Global Perspective (3) This course offers a window on the understanding of world Christianity from the perspective of church history and contemporary church life in non-Western settings and cultures. The focus of the course changes routinely to address Christianity in Africa, Asia, Latin America, and Eastern Europe, respectively. Repeatable for credit if in a different topic. Prerequisite: BTM 101 and 102.

BTM 320 Romans (3) This course is an exegetical study of Paul's epistle to the Romans. Special attention is given to the important theological themes which appear in the epistle such as the relation between the gospel and the law, faith and righteousness, sin and salvation, the letter and the spirit, and Jews and Gentiles. Prerequisites: BTM 101, 102 & 212.

BTM 322 Epistle to the Hebrews (3) This course examines the background and content of the book of Hebrews. The major doctrinal themes in the book are emphasized. Special attention is given to the use of the Old Testament in Hebrews including the way the author interprets and applies it to both Christ and the Christian life. Prerequisites: BTM 101, 102.

BTM 324 History of Theology (3) This course surveys the history of Christian theology from the 2nd century through the 20th century by focusing on the major theologians who shaped this history. Prerequisites: BTM 213.

BTM 326 The Art of Theology (3) In the 20th century, modernist approaches to historical studies, dominated by evolutionary, developmental models, tended to fragment humanities higher education. Historians treated art, history and theology as individual "sub-species", carving out areas of specialization with distinct academic majors. Postmodernism has begun to redress this problem of fragmentation and to pursue approaches to history, which acknowledge the intimate web of relationships between church, state, and culture in the pre-modern Western world. Using the gains of art history, historical theology and biblical studies, "It's Art, for God's Sake", will explore the settings, contents, and meanings of great works in Western art, with a view to the lessons and inspiration this precious heritage holds for the contemporary church. Prerequisite: BTM 101 or BTM 102.

BTM 328 Theological Problems (3) This course will treat various issues in theological studies such as the doctrine of the Trinity, Christology. The specific topic to be studied will be announced each time the course is offered. Repeatable for credit. Prerequisites: BTM 213.

BTM 335 Connecting With a Skeptical World (3) This class will help students to become conversant with the New Atheists, questions regarding the authority of scripture, genocide, science & faith, the role of the church. Much of the training in this class will be developing a relational attitude, not a combative nature, along with deep scholarships that will open doors of conversation. The class will involve debates on major issues bringing in guest speakers from divergent views. We will study individuals such as C.S. Lewis, who remained an agnostic until his 30's; Anthony Flew and his latter views, the leading Atheists, as well as studying scholars as Bart Ehrman's with his concerns about the integrity of Scripture. The vocational outcome will be to prepare students to be intellectually honest, ready, kind and missional about their faith whether in the context of the local church, as a youth pastor training students for the Secular Academy, or Mission workers headed off the areas of divergent views from Christianity. Prerequisite: BTM 101 & 102.

**BTM 345 Old Testament Wisdom and Ethics (3)** This course is a study of the wisdom literature of the Old Testament. The course covers definitions and methods for studying ethics in biblical wisdom literature. It also discusses the ethics prescribed by the biblical wisdom literature and applies these principles in a contemporary context. Prerequisite: BTM 101.

**BTM 346 Orality: 50 Biblical Stories Essential for Ministry (3)** 4 billion of the 6 billion people in the world are either totally or “preferenced” oral learners. Our goal is to be bi-lingual, learning not only Greek and Hebrew, but the language of those whose learning style is primarily oral as well as through literature or literate structures. Our missional goal is not to teach the Chinese English so they can read the Bible, or oral learners to be literate, but to learn the language or preferred learning style of the people we are reaching. Currently most seminaries train and test students’ future success in ministry (in a largely oral culture, even in the U.S.!) by seeing how well they can write! Instead we also, note, also need to learn the art of Biblical storytelling, drama, songs, visual arts, poetry, chants and music. These are the most effective methods for reaching the four billion oral learners of this world with the gospel of Christ. This class will observe orality in the Bible (and its formation), understand the pedagogic importance studying the Jesuit Scholar Walter Ong, and case studies from the field. The vocational outcome will be for students to learn the art of equipping “lay” people to be powerful messengers by tooling them with Chronological Stories of Scripture. They will be tested in front of audiences, small and larger on all, yes, all these stories. Prerequisites: BTM 101 and 102.

**BTM 350 Johannine Literature (3)** This course examines the literature in the New Testament traditionally associated with the apostle John: the Gospel, Epistles, and Apocalypse. The approach is an exegetical and historical exploration of the way this literature presents the story of Jesus and understands the nature of a life lived in relation to that story. Prerequisites: BTM 101 and 102.

**BTM 365 History of the Bible (2)** This course will explore the history of the Christian Bible, in particular the history of English translations. The time period from the original writing of the Biblical books to the present will be considered. Students will become familiar with key themes, personalities, and historical developments involved in this history. Familiarity with the basic structure of the Bible (e.g. Testaments, books in the Bible), as well as research writing skills will be assumed. Prerequisites: BTM 101 and 102.

**BTM 370 The Book of Psalms (3)** A study of selected portions of the Hebrew Psalter with special attention given to their literary genre and their life setting in ancient Israel. Prerequisites: BTM 101

**BTM 380 Preaching (3)** A course in sermon preparation and delivery, including wedding and funeral sermons. Students will explore homiletical techniques with an emphasis in worship leadership and proclamation. Prerequisite: BTM 213 and COMM 212.

**BTM 450 Pastoral Ministry (3)** This class will explore the roles and responsibilities of pastors in the local church, providing an overview along with practical experience in the diverse responsibilities inherent to the pastoral ministry. Special attention will be given to the minister’s role in spiritual formation of the congregation. Prerequisites: BTM 101 and 102.

**BTM 470 Leadership Skills for Ministry (3)** This course examines the theories and practice of pastoral leadership, including a focus on church administration and ministerial ethics. Attention will be given to biblical models of leadership, staff relations, financial oversight, risk management, and conflict resolution. Prerequisites: BTM 213.

BTM 495 Internship (3-6). Repeatable for credit. Pass/no pass grading option only. Prerequisites: BTM 101 and 102.

BTM 499 Senior Capstone (2) Students will work with their respective advisors to develop a project of research and writing that reflects their own areas of interest and integrates significant strands of their previous undergraduate studies, service learning activities, and professional internships. Students will present their oral project before faculty and peers at ACE Day. Limited to students in their senior year. Prerequisites: BTM 101 and 102.

BTM 507 Foundation Studies (6-12 credits) To be determined by research focus requirements and individual student needs or deficiencies.

## **Biology**

BIOL 100 Medical Terminology (1) This course introduces elements of medical terminology, such as the etymology of words used to describe the human body and proper terminology for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems, as well as describing the function of each of these body systems. The course is designed primarily as independent online study, but an instructor will be available to assist students and monitor progress.

BIOL 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

BIOL 111 Principles of Living Organisms (3) An introduction to the fundamental principles of life, including the similarity and diversity of living things; the structure and function of cells; the chemical and genetic basis of life; and evolution. Co-requisite: BIOL 111L.

BIOL 111L Principles of Living Organisms Lab (1) Laboratory to accompany Principles of Living Organisms. Co-requisite: BIOL 111.

BIOL 112 Principles of Biodiversity (3) Basic principles of biodiversity as explored through eukaryotic kingdoms. Topics include the structure and function of plant cells and the plant body, structure and physiology of vertebrates as well as natural history and ecology of the different organisms. Co-requisite: BIOL 112L.

BIOL 112L Principles of Biodiversity Lab (1) Laboratory to accompany Principles of Biodiversity. Co-requisite: BIOL 112.

BIOL 200 General Biology (3) Introduces students to the generalized human cell including its structure, function, basic genetics and reproduction. The chemistry of the cell and its components will be examined through the course. Prerequisite: CHEM 121/CHEM 121L. Co-requisite: BIOL 200L.

BIOL 200L General Biology Lab (1) Laboratory to accompany General Biology. Co-requisite: BIOL 200.

BIOL 201 Introduction to Scientific Literature (1) A theme topic will be discussed and reviewed using different types of biological articles, starting with general audience material, review articles, and peer-reviewed primary research articles. Students will give both oral and written critiques and summaries of assigned articles.

BIOL 205 General Biology II: Biodiversity (3) A survey of the basic concepts of diversity and ecological biology. This course introduces students to evolution, systematics, taxonomy, and the biology of representatives from the domains of Eubacteria (true bacteria), Archaea (methanogenic bacteria.), and Eukarya (protists, fungi, plants, and animals). This course is designed for students who intend to major in the sciences. Co-requisite: BIOL 205L.

BIOL 205L General Biology II: Biodiversity Lab (1) Laboratory to accompany Biodiversity. Co-requisite: BIOL 205.

BIOL 240 Integration of Faith and Science (3) Firstly, this course is designed to help us examine how to integrate our understanding of the Two Books of God: The Book of Scripture and The Book of Nature. What do we do when our interpretations of scripture and science seem to be in conflict? How should the Two Books inform our understanding of one another? Secondly, we will address the questions of how to find meaning and purpose in the work we do and how to pursue a sense of calling.

BIOL 310 Genetics (4) An introduction to classical Mendelian and contemporary molecular genetics. Topics include Mendelian patterns of inheritance, transmission genetics, chromosome structure and function, genetic mutation, chromosomal aberrations, the structure, function and control of genes, techniques in genetics and model organisms, cell-cycle dynamics, recombinant DNA mechanisms, population genetics. Prerequisites: BIOL 200/200L & CHEM 121/121L.

BIOL 311 Human Anatomy and Physiology I (3) A study of the structure and function of the human body using a systems approach combined with case studies and critical thinking applications. The following systems will be covered: cells, tissues, integument, nervous, endocrine, and reproductive. Prerequisite: BIOL 200/200L Co-requisite: BIOL 311L. Students must enroll in a concurrent laboratory section.

BIOL 311L Human Anatomy and Physiology I Lab (1) Laboratory to accompany Human Anatomy and Physiology I. Co-requisite: BIOL 311.

BIOL 312 Human Anatomy and Physiology II (3) A study of the structure and function of the human body using a systems approach combined with case studies and critical thinking applications. The following systems will be covered: skeletal, muscular, circulatory, lymphatic, respiratory, digestive, and urinary systems. Prerequisite: BIOL 311. Co-requisite: BIOL 312L. Students must enroll in a concurrent laboratory section.

BIOL 312L Human Anatomy and Physiology II Lab (1) Laboratory to accompany Human Anatomy and Physiology II. Co-requisite: BIOL 312.

BIOL 320 Cell Biology (3) A study of processes common to life at the cellular level. This course deals primarily with the structure and function of eukaryotic cells and their organelles. Prerequisites: BIOL 200/200L.

BIOL 330 Microbiology (3) A medically oriented survey of bacteria, viruses and other microorganisms, body defenses, immunology, sterilization and disinfection, and a discussion of representative infectious

diseases. Prerequisite: BIOL 200. Co-requisite: BIOL 330L. Students must enroll in a concurrent laboratory section.

BIOL 330L Microbiology Lab (1) Laboratory to accompany Microbiology. Co-requisite: BIOL 330.

BIOL 341 Bioregulation (3) The endocrine system, nervous system and immune system each secretes its own chemical Bioregulators: hormones, neurocrines and cytokines. This course will provide students with an overview of Chemical Bioregulation by introducing them to the specialized fields of endocrinology, neurobiology and immunology and then considering the interactions of these systems as they regulate one another. Prerequisites: BIOL 200/200L.

BIOL 350 Ecology (3) A study of the interactions between environment, flora and fauna at the population, community and ecosystem levels, including current theory and application. Prerequisite: BIOL 200/200L.

BIOL 365 Developmental Biology (3) An in-depth study of the processes of vertebrate development and reproduction. Gametogenesis, fertilization, cleavage, gastrulation, organogenesis and histological differentiation are discussed. Prerequisites: BIOL 200/200L & BIOL 205/205L.

BIOL 375 Neurobiology (3) A broad survey of neuroscience, including gross anatomy of the nervous system and the molecular and cellular bases of neurons and their function.

BIOL 410 Advanced Molecular Biology (3) This course introduces students to advanced concepts of molecular biology. One of the larger goals of modern molecular biology is to elucidate the connections between the genotype (the sequence of nucleotide base-pairs in the organism's genome) and the phenotype (observable traits and behaviors) of all organisms in terms of a general and comprehensive molecular theory. Topics include molecular structure of genes and chromosomes, transcriptional and post-transcriptional control of gene expression, cell signaling, metabolism of proteins and lipids, apoptosis, cancer, molecular genetic techniques. Prerequisite: BIOL 310.

BIOL 420 Advanced Organismal Biology (3) Organismal biology is the study of structure, function, ecology, and evolution at the level of the organism and plays a central role in answering conceptual questions about both ecology and evolution. This course addresses the underlying molecular and environmental bases of individual variation and the consequences of phenotypic variation for fitness and organismal interactions. Prerequisite: BIOL 310.

BIOL 495 Internship (1-3) The internship is designed to give students practical work in a professional setting. Required only for biology majors not completing BIOL 496 Research. Repeatable for credit.

BIOL 496 Research (1-3) Involves the participation of the students with a Bushnell University faculty member, or a Bushnell University approved research mentor, in a supervised, faculty monitored individual investigative project in one of the many fields of biology. A contract form must be completed prior to registering. Students are responsible for securing the research position with a faculty member. This course may be repeated for up to 3 credits. Prerequisite: BIOL 200/200L. Pass/no pass grading option only.

BIOL 499 Senior Capstone (1-2) Students will work with their biology program advisor to select a research topic that integrates significant strands of their undergraduate studies in biology. Students will

do extensive research on the topic, write a literature review paper on the selected topic, and give an oral presentation before faculty and peers on ACE Day. Limited to students in their senior year.

## **Business**

**BUS 110 Small Business Management (3)** This award winning, online course uses innovative features to introduce students to the basic topics and issues of small business management. Using an educational novel as the primary text, students follow the main character's learning curve to gain enough knowledge to resolve the central dilemma of the story. Using web-based resources and a workbook, students explore issues of leadership, business ethics and social responsibility, economics, legal forms of business, accounting, finance, marketing, e-commerce, operations and human resource management, and communication.

**BUS 120 Introduction to Business and Entrepreneurship (3)** The learning outcome of this course is the student's development of an entrepreneurial mindset centered in Christian values culminating in a project to solve contemporary social issues in a globally connected world. Using an educational novel as the primary text, students study those innovative individuals throughout history who have acted as catalysts to human progress. Using web-based resources and a workbook, students explore issues of entrepreneurship, business ethics, social responsibility, economics, historical development of western capitalism and its financial sectors, legal forms of business, and the innovative use of information technology in a globalized environment.

**BUS 207-407 Special Topics (3)** Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

**BUS 219 Global Business Management (3)** This course explores topics related to managing an organization in a global, multinational environment. Special areas to be examined include the social, cultural, economic, and political environments, as well as ethical and legal issues. Matters dealing with trade, business operations, and monetary systems will also be explored.

**BUS 240 Business as Mission (3)** This course presents business as a God-given vocation and institution in society, which benefits people, communities, and societies. It also examines the historical and contemporary role of business in world missions. The course will explore the theology of work, business and 'business as mission', as well as the practical issues related to creating or managing a business that advances the cause of Christ at home or abroad. Students will also develop and present to class their own ideas for a Business as Mission company.

**BUS 310 Principles of Management and Leadership (3)** This course provides an analysis of the organizational environment and the processes of management, including leadership concepts, in business enterprises. The course focuses on the concepts, methods, and techniques of the planning, organizing, directing, and controlling functions of the modern manager and the impact of these processes upon effective interpersonal relations, global matters, and ethical issues.

**BUS 315 Human Resource Management (3)** The focus of this course is on the policies and practices of recruitment, selection, training, development, and compensation of employees. Special attention is

given to employee relations, including Equal Employment Opportunity and affirmative action legislation and requirements. Prerequisite: BUS 310.

**BUS 325 Sports & Recreation Management (3)** In the rapidly growing and changing industries of sports and recreation, knowledge of the application of business and management skills is becoming increasingly important. This course serves as an overview of the advanced concepts and applications in management of sports and recreation organizations and programs. The course explores the development of the sports and recreation industries, current status, and future trends, covering domestic and global events, amateur and professional sports, and leisure and recreation facilities and activities.

**BUS 360 Management of Information Systems (3)** The focus of this course is how to manage information systems in today's global environment. Topics include technology (hardware and software), applications (end user, operations, managerial decision-making, and strategy), and the development and management of information systems in business situations, including ethical considerations and the global environment.

**BUS 370 Legal and Ethical Issues in Business & Management (3)** This course focuses on the legal and ethical issues related to businesses and organizations. Students will examine how government, business, and society interact by reviewing the forms of business organizations, business transaction laws, employment laws, international trade treaties, and corporate and social responsibility.

**BUS 399 Business Strategy and Finance Training (2)** To train and develop managers, supervisors, and employees to better understand corporate mission and strategy and the impact of such decisions on the financial performance of a company.

**BUS 410 Operations Management (3)** This course examines planning and control of production and operations with respect to products/services, processes, technology, and personnel. Topics include strategy, quality, forecasting, capacity, location, layout, the supply chain, Just-in-Time manufacturing, and inventory activities. Prerequisites: BUS 310 and MATH 310 or MATH 315.

**BUS 415 Group and Organizational Behavior (3)** This course examines issues related to individual and group behavior in complex organizations. Topics include the influence of motivation, organizational situations, and management practices on individual and group work behavior with special emphasis on situational leadership models.

**BUS 435 International Management & Marketing (3)** In international business and the dynamic global economy, our way of life is influenced on a daily basis by international trade, international marketing, global supply chain management, and world-engaging entrepreneurship. This course applies global perspectives to advanced business strategy concepts and tools relating to overseas market development, management of global organizations, global SCM, global financial markets, trade and business innovation. Through topic study and discussion, areas of current interest, including debates on regional economic integration, free trade agreements, global financial integrity, trade regulation, international targeting & marketing strategy, overseas market development, global brand management, global distribution & logistics, international quality & service management, global business planning & governance, cross-cultural leadership, and management of international organizations will be explored. In accordance with the vision of Bushnell University for this course, ethics and a faith-based approach to international business will be emphasized and shared. Prerequisite: BUS 219.

**BUS 450 Managerial Finance (3)** This course surveys the financial problems associated with the life cycle of a business and with personal finance needs. Topics covered include financial analysis, financial planning, capital budgeting, cost of capital, the sources and uses of business funds, and the instruments utilized in raising funds. Prerequisite: ACTG 212.

**BUS 495 Internship (3)** Field internships provide an opportunity for students to gain practical work experience in management or marketing, depending on the student's concentration area. Internship students work at a designated business or public organization under close supervision of a faculty advisor. Repeatable for credit. Pass/no pass grading option only.

**BUS 499 Business Strategy and Policy (3)** This capstone business course examines the interdependence of the different functions of a business. Through the use of computer simulations, students gain a comprehensive and integrated view of business operations and the role of top management in analyzing the environment, setting goals, and implementing plans with special emphasis on ethical issues. Business students take this course in the final semester of their senior year. Prerequisites: BUS 310, 315, 370, 450.

**BUS 501 Organizational Behavior (3)** This course will present a comprehensive approach to the way in which total organizational effectiveness is conceptualized, measured, and realized in practice through the understanding of individual and team behavior/effectiveness. It will also explore how improvement can be initiated, managed, and sustained throughout the organization.

**BUS 525 Leadership Strategies (3)** Provides students an opportunity to investigate, analyze, and apply various theories of leadership and associated concepts. These include, but are not limited to, effective leadership qualities and human relations, power of vision, leadership ethics, communication and empowerment of personnel through goal-oriented professional development.

**BUS 530 Marketing Strategy (3)** A course designed to focus on the importance of modern organizations being market driven and globally competitive. The course examines the role of marketing through the discussion of comprehensive marketing concepts and case analysis better equipping managers to make decisions.

**BUS 550 Managerial Finance (3)** This course will use financial management as a tool for observing current financial positions of an organization through the analysis of financial data such as cash flow, profit & loss reports, and financial statements. This course is also designed to assist managers while strategically making decisions to improve the future financial position of an organization using tools such as the time value of money, risk and rates of return, stocks, and budgeting.

**BUS 565 Managerial Statistics (3)** The course examines the statistical concepts used for decision-making in the business environment. The emphasis is on the use of statistical information.

**BUS 610 Operations and Service Management (3)** Operational aspects of both manufacturing and service organizations will be explored in this course. Issues to be examined include strategy, production processes, technology, capacity planning, facility location and layout, production planning systems, and quality management. Specific quantitative tools will also be examined, including quality control, forecasting, inventory methods, and project management.

**BUS 615 Human Resource Management (3)** This course provides an overview that addresses challenges such as recruitment and selection, training and development, as well as performance appraisals and compensation administration. Additionally this course incorporates a manager's perspective of HRM relative to the strategic planning process.

**BUS 625 Business Ethics (3)** This course will begin by examining the meaning of ethics through the review of several philosophical approaches. Students will identify internal and external stakeholders affected by ethical decision making. The course seeks to help develop an awareness and appreciation for ethical consideration in personal and professional decision making. The content of this course is designed to expand critical thinking to analyze how individual and business decisions affect our society.

**BUS 635 Corporate Sustainability (3)** This is a project-based course to learn to conduct a comprehensive organizational assessment of corporate sustainability. Using the Baldrige Criteria for Performance Excellence, which has been recognized as a "best practice" initiative for organizations, students will assess and ensure that their chosen organization's sustainability performance is competitive in the global marketplace.

**BUS 663-Corporate Financial Management (3)** This course covers topics that involve the theories and analytical tools used in the business community to make sound financial decisions. Capital budgeting, dividend policy, international financial management, mergers and acquisitions, and cost of capital are some of the topics covered. This course would be offered to MBA students with a major in Accounting or Business.

**BUS 665 Strategy & Managerial Decision Making (3)** This course will expose the learner to the examination of strategic processes that influence and determine the direction of an organization. Students will analyze the organizational mission and objectives, identify organizational strengths and environmental opportunities, examine the components of competitive advantage, and develop strategies and policies to achieve the organization's mission. Students will complete analysis of current organizations and/or case studies.

**BUS 690 Business Portfolio (0)** As the Capstone for the program, students are required to develop a Business Portfolio over the duration of the 12 offered courses. Near graduation time, the final aggregated project will be evaluated by Business Faculty. Once the project is approved and signed off, the student will receive their diploma. Prerequisite: Completion of 10 classes of graduate business coursework.

## **Chemistry**

**CHEM 121 General Chemistry (4)** The purpose of this course is to introduce the concepts of general chemistry and beginning organic chemistry. Students will learn how to solve problems using the scientific method. Critical thinking and semiquantitative understanding of chemistry rather than detailed theory is emphasized. The topics covered include the fundamental quantities and measurements, atoms, sub-atomic particles, orbitals, chemical bonding, reactions, states of matter, stoichiometry, solution chemistry, reaction rates and equilibria, radiochemistry, acid and base chemistry, structure of basic organic compounds and nomenclature, petrochemistry, polymerization, alkanes and alkenes. Beginning laboratory techniques pertaining to these topics will be taught. Co-requisite: CHEM 121L.

CHEM 121L General Chemistry Lab (1) Laboratory to accompany General Chemistry. Co-requisite: CHEM 121.

CHEM 122 Organic and Biochemistry (4) Includes lab. In a continuation of CHEM 121, students will continue to learn the concepts and terminology of organic chemistry, including aromatic compounds and their reactions, chiral atoms and compounds, alcohols and phenols, amines and related compounds, aldehydes and ketones and carboxylic acid. Structure, nomenclature, reactions and characteristic behavior will be discussed. The principals of biochemistry will be covered, including the structure and chemical significance of carbohydrates, lipids, proteins as well as their specific metabolisms. Enzymes, the structure and function of nucleic acids, the common metabolism and the electron transport chain, and hormone function will be discussed. Beginning laboratory techniques pertaining to these topics will be taught. Prerequisite: CHEM 121. Co-requisite: CHEM 122L.

CHEM 122L Organic and Biochemistry Lab (1) Laboratory to accompany Organic and Biochemistry. Co-requisite: CHEM 122.

CHEM 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

CHEM 321 Organic Chemistry (3) This course covers the nomenclature, structure, reactivity, and stereochemistry of the important classes of aliphatic and aromatic compounds. Elementary theoretical organic chemistry will be discussed with an emphasis on reaction mechanisms, synthesis, and analysis. Students must enroll in a concurrent laboratory section. Prerequisite: CHEM 122. Co-requisite: CHEM 321L.

CHEM 321L Organic Chemistry Lab (1) Laboratory to accompany Organic Chemistry. Co-requisite: CHEM 321.

CHEM 415 Biochemistry (3) This one-semester course provides a survey of the major areas of biochemistry. Topics include structure and action of nucleotides, proteins, lipids, and carbohydrates; enzyme kinetics and mechanisms; membranes and transport; and metabolism and energy conversion.

## **Christian Ministry**

CM 100 Chapel. Pass/no pass grading option only.

CM 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

CM 240 All Are Gifted, All Are Called (2) This class will consider several aspects of vocation, with special attention given to the relationship between work and calling. Building on the foundation that "All are gifted, all are called," students will be encouraged to explore questions such as, "What is God's call for my life, and how do I discern that call? How can I understand my career as ministry? How do I live out

my call in the face of difficult moral challenges? How can I use my life to impact the world in a meaningful way?" Prerequisite: FYS 101.

CM 315 Church Planting and Turning Around Hurting Churches (3) Working closely with Church planting organizations, we will walk the students through the process of assessment to become a church planter, and the steps for funding and finding a team to start congregations both rural and urban. We will also work with "Turn Around" experts on how to help struggling churches regain spiritual health and vitality. The vocational outcome will be preparing students for jobs in planting and replanting churches, networking them into fields of employment with actual placement during the class in new churches and turn around churches. Prerequisite: BTM 101 and 102.

CM 360 Principles of Youth Ministry (3) Considers the basic guidelines for establishing a strong ministry to the youth of the church. Attention will be focused on the beginning years of youth ministry and to responding appropriately when pastoring to teens in crisis. Topics include the youth minister's spiritual foundation, building relationships, resolving conflict, working with volunteers, evaluating curriculum, and identifying church and community resources for troubled teenagers. Prerequisite: BTM 213.

CM 430 Small Groups and Discipleship (3) Actively explores small group theory and effective application for faith renewal, evangelism, inductive Bible studies, recovery/healing groups and leadership development. Experiencing a small group with a defined purpose is a high priority in this course. Prerequisite: BTM 213.

CM 440 Grief and Loss (3) A study of the process of grieving in association with traumatic events such as death, accidents, and loss of job or relationships. Attention will be given to dealing effectively with the emotional, psychological, and physical aspects of bereavement from the point of view of various helping professions. Prerequisites: BTM213 and PSY 200.

CM 495 Internship (3-6) P/NP This is designed to give opportunity for supervised practice of various phases of Christian ministry in a local church. Required for Christian ministry majors. Others must have the consent of the instructor. Repeatable for credit. Pass/no pass grading option only.

CM 499 Senior Capstone (2)

## **Christian Worship**

CW 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

CW 225 The Worshipping Community (2) This course will explore the meaning of worship in relation to God and to one's calling in the world, focusing upon different traditions of worship, liturgical renewal in the 20th century, worship and the arts (music, drama, dance), worship and the occasional services, and worship in the context of evangelism.

CW 335 Worship Theology and Planning (2) This course is an integration of theology, liturgy, critical thinking, and practical leadership skills related to worship, church, and culture. The student will focus on church service and concert planning in a variety of seasonal and worship settings.

CW 345 Sacred Seasons and Time (2) This course provides a biblical understanding of sacred time and how Christians have incorporated it in worship gatherings. Students will learn how the Christian year tells the story of God in Christ by observing and remembering God's divine activity in specific seasons and events.

CW 375 History of Worship in the Church (2) A survey of the history of worship in the church from inception to present day. Through an examination of biblical, historical, and social contexts the student will gain an understanding of how practices developed and changed throughout history. Students will also be exposed to the ecumenical diversity that exists in the worship of the church.

CW 495 Internship (1-4). Repeatable for credit. Pass/no pass grading option only.

CW 499 Senior Capstone (1-2). Repeatable for credit.

## **Church Leadership**

CHL 610 Biblical Theology of Leadership (3) This course explores the rich storehouse of biblical wisdom with regard to effective leadership. The foundation of a theology of leadership begins with a study of God as 'leader', as expressed in terms such as "king, lord, teacher, shepherd." Special focus is given to the wisdom literature of the Old Testament and the New Testament in the way that this "experiential wisdom" provides a theological context for effective leadership.

CHL 620 Ministry as Mission: Church Leadership in Changing Times (3) The social context of North America and beyond is increasingly becoming a mission field and a stranger to the church of past decades. This cultural shift requires effective leaders to address new challenges in creative new ways. Ministry as Mission is designed to help church leaders discover new ways to think outside the box in assisting their churches to convert these cultural and societal challenges into opportunities for mission and growth.

## **Clinical Mental Health Counseling**

CMHC 500 Professional Orientation (3) This course provides an overview of the clinical mental health counseling profession, including the history, roles, functions of counselors, and clinical supervision. Students learn about professional organizations, licensure, and credentialing and develop their own professional development plans. Professional counseling ethics and Oregon law pertaining to counselors is emphasized. Finally, students are introduced to advocacy models, including advocacy for the profession.

CMHC 507 Special Topics (2) This course will teach CMHC students a specific counseling practice that will build on the practices that were covered in the Counseling Theories Course. Each course will be taught by faculty who have specialized training and/or certification in the practice. Examples include but are not limited to: EMDR, CBT, MI, Human Sexuality, etc. This course will require the following prerequisites: CMHC 500, CMHC 511 & CMHC 530.

**CMHC 511 Personality and Counseling Theory (3)** This course explores the origin, progression, and current application of major counseling theories, such as Psychodynamic, Adlerian, Person-centered, Cognitive-Behavioral, Gestalt, Existential, Narrative, Family Systems, and Post-Modern theories, along with applications specific to children and adolescents. The course also focuses on specific childhood/adolescent diagnoses, such as ADHD, Autism Spectrum Disorder, and others.

**CMHC 520 The Helping Relationship (3)** Students' preparation for clinical practica experience begins with this course. Students learn the basic microskills of counseling, including attending behavior, listening and structuring skills, and reflecting skills, and practice those skills in simulated counseling sessions built around role-plays. Students integrate knowledge from the Theories of Counseling course and develop a personal theory of counseling and a conception of how the skills fit into that model. Students must successfully complete this course prior to any clinical practica experience. Prerequisites: CMHC 500, CMHC 511, CMHC 530. Pass/no pass grading option only.

**CMHC 530 Ethical and Legal Issues (3)** This course is designed to expose students to the myriad of ethical issues that surface in counseling settings as well as legal requirements of counselors. Topics include privacy and confidentiality, duty to warn, abuse reporting procedures, licensure and certification, marketing, boundaries in therapeutic relationships, and counselor health and welfare. Oregon statute, rules, and the ACA Code of Ethics are reviewed. Students must successfully complete this course prior to any clinical practica experience.

**CMHC 540 Research and Evaluation (3)** In this course students learn to be critical consumers of counseling research. Introductory statistical concepts, such as measures of central tendency and variability, standard scores, and hypothesis testing are reviewed. Students are introduced to basic research methodology as well as to current outcome studies. They gain familiarity with research journals in the fields of counseling and psychology and learn to conduct a literature search and compile a bibliography using APA style. They also learn to apply research to clinical cases and clinical treatment dilemmas, forming an evidence-based method to practice.

**CMHC 550 Group Dynamics and Theory (3)** This course is intended to introduce students to the ethics of group therapy, the dynamics of group process, and a variety of techniques for working with specific groups. Students practice facilitating groups in simulated sessions and gain an awareness of their own personal process in a group setting as they take part as members in those simulated group sessions. Prerequisites: CMHC 500, CMHC 511, CMHC 530, and CMHC 685.

**CMHC 560 Human Growth and Development (3)** This course is an advanced review of physical, social, cognitive, and moral development of persons throughout the lifespan. Research regarding factors affecting development, such as divorce, daycare, and exposure to violence, are explored.

**CMHC 570 Lifestyle and Career Development (3)** This course is designed to investigate the concept of career by providing an overview of the career development field and the practice of career counseling. Students learn theories of career development as well as strategies, information, and resources to facilitate career decisions (e.g., assessment tools, technology, labor market information, research trends). Related topics such as career exploration at various developmental levels, career counseling with multicultural populations, and special issues in careers are explored. Students will reflect on their personal career development in an effort to increase self-growth and empathetic relating to clients.

CMHC 590 Counseling in a Multicultural Society (3) In this course students investigate attitudes and perspectives regarding gender, race, ethnicity, sexual orientation, age, and other cultural differences. Particular emphasis will be placed upon biblical, historical, and cultural perspectives and the impact current views have on the counseling relationship. Students will be encouraged to expand their points of view of diverse populations leading toward successful therapeutic relationships and an acceptance of all persons.

CMHC 601 Family Systems (3) This course explores the nature of family systems, addresses family assessment, and surveys the major theories and techniques related to family therapy, including Multigenerational, Adlerian, Human Validation Process Model, Experiential, Structural, Strategic, Solution-Focused Brief Therapy, Narrative and other Social Construction models, and Cognitive-Behavioral Family Therapy. The course also compares/contrasts application of these theories to the practice of family therapy. The course will also explore intervention techniques for Couples Counseling, including styles of communication and resolving conflict, intimacy issues, and assessment. Prerequisite/co-requisite: CMHC 685.

CMHC 611 Diagnosis and Psychopathology (3) This course is an introduction to the principles of assessment, including reliability and validity of instruments, selection, administration, scoring, and interpretation of selected tests, and the ethics of the use of those instruments, especially with special populations. Types of tests explored include intelligence and general ability tests, achievement and aptitude tests, career and interest inventories, and personality measurements.

CMHC 612 Testing and Appraisal (3) In this course students gain competence in using the DSM-IV-TR & DSM-V as a diagnostic guide in assessing psychopathology with the goal of planning treatment. Strategies for treatment based on different theoretical perspectives are presented. Students learn to identify common forms of mental disorders, write a treatment plan, and complete other clinical documentation.

CMHC 620 Addiction Issues in Counseling (3) This course explores the nature of addiction, both chemical and behavioral. Areas of focus include the impact of addiction on family systems, the neurobiology of addiction, theories of addiction, spiritual issues in addiction, and treatment and recovery. Students are required to develop their own personal definition of addiction and explore how their beliefs/experiences may impact the counseling process.

CMHC 630 Crisis, Trauma, and Grief Counseling (3) This course is an overview on how the impact of crises, disasters, and other trauma-causing events impact individuals, cultures, and systems. Students learn the foundations of emergency management systems within the scope of clinical mental health counseling. They learn theories and models of culturally competent counseling during and after traumatic events.

CMHC 640 Psychopharmacology (3) This course introduces students to the basic classifications, indications, and contraindications of commonly prescribed psychopharmacological medications so that appropriate referrals can be made for medication evaluations and so that the side effects of such medications can be identified.

CMHC 685 Clinical Practicum I (3) 100 clock hours, 40 of which are direct service (face-to-face client contact) hours are required to successfully complete Practicum. Clinical practicum experiences involve students as counselors-in-training working under close supervision of faculty supervisors. Students begin their practicum experience by seeing one or two clients from the community weekly in the program's

on-site training facility. As students demonstrate satisfactory clinical skills, they are assigned additional clients, reaching an average of three to five clients per week. In addition to seeing clients and completing the necessary paperwork, students meet with their faculty supervisor 2:1 (triadic supervision) 60 minutes per week and in group supervision 90 minutes. In supervision sessions, students learn to conceptualize individual cases, to consider ethical and legal implications, and to apply their foundational coursework. Students must complete one semester of practicum (3 credits) prior to internship. Prerequisites: CMHC 500, CMHC 511, CMHC 520, CMHC 530, CMHC 560, CMHC 590, CMHC 611. Pass/no pass grading option only.

CMHC 695 Clinical Internship (1-8)- 360 indirect/other service hours and 240 direct service (client contact) hours are required to successfully complete Internship. (1 credit = 40 indirect/other service hours and 30 direct service hours.) Internship is the capstone of the students' training in becoming clinical mental health counselors. It is the experience in which the previous coursework and practica are applied in the real world of clinical mental health counseling. Students generally begin their internship during Semester 6, and they are encouraged to choose a site that is congruent with their desired specialization area(s). Students will not be allowed to remain registered for Internship once the semester begins if an internship site has not been secured. At their internship site, they complete a total of 600 hours that includes a minimum of 240 direct service hours by the time all Internship credits are complete. Students receive clinical supervision on site but also are monitored closely by a faculty supervisor. Prerequisites: CMHC 550, CMHC 601, CMHC 620, CMHC 630 and successful completion of Clinical Practicum I and II. Pass/no pass grading option only.

CMHC 699 Capstone (2) This theoretical orientation presentation course requires students to articulate and disseminate his or her theoretical Orientation in a one-hour oral defense. The student presentation will incorporate how his or her theoretical orientation evolved throughout the program and how their theoretical orientation served clients. Which populations are best served or not when a student practices his or her theoretical orientation in a counseling ecology? Additionally, students must address limitations and strengths of her or his theoretical orientation, provide a succinct literature review, and provide faculty with recommendations for future research. Pass/no pass grading option only

## **Communication**

COMM 102 Expressive Reading & Storytelling (2) A performance class focused on oral interpretation of literature and expressive delivery of spoken narrative, with emphasis on extemporaneous delivery.

COMM 175 Soft Skills (1) A participatory, exercise-driven practicum of communication skills that facilitate relational and organizational success. Students will collectively select the specific skills, each of which will be the focus of one class meeting. The list of topics may include, but is not limited to: assertiveness, basic speaking, comforting, conflict management, defusing confrontations, giving advice, listening, mindfulness, self-disclosure and small talk.

COMM 201 Communication as a Calling (2) An examination of how training in Communication Studies prepares students to discern and pursue God's call(s) on their lives. Begins with exploration of the theology of calling, then proceeds to biographical accounts of Communication degree holders' pursuit of God's call, then culminates in each student's own reflections on how they will attempt to discern and answer God's call.

COMM 205 Reading and Conference (1-3) Studies individually designed for students who desire instruction, projects and readings in a specific area of communication. (May be repeated for credit.)

Prerequisite: Instructor's consent.

COMM 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

COMM 212 Public Speaking (3) Students will learn how to prepare and deliver effective public speeches. Development of speaking, critical thinking, clarity of ideas, articulation of content, listening, and adaptation to the audience will be emphasized. (Satisfies the communication elective requirement in the General Education Core.)

COMM 213 Interpersonal Communication (3) This course seeks to develop the student's understanding of, and ability to use, interpersonal communication skills. While emphasizing the fulfilling nature of intimate communication, the course will lead students to understand the nature of communication within relationships. (Satisfies the communication elective requirement in the General Education Core.)

COMM 215 Instructional Communication (3) This course seeks to develop the student's understanding of, and ability to use, public address and interpersonal communication skills in instructional contexts. The course will lead students to understand the nature of communication with students, parents of students, adult learners, and fellow instructors. (Satisfies the communication elective requirement in the General Education Core for students who are teacher education majors.)

COMM 216 Interpersonal Health Communication (3) This course seeks to develop the student's understanding of, and ability to use, interpersonal communication skills in health care settings. The course will lead students to understand the nature of communication within professional relationships.

COMM 220 Intercultural Communication (3) A study in the problems of effective communication of concepts across cultural barriers, values and world views.

COMM 240 Communication Theory (3) A survey of entire theories of communication, drawn from interpersonal, public, organizational, mass, and intercultural communication. This course includes attention to the characteristics of different kinds of theory as well as criteria for judging theories.

Prerequisites: COMM 211 or 212 or 213, or instructor's consent.

COMM 280 Acting (1) (offered as needed) A class for developing skills in communicative arts closely related to drama; practice in acting exercises and public reading of dramatic literature.

COMM 310 Foundations of Public Relations (3) Introducing the field of public relations in profit and non-profit organizations with an overview of the challenges and responsibilities of public relations professionals.

COMM 311 Speechwriting (3) An introduction to the speechwriting profession, followed by a writing-intensive sequence of assignments with emphasis on writing for listeners, not for readers. Prerequisite: COMM 212 or instructor approval.

COMM 312 Advanced Public Speaking (3) Building on the skills introduced in COMM 212, students will deliver specialized speeches that are specific to the needs of particular subject areas, as well as longer speeches, speeches with question-and-answer sessions, and speeches to audiences from outside the university. Prerequisite: COMM 212 or instructor approval.

COMM 314 Copy Writing for Media (3) Focuses on shaping students' creative input to media writing projects, as well as format and channel constraints of written work delivered through mass media channels. Includes both individual and group work. Teaches foundations for development of effective advertising: problem definition, strategic development, and conceptual idea generation through tangible executions.

COMM 315 Methods of Public Relations Research (3) Introduces the methods of data collection used in professional public relations practices. Includes practical work collecting and interpreting various types of data, incorporating data into message construction, and evaluating data quality. Uses a variety of quantitative and qualitative methods including focus groups, surveys, content analysis, and marketing-specific research such as online behavior and consumer behavior reports. Prerequisite: COMM 310.

COMM 316 Strategic Communication (3) Explores how and why research is conducted and used by public relations and advertising professionals to formulate strategic campaigns and evaluate their effectiveness. Examines the concepts and established techniques organizations use to inform and influence their publics, including disseminating ideas and building relationships. Addresses both theoretical and practical aspects of strategic communication, with special attention to ethics. Prerequisite: COMM 310.

COMM 318 International Public Relations (3) Explores the structure and function of public relations and communication organizations in international settings. Considers development, culture, and geopolitical variables affecting public relations and communication organizations. Analyzes national and cultural differences in media and information systems, global news and information flows, implications of rapid technological change, and communication and information policies. Prerequisite: COMM 310.

COMM 319 Communication and Sport (3) An introduction to the interpersonal communication dynamics of sports contexts. Topics include relational development (coach-player, team chemistry), intercultural communication, conflict management, listening and social support, and nonverbal communication. Prerequisite: COMM 212, 213, 215 or 216

COMM 320 Advanced Intercultural Communication (1-3) Students will deepen their understanding of principles and techniques of intercultural communication through field research during a study abroad trip. Students will write in response to country-specific assigned readings, as well as write narrative accounts of intercultural encounters. Prerequisite: COMM 220. Corequisite: Participation in a study abroad program.

COMM 321 Forensics (2) Oral interpretation, public speaking, and debate team. Designed to give students practical instruction and skill in clearly articulating eloquent argument (can be repeated for credit). Prerequisite: Earning junior status in forensic competition.

COMM 325 Argumentation and Debate (3) Students will learn how to generate and refute arguments. Students will participate in many debates, beginning with informal and playful encounters and

proceeding to more formal, research-driven debates. Students will also learn how to evaluate the arguments of opposing sides in a debate, declare a winner, and explain the decision.

COMM 342 Survey of Communication Theory (3) A comprehensive examination of the enduring major theoretical work done in different areas of the Communication field, including relationships, persuasion and social influence, group and organizational behavior, and gender and culture. Students will synthesize the various theories and review recent applications of the theories. Prerequisite: Admission to Evening and Online program or instructor approval.

COMM 360 Mass Media Law and Ethics (3) A brief overview of mass media issues and the influence media has on audiences. Students study mass media law and ethics in terms of movies, newspapers, radio, television, magazines, the Internet. Christian ethics are applied to pop cultural trends as well as our use of media in communication.

COMM 370 Listening Behavior (3) An in-depth examination of past and present research into listening. This course includes a detailed analysis of the listening process, as well as projects and skill work to enhance each student's ability to listen without succumbing to distraction or misunderstanding.

COMM 380 Communication & Conflict (3) An introduction to the expression and resolution of conflict in interpersonal communication. Students will learn to recognize, understand, fully analyze, and manage conflict in personal and professional relationships.

COMM 401 Crisis and Emergency Management Communication (3) Introduces the key elements of crisis response before, during and after the crisis. Also introduces the elements of effective crisis management: prevention, preparation, response, and aftermath. Reviews case studies involving major crises and issues affecting corporations. Examines management actions and communications before, during, and after a crisis. Prerequisite: COMM 310, COMM 314

COMM 402 Campaigns and Special Event Publicity (3) Applies theory, skills, and a team-based approach to researching, planning, presenting, and implementing a campaign for a client. Pairs students with community organizations and/or campaigns to create content and construct message projects. Students establish measurable objectives and then collect data to determine whether the objectives were met. Professional portfolios presented and reviewed. COMM 310, COMM 314, COMM 315

COMM 410 Family Communication (3) This course will explore a variety of theoretical perspectives for examining communication in family systems, including systems theory, dialectical approaches, and narrative views. Students will learn to synthesize theory and research on family interaction and relate concepts to their past, present, and future family relationships. Students will also consider how cultural expectations of family shape the way we enact and experience family life in the United States.

COMM 412 Professional Presentations (1) This course prepares students to deliver a presentation in a professional setting. Students contact multiple professionals in their intended field to learn field-specific expectations for such presentations, then work with their major advisor to select a project. This is designed to be taken as a preparation for a capstone presentation, but may be taken by non-capstone presenters under special circumstances. Prerequisites: Instructor permission.

COMM 413 Advanced Interpersonal Communication (3) Development of in-depth understanding and skills with regard to the complex features of interpersonal communication within relational and professional contexts. Prerequisites: COMM 213 and COMM 240.

COMM 421 Forensics (2) Oral interpretation, public speaking, and debate team. Designed to give students practical instruction and skill in clearly articulating eloquent argument. (May be repeated for credit). Prerequisite: Instructor's consent.

COMM 428 Team Leadership (3) This course examines leadership and its impact on team development, communication, quality of decision-making and performance. Course activities and discussion explore types of teams, leadership roles, member selection, team development and culture, trust and collaboration, barriers to performance, performance feedback and leading global teams.

COMM 430 Nonverbal Communication (3) (offered every other year) Introducing students to practical applications of research findings and theories of nonverbal communication with particular emphasis on how they influence visual, vocal, temporal, and spatial cues. Prerequisite: COMM 213 or COMM 240.

COMM 441 Rhetorical Criticism (3) Students enrolling in this course will learn both classical and contemporary approaches to rhetorical criticism. Discussions focus on both written and oral forms of persuasion. Prerequisite: COMM 240 or instructor permission.

COMM 450 Persuasion (3) This class takes a social science approach to construction and receipt of persuasive messages. Students will learn how to encourage attitude and behavior change one-on-one, in small groups and in public presentations. Students will also learn to recognize and, when appropriate, resist persuasive messages from other communicators.

COMM 470 Research Methods in Communication (3) An introduction to social science research methods in interpersonal communication, both quantitative and qualitative. Students will design and carry out a small-scale study. Prerequisites: COMM 240.

COMM 495 Internship (3-6) This course is designed to give students practical work in a professional setting. Required of communication majors, others must have consent of instructor. Repeatable for credit. Pass/no pass grading option only.

COMM 498 Pre-Capstone (1) Students are guided through preparatory phases of the senior capstone. Projects include preparing a portfolio, selecting a capstone topic, authoring a review of literature, framing a working hypothesis, designing a method and securing IRB approval.

COMM 499 Senior Capstone (2) Prerequisite: COMM 498.

## **Computer Information Sciences**

CIS 101 Introductory and Intermediate Excel (1) Spreadsheets are applicable for practical and research data structuring, processing, analyzing, and presenting in a wide variety of fields, including business, hard science, and social science. This course provides initial introductory knowledge of spreadsheet software (Microsoft Excel®) along with more advanced spreadsheet skills. Covered topics include basic software functionality, creative spreadsheet design and use, and how to apply specifics such as:

formatting and conditional formatting, relative, absolute, and three-dimensional cell referencing, range naming, autofill, data tables, charting, views, more advanced functions (e.g. statistical, financial, logical, lookup, text, and date/time), and other tools (e.g. filtering, sorting, data validation, pivot tables, what-if analysis, solver, and documentation).

CIS 102 Introduction to Word Processing and Presentations Software (1) Word processing and presentation tools are applicable for practical and research reporting in a wide variety of fields, including business, hard science, and social science. This course provides an introductory skill level in both word processing (Microsoft Word®) and presentation (Microsoft PowerPoint®) software applications. Covered word processing topics include basic software functionality and how to apply the software to create complex documents including: reports, resumes, brochures, and newsletters. Presentation topics also include basic software functionality as well as how to create robust, multimedia presentations by adding multimedia elements to slides – including animations, audio, and video.

CIS 124 Advanced Microsoft Office (3) This course provides an intermediate to advanced level of proficiency in word processing, spreadsheets, presentation graphics, and database software applications. The emphasis will be on applications for business, such as letters, memos, newsletters, reports, manuals, and presentations skills, as well as the processing and analyzing of data for hard science and social science research. Not available to students who have taken CIS 101.

## **Contemporary Music Industry**

CMI 118 Music Technology (2) This course provides a student with an opportunity, through group instruction and hands-on experience, to study current applications of live production and music technology in a comprehensive MIDI/audio studio. Students will be introduced to the audio concepts required to begin mixing for a live band. They will also study music production software including Garage Band, Logic, Digital Performer, Sibelius and Finale. Students will learn basic MIDI concepts, sequencing, digital audio recording, plug-ins, and digital mixing systems. Students will work in the studios a minimum of 2 hours per week outside of class.

CMI 210 Rhythm Section Methods (2) This course will provide opportunity for the student to observe, learn and discuss the way a rhythm section contributes to contemporary music bands and ensembles. Prerequisite: MUS 100 or instructor approval.

CMI 241/242/341/342/441/442 The Grove Collective Practicum: Live Production (1-6)

CMI 310 Live Sound Production (2) Students will learn signal flow of audio through a variety of system configurations, as well as acoustics and the use of sound reinforcements. Hands on equipment diagnosis and repair will be demonstrated. At the end of this course, students will be able to run, mix and trouble shoot audio for many settings on industry standard equipment. Prerequisite: CMI 118 (course fee required).

CMI 320 Lighting & Design (2) This course will provide student's basic practices and theories of theater and stage lighting. Topics will include stage lighting design, color and texture; focusing, moving lights, and more. Prerequisite: CMI 118 (course fee required).

**CMI 330 Video Production (2)** This course is an introduction into the basic practices used in video production. Students will be given experience in operating video equipment while performing a variety of production roles. Videotape editing and audio will be emphasized. Prerequisite: CMI 118 (course fee required).

**CMI 340 Studio Techniques I (2)** This course provides fundamentals of studio recording and multi-track studio production techniques are developed through class discussion and project assignments. Topics will include microphone design and technique, MIDI technology and its integration into music production. Prerequisite: CMI 118 (course fee required).

**CMI 350 Studio Techniques II (2)** This course is a continuation of CMI 340 focusing on critical listening, mixing and mastering. Students will strengthen technical and musical skills and awareness of issues involved in commercial and professional recording projects. Prerequisite: CMI 340 (course fee required)

**CMI 360 Music Arranging & Producing (2)** Students will become familiar with and learn both the principles and design behind virtual instruments and DAW relevant to contemporary music industry standards. Attention will be placed on contemporary ensemble arranging and orchestration. Prerequisite: CMI 118 and MUS 101 (course fee required).

**CMI 495 Internship (1-4).** Repeatable for credit. Pass/no pass grading option only.

**CMI 499 Senior Capstone (1-2).** Repeatable for credit.

## **Co-operative Work Experience**

**CWE 200 Cooperative Work Experience (6)** Co-op integrates on-the-job work experience with academic studies. Through this course students practice critical thinking, citizenship and civic responsibility, develop skills, and network with professionals while earning college credit in their current place of employment. Students set learning objectives with the course instructor and engage in guided reflection activities along with a final reflection paper. Variable credit up to 6 credits, pass/no pass grading option only, non-residential credit.

## **Criminal Justice**

**CJ 201 Introduction to Criminal Justice (3)** This course provides students with an understanding of criminological, systematic and environmental theories of crime and criminal behavior. The historic development of law enforcement, courts, corrections and the modern operations of law enforcement agencies will be covered.

**CJ 310 Principles of Law Enforcement (3)** This course focuses on the development of policing across the United States, stressing the relationship of the police in local politics and the effects of civil service, reform movements and technological change.

**CJ 320 Issues in Ethics in Criminal Justice (3)** This course provides an in-depth examination of ethical and decision-making dilemmas facing law enforcement and criminal justice professionals. Professional standards of behavior are identified and discussed in regards to law enforcement unethical behavior.

CJ 330 Corrections in the 21<sup>st</sup> Century (3) This course focuses on the different types of correctional institutions, the residents, programs and the management of these facilities. Discussion will include the special problems associated with corrections and the correctional institutions. History, philosophy and development of adult and juvenile probation, and parole will also be addressed.

CJ 331 Law and Criminal Procedure (3) This course offers an overview of the theoretical issues and functions of the law involved in the controlling of criminal behavior in society. Historical foundations and the limits of the law will be covered with a correlation of constitutional law.

CJ 340 Criminal Investigation (3) This course will focus on the student's ability to accomplish a myriad of criminal investigations upon learning the facts of cases and the evidence as presented. Students will understand the relevant components of a successful and ethical investigation and be able to summarize evidentiary procedure by articulating their information in various investigative reports. Upon completion of this course, students will be prepared to train in the field with experienced training investigators. They will be able to recognize and evaluate evidence and generate a complete written report ready for the judicial system.

CJ 350 Police Administration (3) This course focuses on the variety of police functions, organizational structures, resources management, operational techniques, professional ethics, leadership principles and their implications for generalized and special units.

CJ 353 Criminology (3) This course examines the major criminological issues. This would include definitions of crime and development of theories of crime causation relative to legal, social, political and psychological perspectives.

CJ 403 (3) Terrorism and Counterterrorism This course examines the indigenous and external sources of terrorism to include the declared and implied objectives or strategies operations, tactics, and countermeasures that are created. This course will explore the various levels of how terrorism is prioritized while focusing on international and foreign policy objectives.

CJ 420 Juvenile Justice System (3) This course introduces the theoretical foundations of delinquency causation. This course will trace the American juvenile justice system and study the rationale of the court system, its jurisdiction, police interaction with juveniles, and the correctional strategies for young offenders.

CJ 431 Comparative Justice (3) This course will examine various crimes on an international level. Students will identify, analyze and compare the criminal justice systems nationally with those in other countries. This course will explain the various philosophies of law and justice, the arrangements for crime prevention and law enforcement, to include the methodology of identifying the judges and juries around the world.

CJ 440 Victimology (3) This course introduces students to the world of crime victims. Students will explore policy developments and practical applications which stem from the concern over victims. They will examine the progression from a criminal to the victim justice system. This course will also present an overview of conceptual and substantive issues in victim-centered theory and research, including the impact of crimes upon the victim and the role of the victim.

CJ 495 Internship (1-6). Repeatable for credit. Pass/no pass grading option only.

## **Economics**

ECON 201 Microeconomics (3) This course is an introduction to microeconomics, both business and personal. Topics include opportunity cost, the market system, supply and demand, cost, competition, monopoly, oligopoly, labor markets, and public goods. Prerequisite: knowledge of elementary algebra.

ECON 202 Macroeconomics (3) This course is an introductory course in macroeconomics. Topics of business and personal concern including business cycles, inflation, unemployment, banking, monetary and fiscal policy, the balance of payments, and economic growth are examined.

ECON 555 Managerial Economics (3) This course helps business students become architects of business strategy, and is meant to review concepts of managerial economics and introduce the students to new ways of thinking, enhancing overall analytical skills.

## **Education**

EDUC 110 Foundations of Education (3) This course is a comprehensive overview of the history of education and curriculum development and design. It is a course investigating historical, economic, legal, and philosophical foundations to provide pre-service teachers with a clear understanding of the events and leaders who preceded the issues and controversies confronting American education today. Course content will include an examination of curriculum foundations and the theory of a variety of curricular models. Bushnell University's service learning is embedded in this course, and students complete 15 hours of service in area schools as part of the course grade.

EDUC 210 School Diversity (3) This course is designed to be an introduction to understanding the complex and diverse communities represented in our contemporary schools. This class facilitates student growth in intercultural skills. It is designed to lead students through a program that provides ample opportunity for exposure to a variety of educational settings and perspectives. The projected outcome is a student who engages in effective interactions with people from diverse cultures. The means for assessing and evaluating student performance in this class consists of active participation in class, a narrative log of experiences in a variety of settings, and critical response papers to readings and guest speakers from representatives of diverse cultures. Documentation of student growth in cultural competence is through the development of a reflective journal.

EDUC 230 Technology for Teaching and Learning (3) This course provides information and develops skills in selecting, producing and integrating technology to support teaching and learning. Primarily an online course, students learn how to support reading, writing, and math instruction in an educational setting. Students learn to critically review student and teacher software applications and identify Internet resources to support curriculum and instruction.

EDUC 302 Foundations of Education & Diversity (2) This survey course provides an overview of the major laws and principles regarding the historical and contemporary purposes, roles and functions of education in American society as well as an overview of the major concepts, theories and research related to curriculum, instruction and assessment. Effective instructional strategies that ensure active

and equitable participation of all learners, as well as modifications for diverse learners with exceptionalities are introduced.

EDUC 313 Curriculum, Instruction and Assessment (3) This course is designed to guide future teachers to develop skills in designing and organizing lessons and curricular units that involve students in developmentally appropriate learning activities. Students learn and practice a variety of instructional structures, methods, and models including direct instruction and cooperative learning strategies. A study of informal and formal assessment methods includes the cycle of reflective teaching inherent in pre-and post-assessment of learning goals. Students apply the basic components of the work sample by developing a modified work sample. Students become knowledgeable about the Oregon Standards and Benchmarks and create an original unit of study. Prerequisite: Teacher Education major.

EDUC 325/345/355/365/375/385 ELE/ML/HS First Year Experience (2) Students observe, expand, and extend upon the elements of curriculum and learner outcomes as these are presented in area classrooms at their respective authorization level. Focused assignments are presented in classes and must be completed during this field experience. The use of personal reflection to critically analyze theory in relation to practice is emphasized. Prerequisite: Teacher Education major. Pass/no pass grading option only.

EDUC 321 Classroom Relations & Management (3) Classroom management approaches and techniques for elementary, middle and high school students are taught with an emphasis on relational factors that contribute to behavior changes. The logistics of managing transitions and learning spaces, preventative strategies supported by classroom routines and protocols, and problem solving methods are presented. Students review social skills curriculum and approaches to character education. Advisory programs, classroom meetings, and peer mediations are some of the constructs taught as additional supports at the secondary level. Students learn to communicate classroom rules and behavioral expectations that provide a safe and orderly environment for learning, are appropriate to the level of development of students, and are consistent with laws governing student rights and responsibilities. Students develop a "Classroom Management Plan" as a precursor to this work sample component. Prerequisite: Teacher Education major.

EDUC 322 Classroom Management & Diverse Populations (2) Classroom management approaches and techniques for elementary, middle and high school students are taught with an emphasis on relational factors that contribute to behavior changes. The logistics of managing transitions and learning spaces, preventative strategies supported by classroom routines and protocols, and problem solving methods are presented. Students review social skills curriculum and approaches to character education. Advisory programs, classroom meetings, and peer mediations are some of the constructs taught as additional supports at the secondary level. Students learn to communicate classroom rules and behavioral expectations that provide a safe and orderly environment for learning, are appropriate to the level of development of students, and are consistent with laws governing student rights and responsibilities. Students develop a "Classroom Management Plan" as a precursor to this work sample component. Prerequisite: Teacher Education major.

EDUC 326 Exceptional Learners (2) This survey course provides an overview of the major educational practices, theories, and research regarding diverse learners with disabilities. Emergent issues and best practices including Response to Intervention (RTI), differentiated instruction, curricular adaptations and modifications, compliance with laws, ethical concerns, and characteristics and needs of learners with

disabilities will be examined. Principles of effective collaborative and interdisciplinary teaming, positive behavior supports, and inclusive educational programming are addressed.

EDUC 330 Child Development (3) This course is designed to introduce students to developmental perspectives of elementary age and early adolescent children and the learning theories as they apply to different ages. Personal, social, moral, and cognitive development is explored. The study of learning theories includes behavioral, social, and cognitive approaches. The implications of developmental theories are explored including impacts on interests, motivation, and achievement with emphasis given to the role of the family, socialization, and the supportive influence of teachers and schools, including the needs of at-risk and exceptional learners. As students apply concepts from the class, they are encouraged to consider cultural and individual differences in development and learning styles.

EDUC 331 Child Development & Learning Theory (2) This course is designed to introduce students to developmental perspectives of elementary age and early adolescent children and the learning theories as they apply to different ages. Personal, social, moral, and cognitive aspects of development are explored. The study of learning theories includes behavioral, social, and cognitive approaches. The implications of developmental theories are explored including impacts on interests, motivation, and achievement with emphasis given to the role of the family, socialization, and the supportive influence of teachers and schools, including the needs of at-risk and exceptional learners. As students apply concepts from the class, they are encouraged to consider cultural and individual differences in development and learning styles.

EDUC 332 Interdisciplinary Methods (2) This methodology course emphasizes a cross-curricular approach to content-based instruction through critical thinking skills, basic analysis skills, study skills and specific teaching strategies and methodology for active forms of learning. The process of interrelation of ideas and information within and across social studies, health and physical education utilizing the academic content standards is emphasized. Included in this course is the integration of reading, writing, listening and speaking across content areas. Instruction is aligned to the state adopted content standards (K-8) and the language needs of all learners. This course includes intentional practice of classroom management, active and equitable participation for culturally, ethnically, linguistically and academically diverse learners, lesson planning, and formative assessment to differentiate instruction for all learners. Modifications for diverse learners and learners with exceptionalities are researched and applied. Technology for teaching and learning is integrated in the course.

EDUC 340 Elementary Literacy Methods and Children's Literature (3) This course provides methods and materials for language arts teaching in the areas of reading and writing, with an emphasis of decoding using phonics, syntax, and morphology, fluency, and comprehension with special attention given to student performance and learning needs. In addition, students will review children's literature from literary and social perspectives through a variety of topics, such as folklore, oral literature, fantasy, allegory, Newberry and Caldecott medalists, and literature. Prerequisite: Teacher Education major.

EDUC 341 Web Enhanced Learning (3) This course provides application of relevant theory to developing and implementing web-based resources for supporting classroom instruction. This course provides students with the opportunity to further develop their skills in technology. Students will work within a group to design and develop effective assignments to use in classrooms.

EDUC 342 Elementary Literacy Methods (2) This course provides methods and materials for language arts teaching in the areas of reading and writing, with an emphasis of decoding using phonics, syntax,

and morphology, fluency, and comprehension. Special attention is paid to the assessment of student performance and learning needs. Pre-service teachers will determine developmentally appropriate content, skills, and processes that will assist students in accomplishing desired unit outcomes, and design learning activities that lead to their mastery. Prerequisite: graduate teacher education major.

**EDUC 350 Elementary Math & Science Methods (3)** This course examines and utilizes national standards and Oregon state standards for mathematics and science at the elementary authorization level. A large portion of the course will focus on developmentally appropriate practices to enhance conceptual knowledge, process skills, and application of concepts. Prerequisite: Teacher Education major.

**EDUC 353 Connecting Curriculum and Assessment (2)** This course is designed to guide future teachers to develop skills in designing and organizing lessons and curriculum with appropriate learning activities. Students learn how to design lessons and units, writing appropriate learning objectives, using a variety of instructional strategies and assessments. A study of formative and summative assessment methods includes the cycle of reflective teaching inherent in the teaching and learning cycle. Students become knowledgeable about the Oregon Standards and Benchmarks and create an original unit of study.

**EDUC 360 Literacy Methods for All Content Areas (2)** Students learn strategies for teaching the language arts with emphasis on reading and writing in the content areas. Students learn methods for integrating instruction in support of inferential and evaluative comprehension. Prerequisite: Teacher Education major.

**EDUC 362 Secondary Language Arts Methods (2)** Apprises middle and high school teacher candidates with a wide range of skills and concepts specifically supportive in teaching language arts. Expands teacher candidates' knowledge of methods, materials, assessment strategies, remediation techniques, and motivational tools that will enhance their ability to teach language arts. Emphasizes research-based teaching and evaluation methods, such as the Smarter Balanced exam, and studies Common Core Standards.

**EDUC 366 Secondary Science Methods (2)** This course introduces beginning educators to the standards, strategies, resources and technology appropriate to science curriculum and instruction at the secondary level. Particular emphasis is placed on state standards, research-based teaching and evaluation methods, and issues regarding the safe management of a laboratory classroom. Prerequisite: Teacher Education major.

**EDUC 367 Secondary Math Methods (2)** This course examines and utilizes national standards and Oregon state standards for mathematics and science at the secondary school authorization level. Prerequisite: Teacher Education major.

**EDUC 368 Secondary Social Studies Methods (2)** It is the intent of this course to help prospective teachers build a perspective for judging the appropriateness of social studies teaching activities and to develop, teach, and evaluate social studies courses at the middle and high school levels. The essential question addressed in the course is, "How do you teach social studies?" Teaching strategies are presented that help learners work through the interplay of facts, concepts, and main understandings that enable them to learn knowledge in social studies. Prerequisite: Teacher Education major.

**EDUC 370 Adolescent Learners (3)** This course is designed to introduce students to developmental perspectives of middle and high school age children and the learning theories as they apply to different

ages. Personal, social, moral, and cognitive developments are explored. The study of learning theories includes behavioral, social, and cognitive approaches. The implications of developmental theories are explored including impacts on interests, motivation, and achievement with emphasis given to the role of the family, socialization, and the supportive influence of teachers and schools, including the needs of at-risk and exceptional learners. As students apply concepts from the class, they are encouraged to consider cultural and individual differences in development and learning styles.

**EDUC 371 Adolescent Learners & Learning Theory (2)** This course is designed to introduce students to developmental perspectives of middle and high school age children and the learning theories as they apply to different ages. Personal, social, moral, cultural, and cognitive aspects of development are explored. The implications of developmental theories are explored including impacts on interests, motivation, and achievement with emphasis given to the role of the family, socialization, and the supportive influence of teachers and schools, including the needs of at-risk and exceptional learners.

**EDUC 372 Math and Science Methods for Elementary Teachers (2)** This course provides methods and materials for math and science teaching for elementary authorization level. Students will align instruction and assessment methods with the Common Core State Standards as well as developmentally appropriate practices to enhance conceptual knowledge, skill and concepts. Prerequisite: teacher education major.

**EDUC 380 School Law (3)** Students study the levels of influence on schools with attention to the factors that promote or create potential barriers to teaching and learning. Primary emphasis is on school law including student and teacher rights, teacher licensure requirements, and special education law. The implications of the First Amendment will be explored. The Oregon state definition of a competent and ethical educator will be examined in depth. Discussions will include professional standards to interact constructively with colleagues, administrators, support personnel, and parents. Pre-service teachers will become aware of, and act in accordance with, school policies and practices. Prerequisite: Teacher Education major.

**EDUC 415 Faith Integration in Teaching Seminar (2)** Students network each week to share and support each other in the development and implementation of their second (major) work sample. This course also provides the support and encouragement and involves the search of a personal definition of the integration of faith and teaching in a public setting as an integral part of curriculum. Students replicate professional work by designing typical communicative materials expected of first-year teachers. Prerequisite: Teacher Education major.

**EDUC 420 PE and Health Methods (2)** This course guides students in the investigation of the many facets of a comprehensive physical education program. Emphasis is on the content of the physical education curriculum, developmental levels, teaching strategies, lesson planning, observations and classroom management. Additional context is provided around theories of movement in education, and the role of health and nutrition as part of a physical education program.

**EDUC 430 Visual Arts & Social Studies Methods (2)** Fine Arts Methods is designed to assist students in developing integrated curricula that are based on concepts drawn from social studies and the fine arts. Students will develop differentiated lesson plans for exceptional learners, and for students with varying cultural, social, linguistic and socio-economic backgrounds. Special emphasis will be placed on identifying appropriate social studies methods and strategies for integrated and differentiated instruction, which support the Oregon Standards and Benchmarks. Prerequisite: Teacher Education major.

EDUC 435 Minor Field Experience (3) This school-based practicum takes place in the student's second age-authorization level and extends classroom instruction through the development of a minor work sample with supervised support. Students will use a variety of research-based educational practices that reflect how students learn and are sensitive to individual differences and diverse cultures. Course may be taken multiple times for credit. Prerequisite: Teacher Education major.

EDUC 437 EdTPA Support Seminar (3) This course is designed to assist future teachers to apply the curricular, instructional and assessment strategies learned in previous courses as the student develops and implements their first (minor) work sample. Students learn about the learning needs of special populations in today's schools including special needs students, talented and gifted learners, and learners who are speakers of other languages. Work sample development will reflect adaptations for students with varying cultural, social and linguistic backgrounds to forward the equitable application of a variety of instructional strategies, assessment methods, and classroom management systems with regard to the demographics of classroom and school communities. Prerequisite: Teacher Education major.

EDUC 475 First Year Experience (3) Starting the school year and continuing in a single classroom, second year students provide small group and whole class instruction and participate in building-level activities, staff development experiences, and parent-teacher conferences. Pre-service teachers work to emphasize instructional techniques that promote critical thinking and problem solving and that encourage divergent, as well as convergent, thinking. Students are required to teach a minimum of one whole group lesson. Course may be taken multiple times for credit. Prerequisite: Teacher Education major. Pass/no pass grading option only.

EDUC 485 ESOL Practicum (2) In this school-based practicum, the student will work closely with an ESOL certified teacher and create a minor work sample with supervised support. Students will use a variety of research-based educational practices that reflect how students learn and that are sensitive to individual differences and diverse cultures. This practicum may be waived if the student is able to fit ESOL placement into their practicum or student teaching experience. Prerequisite: Teacher Education major. Pass/no pass grading option only.

EDUC 495 Major Field Experience (3) Starting the school year and continuing in a single classroom, second year students provide small group and whole class instruction and participate in building-level activities, staff development experiences, and parent-teacher conferences. Pre-service teachers work to emphasize instructional techniques that promote critical thinking and problem solving and that encourage divergent, as well as convergent, thinking. Students are required to teach a minimum of three whole group lessons. Course may be taken multiple times for credit. Prerequisite: Teacher Education major. Pass/no pass grading option only.

EDUC 496 Student Teaching (12) This class is a continuation of EDUC 495, Student Teaching I, including the gradual responsibility for classroom instruction. This culminating experience provides a demonstration of students' knowledge and skill in the preparation, implementation, and assessment of instruction that includes a positive classroom environment that employs developmentally appropriate practices and the use of technology. Pre-service teachers will monitor the engagement of students in learning activities, and the progress they are making, to determine if the pace or content of instruction needs to be modified to assure that all students accomplish lesson and unit objectives. Course may be taken multiple times for credit. Prerequisite: Teacher Education major. Pass/no pass grading option only.

EDUC 500 Graduate Writing Seminar (1) The writing instruction focuses on APA manuscript style and methods for strengthening academic writing. Because good writing reflects clear, logical, and critical thinking, this course is aimed at developing students' ability to frame an idea in a clear, succinct fashion and integrate support for that idea with current research literature.

EDUC 502 Foundations of Education & Diversity (2) This survey course provides an overview of the major laws and principles regarding the historical and contemporary purposes, roles and functions of education in American society as well as an overview of the major concepts, theories and research related to curriculum, instruction and assessment. Effective instructional strategies that ensure active and equitable participation of all learners, as well as modifications for diverse learners with exceptionalities are introduced.

EDUC 521 Classroom Relations & Management (2) Classroom management approaches and techniques for elementary, middle and high school students are taught with an emphasis on relational factors that contribute to behavior changes. The logistics of managing transitions and learning spaces, preventative strategies supported by classroom routines and protocols, and problem solving methods are presented. Students review social skills curriculum and approaches to character education. Advisory programs, classroom meetings, and peer mediations are some of the constructs taught as additional supports at the secondary level. Students learn to communicate classroom rules and behavioral expectations that provide a safe and orderly environment for learning, are appropriate to the level of development of students, and are consistent with laws governing student rights and responsibilities. Students develop a "Classroom Management Plan" as a precursor to this work sample component. Prerequisite: graduate teacher education major.

EDUC 522 Grant Writing for Teachers (1) This course will teach how to locate grants, select appropriate grants, and write grants to acquire funding and/or materials for classroom projects, school programs, and/or professional development. This interactive course will address the types of grants, the vocabulary associated with grants, the 5 W's and an H of grant writing while allowing participants the opportunity to create and draft a basic grant proposal.

EDUC 525 Exceptional Learners (2) This survey course provides an overview of the major educational practices, theories, and research regarding diverse learners with disabilities. Emergent issues and best practices including Response to Intervention (RTI), differentiated instruction, curricular adaptations and modifications, compliance with laws, ethical concerns, and characteristics and needs of learners with disabilities will be examined. Principles of effective collaborative and interdisciplinary teaming, positive behavior supports, and inclusive educational programming are addressed.

EDUC 530 Child Development & Learning Theory (2) This course is designed to introduce students to developmental perspectives of elementary age and early adolescent children and the learning theories as they apply to different ages. Personal, social, moral, and cognitive aspects of development are explored. The study of learning theories includes behavioral, social, and cognitive approaches. The implications of developmental theories are explored including impacts on interests, motivation, and achievement with emphasis given to the role of the family, socialization, and the supportive influence of teachers and schools, including the needs of at-risk and exceptional learners. As students apply concepts from the class, they are encouraged to consider cultural and individual differences in development and learning styles.

**EDUC 531 Interdisciplinary Methods (2)** This methodology course emphasizes a cross-curricular approach to content-based instruction through critical thinking skills, basic analysis skills, study skills and specific teaching strategies and methodology for active forms of learning. The process of interrelation of ideas and information within and across social studies, health and physical education utilizing the academic content standards is emphasized. Included in this course is the integration of reading, writing, listening and speaking across content areas. Instruction is aligned to the state adopted content standards (K-8) and the language needs of all learners. This course includes intentional practice of classroom management, active and equitable participation for culturally, ethnically, linguistically and academically diverse learners, lesson planning, and formative assessment to differentiate instruction for all learners. Modifications for diverse learners and learners with exceptionalities are researched and applied. Technology for teaching and learning is integrated in the course.

**EDUC 541 Elementary Literacy Methods & Children's Literature (2)** This course provides methods and materials for language arts teaching in the areas of reading and writing, with an emphasis of decoding using phonics, syntax, and morphology, fluency, and comprehension. Special attention is paid to the assessment of student performance and learning needs. Pre-service teachers will determine developmentally appropriate content, skills, and processes that will assist students in accomplishing desired unit outcomes, and design learning activities that lead to their mastery. Prerequisite: graduate teacher education major.

**EDUC 553 Connecting Curriculum and Assessment (2)** This course is designed to guide future teachers to develop skills in designing and organizing lessons and curriculum with appropriate learning activities. Students learn how to design lessons and units, writing appropriate learning objectives, using a variety of instructional strategies and assessments. A study of formative and summative assessment methods includes the cycle of reflective teaching inherent in the teaching and learning cycle. Students become knowledgeable about the Oregon Standards and Benchmarks and create an original unit of study.

**EDUC 555 Research Methods (3)** Students will examine the traditions, theories and use of quantitative and mixed methods research. Includes evaluation of methods, data findings and implication of research studies in education. Students will produce and critique scholarly writing. Presents the substance of qualitative research as well as the methods. By examining the traditions and theories of qualitative research, students will explore the principal methods, research techniques and critical issues, applying their knowledge to their own research plans.

**EDUC 561 Literacy Methods for All Content Areas (2)** Students learn strategies for teaching the language arts with emphasis on reading and writing in the content areas. Students learn methods for integrating instruction in support of inferential and evaluative comprehension. Prerequisite: graduate teacher education major.

**EDUC 562 Secondary Language Arts Methods (2)** Apprises middle and high school teacher candidates with a wide range of skills and concepts specifically supportive in teaching language arts. Expands teacher candidates' knowledge of methods, materials, assessment strategies, remediation techniques, and motivational tools that will enhance their ability to teach language arts. Emphasizes research-based teaching and evaluation methods, such as the Smarter Balanced exam, and studies Common Core Standards.

**EDUC 565 Culturally Responsive Teaching (3)** In this course students will explore pedagogies and instructional strategies for educating culturally diverse students in various educational settings (e.g.,

suburban, urban, rural). Topics will include, but are not limited to, culturally relevant pedagogy, equity pedagogy, and culturally responsive teaching. Specific attention will be given to how race, class, and gender (as cultural identities) impact the teaching and learning process. Since the course is designed to inform teacher practice, course material will include teacher and student narratives and focus on teaching for social justice as a way to provide equity in education for all students.

**EDUC 566 Secondary Science Methods (2)** This course introduces beginning educators to the standards, strategies, resources and technology appropriate to science curriculum and instruction at the secondary level. Particular emphasis is placed on state standards, research-based teaching and evaluation methods, and issues regarding the safe management of a laboratory classroom. Prerequisite: graduate teacher education major.

**EDUC 567 Secondary Math Methods (2)** This course examines and utilizes national standards and Oregon state standards for mathematics instruction at the basic and advanced levels. Mathematical reasoning and problem-solving are emphasized. Prerequisite: graduate teacher education major.

**EDUC 568 Secondary Social Studies Methods (2)** This course incorporates multiple perspectives for teaching the social sciences: historic, geographical, economic, political, and cultural through the use of essential questions (e.g. what has humankind done and thought?). Teaching strategies are presented that help learners work through the interplay of facts, concepts, and main understandings that enable them to understand and use the social sciences. Prerequisite: graduate teacher education major.

**EDUC 570 Adolescent Learners & Learning Theory (3)** This course is designed to introduce students to developmental perspectives of middle and high school age children and the learning theories as they apply to different ages. Personal, social, moral, cultural, and cognitive aspects of development are explored. The implications of developmental theories are explored including impacts on interests, motivation, and achievement with emphasis given to the role of the family, socialization, and the supportive influence of teachers and schools, including the needs of at-risk and exceptional learners.

**EDUC 572 Math and Science Methods for Elementary Teachers (2)** This course provides methods and materials for math and science teaching for elementary authorization level. Students will align instruction and assessment methods with the Common Core State Standards as well as developmentally appropriate practices to enhance conceptual knowledge, skill and concepts. Prerequisite: graduate teacher education major.

**EDUC 575 Ethics, Values and Faith within the Education Setting (2)** This course examines how belief structures undergird the methods educators use to motivate people to learn. Through the light of ethical theory, students examine how organizational leaders respond to the situations they face. Students also reflect on and apply their own values and ethical understanding to shed light on case studies that represent situations they often face as educational leaders.

**EDUC 580 Curriculum Design (3)** This course will focus on designing curriculum units and instructional plans for a standards-based curriculum while utilizing research-based best practices for teaching, learning and assessment. There will be an emphasis on the development and implementation of an integrated interdisciplinary unit for the candidate's specific teaching or educational assignment that utilizes concept-based curriculum strategies and instructional techniques to "teach beyond the facts for the thinking classroom." In addition, students will be participating in a Professional Learning Community that will focus in on a data collection cycle to inform and evaluate practice. Students will develop

assessment instruments and procedures that relate to their own disciplines. Current methods of formative assessment - including portfolios, rubrics, and other forms of authentic assessment - will guide and inform discussions.

EDUC 581 School Law (2) This course on Education Law is a survey course which will examine federal statutory and Constitutional law governing schools and schooling in the US, as well as representative state statutory and case law, principally focusing on the K-12 context. Much of our in-class activities will center on discussion and problem-solving. We will consider such topics as governance, funding, special education, privacy, curriculum, freedom of speech & religion, equal protection, and school safety and discipline. Major themes we will encounter throughout this class include balancing public and private interests in education; federalism; and the role of education in our society.

EDUC 615 Faith Integration in Teaching Seminar (2) Students network each week to share and support each other in the development and implementation of their second (major) work sample. This course also provides the support and encouragement and involves the search of a personal definition of the integration of faith and teaching in a public setting as an integral part of curriculum. Students replicate professional work by designing typical communicative materials expected of first year teachers. Prerequisite: graduate teacher education major.

EDUC 635 Minor Field Experience (3) This school-based practicum takes place in the student's second age-authorization level and extends classroom instruction through the development of a minor work sample with supervised support. Students will use a variety of research-based educational practices that reflect how students learn and are sensitive to individual differences and diverse cultures. Course may be taken multiple times for credit. Prerequisite: graduate teacher education major.

EDUC 637 EdTPA Support Seminar (3) This course is designed to assist future teachers to apply the curricular, instructional and assessment strategies learned in previous courses as the student develops and implements classroom instruction. Students learn about the diverse needs of special populations in today's schools (e.g. LD, talented and gifted, and ELL). Work sample development will reflect adaptations for students with varying cultural, social and linguistic backgrounds to forward the equitable application of a variety of instructional strategies, assessment methods, and classroom management systems with regard to the demographics of classroom and school communities. Prerequisite: graduate teacher education major.

EDUC 665 Action Research (3) Introduction to the principles and processes of action research, a form of self-reflective inquiry by practitioners used to improve and enrich educational settings. Students develop skills in data literacy such as data collection, analysis and interpretation. Students will produce scholarly writing.

EDUC 680 Technology as Instructional Tool (3) Explores current applications and concepts of technology to enhance learning, communicating, and collaborating for personal and professional growth. Particular emphasis on the use of technology in educational contexts.

EDUC 685 ESOL Practicum (2) In this school-based practicum, the student will work closely with an ESOL certified teacher and create a minor work sample with supervised support. Students will use a variety of research-based educational practices that reflect how students learn and that are sensitive to individual differences and diverse cultures. This practicum may be waived if the student is able to fit ESOL

placement into their practicum or student teaching experience. Prerequisite: Teacher Education major. Pass/no pass grading option only.

EDUC 693 First Year Experience (1-3) Starting the school year and continuing in a single classroom, pre-service teachers provide small group and whole class instruction and participate in building-level activities, staff development experiences, and parent-teacher conferences. Through varied teaching experiences, pre-service teachers work to emphasize instructional techniques that promote critical thinking and problem solving and that encourage divergent, as well as convergent, thinking. Course may be taken multiple times for credit. Prerequisite: graduate teacher education major. Students are required to teach a minimum of one whole group lesson. Pass/no pass grading option only.

EDUC 695 Major Field Experience (1-3) Starting the school year and continuing in a single classroom, pre-service teachers provide small group and whole class instruction and participate in building-level activities, staff development experiences, and parent-teacher conferences. Through varied teaching experiences, pre-service teachers work to emphasize instructional techniques that promote critical thinking and problem solving and that encourage divergent, as well as convergent, thinking. Course may be taken multiple times for credit. Prerequisite: graduate teacher education major. Students are required to teach a minimum of one whole group lesson. Pass/no pass grading option only.

EDUC 696 Student Teaching (8) This field experience requires at least nine weeks of full-time teaching, including 3 weeks of full-time teaching for multiple subjects and/or classes. This culminating teaching experience provides a demonstration of students' knowledge and skill in the preparation, implementation, and assessment of instruction that includes a positive classroom environment that employs developmentally appropriate practices and the use of technology. Pre-service teachers will monitor the engagement of students in learning activities, and the progress they are making, to determine if the pace or content of instruction needs to be modified to assure that all students accomplish lesson and unit objectives. Course may be taken multiple times for credit. Prerequisite: graduate teacher education major. Pass/no pass grading option only.

## English

ENG 201 Introduction to Literature (3) This course is a survey of literature, including poetry, drama, and prose, and a study of literary devices. Students will analyze texts for both form and content.

ENG 202 Introduction to Literature and Film (3) This course will consider the art of narrative storytelling in film and focus on symbols, themes, and other literary devices used in movies.

ENG 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

ENG 211 Survey of American Literature (3) Studies in American literature from Native American folk tales to contemporary times. Focuses for the course may include topics such as banned/censored literature, the definition of freedom, religious beliefs.

ENG 212 Survey of British Literature (3) This course offers a broad view of literature produced in Great Britain—from Beowulf to current writings. Emphasis will be placed on major literary movements and those works that make British literature unique.

ENG 320 The Bible as/in Literature (3) Students will analyze the art of narrative and poetry in English translations of the Old and New Testament as well as the use of the Bible in literature.

ENG 325 Christianity and Literature (3) This course considers Christianity as it is presented by some of the Christian faith's best storytellers. We will explore the intersection of Christianity and literature and analyze Christian themes and theology in writers such as Dante, John Bunyan, Fyodor Dostoevsky, and Flannery O'Connor.

ENG 340 World Literature (3) This course covers a range of texts from diverse time periods and cultures. Context—intellectual, historical, and social—will especially be emphasized.

ENG 345 Multiethnic American Literature (3) This course will emphasize the diverse voices who have shaped American Literature. We will study writers from a wide range of ethnic backgrounds, such as Toni Morrison, Sandra Cisneros, Jhumpa Lahiri, and Louise Erdrich.

ENG 395 Service Practicum (1) Students create and complete an English-related volunteer project in the community.

ENG 417 Studies in American Literature (3) This course will focus on a particular time period (colonial, 19th century, modern, and contemporary literature) or topic (rags to riches, war, women's literature.) in American Literature. Course may be repeated for credit with a different time period or theme.

ENG 427 Studies in British Literature (3) This course will focus on a particular topic (Arthurian legends, quests.) or time period (English Renaissance, Victorian, modern.) in British Literature. Course may be repeated for credit if time period or theme changes.

ENG 450 Mythology (3) This course analyzes ancient mythologies and literature. Study of the Greco-Roman gods will be the primary emphasis, though we will also study Egyptian, Mesopotamian, and Native American myths.

ENG 495 Internship (3) The English Internship is designed to give students practical experience using the skills they have gained through the English Program. Repeatable for credit. Pass/no pass grading option only.

ENG 499 Senior Capstone (2) This guided research project culminates in a presentation to the graduating class and faculty near the end of the student's final semester. Offered annually. Prerequisite: Open only to majors in their final year.

## **English for Speakers of Other Languages**

ESOL 310 Second Language Acquisition and Applied Linguistics (3) An introduction to second language acquisition including first and second language acquisition theory and the field of applied linguistics. A

study is made of SLA topics including learner and linguistic factors, age, culture, first language impact on learning and phonetic analysis.

**ESOL 415 English Grammar and Syntax (3)** Students in this course will study the syntax of English, focusing on the structure of the language, linguistic analysis, stylistics and usage. A basic knowledge of critical language functions are explored with a view to improvement in grammar and style in writing and applying this knowledge to the teaching of English, either for second-language learners or K-12 students. Prerequisite: WR 121; EDUC 313; ESOL 420.

**ESOL 420 ESOL Theory, Methods, and Assessment I (3)** A foundational course of the ESOL program that focuses on theory and methods of teaching English to speakers of other languages and the assessment of English Language Learners. A study is made of major language acquisition approaches, techniques and assessments in teaching listening, speaking, reading, and writing. Prerequisite: ESOL 310/510, ESOL 415/615, and EDUC 313/580 or EDUC 353/553.

**ESOL 425 ESOL Theory, Methods and Assessment II (3)** The second of a two course series covering the foundations of ESOL theory, methods and assessment emphasizing the specific techniques and assessments used in teaching listening, speaking, reading, writing, vocabulary and grammar for English Language learners. Prerequisites: ESOL 420.

**ESOL 510 Second Language Acquisition and Applied Linguistics (3)** An introduction to second language acquisition including first and second language acquisition theory and the field of applied linguistics. A study is made of SLA topics including learner and linguistic factors, age, culture, first language impact on learning and phonetic analysis.

**ESOL 520 ESOL Theory, Methods, and Assessment I (3)** A foundational course of the ESOL program that focuses on theory and methods of teaching English to speakers of other languages and the assessment of English Language Learners. A study is made of major language acquisition approaches, techniques and assessments in teaching listening, speaking, reading, and writing. Prerequisite: ESOL 310/510, ESOL 415/615, and EDUC 313/580 or EDUC 353/553.

**ESOL 615 English Grammar and Syntax (3)** Students in this course will study the syntax of English, focusing on the structure of the language, linguistic analysis, stylistics and usage. A basic knowledge of critical language functions are explored with a view to improvement in grammar and style in writing and applying this knowledge to the teaching of English, either for second-language learners or K-12 students. Prerequisite: ESOL 520.

**ENG 625 ESOL Theory, Methods and Assessment II (3)** The second of a two course series covering the foundations of ESOL theory, methods and assessment emphasizing the specific techniques and assessments used in teaching listening, speaking, reading, writing, vocabulary and grammar for English Language learners. Prerequisites: ESOL 420/520.

## **Kinesiology**

**EXSC 207-407 Special Topics (3)** Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy

graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

**EXSC 210 Functional Anatomy and Physiology (3)** This course introduces students to the function and structure of the human body. This introductory course will cover movement, maintenance, control and anatomy including skeletal, muscular, circulatory and respiratory systems. Prerequisite: BIOL 111 or BIOL 200

**EXSC 210L Functional Anatomy and Physiology Lab (1)** The purpose of this course is to provide functional anatomy students with the foundation of knowledge of functional anatomy through a hands-on experience in a lab setting. Prerequisite: BIOL 111; Co-requisite: EXSC 210

**EXSC 220 Backpacking (2)** During this 8-week introductory course, students will demonstrate camping skills needed to explore the wilderness. Using a map and compass, students will learn how to navigate unknown terrain safely. Students will also demonstrate camping skills in the areas of planning and preparing for a backpack trip, using the gear appropriately, and in administering first aid.

**EXSC 310 Kinesiology (3)** Introductory class for students with a basic knowledge of anatomy and physiology. Human movement will be related to anatomical structure and mechanical principles; kinesiological analysis by means of a motor skills classification system and an outline for a systematic analysis that includes description, evaluation, and prescription will be explored. Emphasis will be on the respiratory, cardiovascular and neuromuscular systems in terms of their involvement during exercise and their adaptation to different types of training. Prerequisites: BIOL 211 or BIOL 311, BIOL 200, CHEM 121, 122.

**EXSC 320 Exercise Physiology and Neuromuscular Conditioning (4)** Basic principles and foundations of physiology as related to fitness and performance. Biochemical pathways of metabolism as related to exercise, fuel selection, body temperature regulation and acid base balance, exercise programs for special populations, training for performance, neuromuscular conditioning, in-depth analysis of muscle structure and function, and adaption of muscle to weight training, endurance training. Additional concepts such as flexibility, muscle regeneration, and muscle reaction to injury will be explored. Prerequisites: BIOL 200, 312, CHEM 122.

**EXSC 330 Health Methods for the Exercise Science Professional (3)** This course will introduce the most common activities in personal training and coaching. Topics covered: assessment, cueing, and technique for strength training, cardiovascular fitness, gait, balance, flexibility, fitness class organization, and sports and games. Students will learn how to adapt each activity for individuals with disabilities. Prerequisite: BIOL 111, EXSC 210

**EXSC 340 Injury Care and Prevention (3)** This course is designed to provide entry-level knowledge regarding the prevention and treatment of athletic injuries. This includes the recognition of signs and symptoms of injuries that occur during exercise, physical activity or athletic participation. Prerequisite: BIOL 111, EXSC 210

**EXSC 407 Special Topics (1-4)** Prerequisites: Determined on a course-by-course basis.

**EXSC 410 Biomechanics (3)** Mechanical laws and principles will be applied to motion of the human body: forms of motion, linear and angular kinematics and kinetics. Topics include analyses of projectile-

related activities, aerodynamics in sport, balance related activities, throw and push patterns, and qualitative and quantitative analysis of sport activities. Prerequisites: BIOL 200, 311, 312, CHEM 121, 122, PHYS 201.

EXSC 420 Exercise Testing and Prescription (3) Fitness principles and techniques for fitness assessments including cardiovascular endurance, blood pressure, joint flexibility, body composition, muscular strength, and endurance. Topics include health screening, informed consent, field test protocols, data interpretation, and exercise prescription. Practical experience in assessing fitness levels and developing appropriate exercise prescription for healthy individuals as well as special populations. Prerequisites: EXSC 210, or EXSC 310.

EXSC 425 Biomechanics of Musculoskeletal Injury (2) After a review of the scientific foundations of biological structure and basic biomechanics this course aims to explore injury mechanisms. Topics explored are tissue adaption, injury and healing processes, specific injuries to lower and upper extremities, as well as the head, trunk, and neck. Much of this course is based on discussion of current topics in literature. Prerequisites: BIOL 311, BIOL 312, EXSC 310 recommended.

EXSC 435 Sport Nutrition (2) Training and nutrition are key elements of athletic performance. This class blends nutrition and exercise physiology. It examines the energy expenditure required by exercise as well as the nutrient intake that is vital to support athletic activities. Scientifically sound and evidence based principles will be presented and literature will be discussed critically. Prerequisites: CHEM 122, NUTR 220.

EXSC 495 Internship (1-3). Repeatable for credit. Pass/no pass grading option only.

## **Finance**

FIN 175 Personal Finance (1) This course is an overview of Biblical Financial Wisdom that can transform you. Learn biblical stewardship by learning 3 keys to financial contentment. You will learn 5 biblical principles and a process to understand and prioritize your financial decisions.

## **First-Year Seminar**

FYS 101 First-Year Seminar (1) This course is designed to help students adjust to their new educational environment and to lay the foundation for a productive and successful educational program at Bushnell University. This course addresses academic preparedness and transitional issues for first-year university students.

FYS 175 Critical University Studies (1) This course explores the origins and rationale for the modern university. Students investigate elements such as the Carnegie Unit, academic disciplines, core curriculum, majors and minors, and grading systems. Students develop proposals and strategies to maximize learning over and against what higher education bureaucracy incentivizes.

## Geography

GEOG 210 Cultural Geography (3) Study of interrelationships between cultures, political units, and geographical boundaries. A comprehensive worldwide coverage with particular attention given to problem areas in world politics.

## Geology

GEOL 110 Introduction to Geology (3) This course explores how rocks and minerals are made, how the earth is structured, and how plates interact to cause earthquakes, volcanoes, and mountain building. Lab work typically includes describing minerals and rocks, using earthquake data, and interpreting simple geologic structures and geologic maps. Co-requisite: GEOL 110L. Student must enroll in a concurrent laboratory section.

GEOL 110L Introduction to Geology Lab (1) Laboratory to accompany Introduction to Geology. Co-requisite: GEOL 110.

GEOL 210 Historical Geology (2) A survey of the history of the earth throughout geologic time. Topics covered include sedimentation, fossils and fossilization (along with the geologic history of North America), recognizing fossils, interpreting age relationships, using geologic maps and cross-sections as tools to interpret earth history.

GEOL 310 Meteorology/Oceanography (3) The first part of the course will analyze fundamental physical processes of the atmosphere; their relationships to the daily weather pattern and weather forecasting in the U.S weather systems; atmospheric temperature, pressure, and humidity; and provide tools for interpretation of weather maps and elements of forecasting. The second part of this semester-long course will take an interdisciplinary approach to studying the ocean by examining physical, biological, and chemical processes. Also, the history of oceanography and its technology; crustal movements, the ocean as a source of mineral resources, and animals living in the ocean will be discussed.

## Global Studies

GLST 295 Study Abroad (1) This course is designed to guide and assist students who are planning a study abroad experience as part of their undergraduate education. May be repeated for credit. Pass/no pass grading option only.

## Greek

GRK 301/302 Elementary Greek (4, 4) An introductory study of the forms, grammar, and syntax of New Testament (Koiné) Greek. Exercises and readings will be taken primarily from Mark and John. Students will begin to build vocabulary and to translate simple texts from the New Testament.

GRK 401 Greek Exegesis (3) Readings from the Septuagint, the New Testament, and assorted other writings, designed to develop intermediate-level competence in Koiné Greek. Prerequisites: GRK 301, 302. (May be repeated for credit.)

## Higher Education Leadership

HEDL 610 History of Education and Current Practice (3) Students will be introduced to a historical survey of the theories of student development theory from ancient times to the current day and how these past events inform current issues and practice.

HEDL 620 Programs and Functions of College Student Personnel (3) This course provides an overview of college programs and services within college student personnel including a historical context of higher education, program formats and standards, essential competencies and techniques and emerging opportunities.

HEDL 630 Law and Ethics in Higher Education (3) This course examines guiding law and both legal and ethical issues being addressed in a higher education setting. This will include an overview of federal regulations, mandates, and liability.

HEDL 640 Vocational Calling (3) Students will be introduced to theoretical approaches, resources, and techniques to assist them in identifying their own gifts, strengths and vocational calling, as well as helping them to assist others with vocational discernment. This will include techniques for effective advising, coaching and mentoring.

## Hebrew

HEB 301/302 Classical Hebrew for Beginners (4, 4) A study of classical Hebrew grammar, vocabulary in context, and biblical use of words with readings in the Masoretic text.

HEB 401 Hebrew Exegesis (3) Readings from the Hebrew Bible and ancient inscriptions, designed to develop intermediate-level competence in classical Hebrew. Prerequisites: HEB 301, 302. (May be repeated for credit.)

## History

HIST 151/152 History of Western Civilizations, I and II (3, 3) Historical development of the Western world; major changes in value systems, ideas, social structures, economic institutions, and forms of political life and religious traditions. HIST 151: Ancient Middle East and Mediterranean to Early Modern; HIST 152 Early Modern to the Present.

HIST 161/162 World History, I, II (3, 3) Historical survey of world cultures and civilizations with respect to value systems, ideas, social structures, economic institutions, forms of political life and religious traditions. Includes a study of intercultural relations between different cultures and various forms of imperialism. HIST 161: Prehistoric to 1500; HIST 162 from 1500 to the present.

HIST 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

HIST 210 Historical Methods and Research (3) Introduction to principles and techniques of historical scholarship. Attention given to research methods, primary sources, historical scholarship, developing a written argument, and communication skills. Useful for non-majors. Required of majors and minors.

HIST 240 History of the Pacific Northwest (3) A study of the history of the Pacific Northwest including Native American peoples, problems and patterns of white movement to the area, acquisition by the U.S., the road to statehood and the ongoing impact of the region on the life of the nation.

HIST 250 History of Africa (3) This course introduces students to the diverse histories of Africa from prehistoric times to the present, exploring the social, economic, political, and religious developments on the continent. The first part of the course will focus on African kingdoms and empires before the sixteenth century, and the second will examine African interaction, response, and development with societies outside of Africa from the sixteenth century to the present.

HIST 310 Women in United States History (3) This class seeks to explore the idea that women's history is United States history. As we survey the history of the U.S., we will use primary and secondary source material to explore how women experienced and shaped important moments and events in U.S. history as well as how women's historical experiences have been shaped by social categories such as race, class, gender, and religion.

HIST 317 Studies in American History (3) This course will focus on a particular time period (colonial, 19th century, modern, and contemporary history) and/or topic (constitutional history, art/music/culture, economic inequality, war and international relations.) in American history. Course may be repeated for credit with a different time period or theme.

HIST 327 Studies in European History (3) This course will focus on a particular time period (ancient, medieval, early modern, modern, contemporary) and/or topic (religion, government, philosophy, art/music/culture, war and international relations.) in European history. Course may be repeated for credit with a different time period or theme.

HIST 331 History of Christianity I (3) An historical survey of Christianity from early beginnings through the Medieval Church period. This course may be used to fulfill an elective in the Bible & Theology major.

HIST 332 History of Christianity II (3) An historical survey of Christianity from the Reformation to modern developments. This course may be used to fulfill an elective in the Bible & Theology major.

HIST 335 Studies in Christian History (3) This course will focus on a particular time period (ancient, Byzantine, Reformation, modern) and/or topic (geographic region, denomination, movement, theology, gender) in Christian history. Course may be repeated for credit with a different time period or theme.

HIST 337 Studies in World History (3) This course will focus on a particular time period (ancient, medieval, early modern, modern, contemporary) and/or topic (empires, non-western religions/philosophies, colonialism/imperialism, globalism, art/music/culture, war and international relations.) in world history. Course may be repeated for credit with a different time period or theme.

HIST 340 Race, Ethnicity, and Gender in American Culture (3) This course explores the ways that race, ethnicity, and gender have intersected to shape American identity and history of different groups of Americans. From pre-Columbian times to the present, the course will explore and analyze the

experiences, contributions, and interconnectedness of African, Asian, European, Latino and Native American peoples.

HIST 370 Ancient Near Eastern and Mediterranean Civilizations (3) The primary purpose of this course is to explore the political, social, economic, cultural and religious contours of ancient civilizations that arose in the Near East (Mesopotamia, Egypt, and Syria-Palestine) and those that arose around the Mediterranean Sea (Greek, Hellenistic and Roman). We will investigate how these civilizations emerged individually in response to their unique geographical, political and economic circumstances and also what were the modes and consequences of their interaction with one another. Some attention will be paid to the question of the cultural legacy of these ancient civilizations on modern society (religion, art, law, government and administration, philosophy, medicine, literature, science, diet and language) and also how these ancient civilizations compared with those in other parts of the world such as ancient India, China and Asia.

HIST 375 Ancient Rome (3) This course is a survey of Roman history from the founding of the city in the eighth century BC to the collapse of the Western Empire in the fifth century AD. The social, cultural, religious, and political developments of the Roman Empire will provide the context for an examination of class, gender, and the rise of Christianity.

HIST 410 History of the Arab-Israeli Conflict (3) This course is an intensive study of the historical roots and contemporary realities of the Arab-Israeli conflict.

HIST 421 History of Modern East Asia (3) Historical examination of prominent East Asian countries (e.g., Japan, Korea, China and Vietnam) from the late 18th century to the present. Each is studied with reference to its own unique identity and with respect to the overlapping histories within the region.

HIST 430 History of American International Relations (3) The purpose of this course is to examine the history of America's international relations in the period from the Revolution to the present with attention to the important events, persons, and ideologies that have shaped American foreign policy and practice.

HIST 440 Latin American Civilization (3) Beginning with the European encounter with indigenous civilizations in the Americas and continuing through the colonial, independence, early national, modern and contemporary periods, the course traces the political, economic, social, religious, intellectual and aesthetic developments which produced in Latin America a unique contribution to world civilizations.

HIST 495 Internship (3) This course is designed to give history majors practical work in a professional setting. Required of all history majors. Repeatable for credit. Pass/no pass grading option only.

HIST 499 Senior Capstone (3)

## **Interdisciplinary Studies**

IDS 175 The Purposeful Graduate: Career Exploration and Planning (2) provides an introduction and overview to purposeful career development. Through hands-on activities, students will explore and engage in the career planning and decision-making process by completing various career assessments, researching potential occupations, and understanding career trends and theories. In addition, students

will create a professional resume and cover letter and develop effective interviewing and networking skills in order to prepare for a successful internship, job, or graduate school search.

IDS 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

IDS 240 Foundations of Lifelong Learning (3) is designed to prepare students to engage in a dynamic learning environment that encompasses academic discourse, research, and professional development. It incorporates academic and career planning from a biblical perspective. By identifying individual strengths, students will be equipped to develop goals and strategies for maximizing their educational and professional pathways and becoming purposeful graduates. The foundation of lifelong learning is dependent upon effective research, writing, communication, and critical thinking skills.

IDS 251 Ideas Matter: Engaging American Thought and Culture (3) This second-year "Ideas Matter" course explores the ideas that are key to the development of the American experiment with democracy. An examination of Christianity's stake in this development is held up as a central concern around the themes on which the "Ideas Matter" courses focus. An emphasis is placed on the diverse religious, literary, cultural, artistic, historic, and political expressions of those individuals excluded from, as well as included in, the initial compact of citizenship in the emerging American republic. With attention to the American context, major movements in religion, science, government, philosophy, economics, are treated as part and parcel to the concerns of this course.

IDS 495 Internship (1-4) This course is designed to give students practical work in a professional setting. Required of IDS and humanities majors. Repeatable for credit. Pass/no pass grading option only.

IDS 499 Senior Capstone (2) Students work with a designated professor to develop a research project and written paper that reflects one or more areas of academic concentration in the IDS major and integrates a significant amount of their previous coursework, service learning, and internship experience.

## **Leadership**

LSHP 215 Introduction to Coaching (3) This course is designed to introduce the foundations of coaching and team management at any level. The course aims to explore issues related to medical, social, physical, and physiological elements of coaching. Through the course students will examine coaching methodology and develop skills for practical application. Topics covered will include but are not limited to: coaching techniques, leadership, team and athlete development, team management, ethics in athletics, athletic administration, injury care and prevention, and first aid.

LSHP 275 Student Leadership (2) The purpose of this course is to provide leadership training for those that are currently in or aspiring to be in formal leadership roles. The course is designed to provide students with the knowledge and skills necessary to address the issues from holding a formal leadership role. Leadership Theory, core understanding of strengths, time management, delegation, goalsetting, resume development, communication, conflict resolution, self-care, emotional intelligence, relationship

building, team dynamics, and mentorship will be discussed. Students are given opportunities for self-discovery and reflection.

LSHP 296 Christian Leadership Practicum (1-3) Under supervision of departmental faculty, students will engage in an on-campus leadership role. The experience requires 45 hours of approved practicum experience (per credit), including reflection and reporting experiences. Variable credit. Repeatable for credit. Pass/no pass grading option only.

LSHP 310 Coaching II (3) Builds upon the foundation and fundamentals of LSHP 215. This course will continue to explore approaches to coaching through examining tools and techniques around the following areas: team management, goal setting and evaluation, communication strategies, motivation, ethics, and competitiveness. Students will develop a coaching action plan. Prerequisite: LSHP 215

LSHP 351 Leadership of US Presidents (3) This is a historical survey of the relationships between historical context and definitions of political leadership in the United States.

LSHP 500 Introduction to Leadership (0) Provides an introduction to the MAL program and pre-assessment of students' current understanding and knowledge of leadership. Pass/no pass grading option only

LSHP 510 Leadership, Wisdom, Faith and Service (3) This course addresses Bushnell University's commitment to the integration of faith and learning within the context of leadership studies. Students will be guided and challenged to reflect theologically on the concept of leadership as 'vocation' and how this relates to their individual 'callings' as leaders.

LSHP 520 Leadership, Self-assessment and Self-care (3) Students will review and participate in a variety of self-assessment exercises calling for an examination of personal and team strengths in relation to vocation and calling, self-care, and exploration of self-identify, beliefs and values.

LSHP 530 Great Leaders (3) This course will provide an overview of historical leaders including, but not limited to, Jesus Christ, early Christian Leaders, Mother Theresa, Ghandi, Dr. Martin Luther King, Jr., and Nelson Mandela. The intent is to glean insights from examples of leaders who have gone before us and provide the student with a richer understanding of what constitutes great leadership.

LSHP 540 Organizational Leadership (3) This course will examine multiple elements of leading positive organizational change. Students will learn about the challenges involved when dealing with change and why people can be resistant. A variety of models will be shared including the experiences of the students in the class. Topics will include organizational behavior, change management strategies, alignment of organizational systems and theories, effective organizational communication and project management.

LSHP 550 Leadership, Diversity and Globalization (3) This course will examine leadership through a lens of social justice and diversity. Students will be introduced to the conceptual framework of cultural proficiency that may inform leadership practices in respect to intercultural communication, leading across cultures, international perspectives in business and education, and intergenerational perspectives.

LSHP 560 Leadership and Management (3) This purpose of this course is to equip students with the knowledge, strategies and skills in Leadership management. Topics to be covered include the legal and

ethical issues faced in managerial leadership, employee training and development, human resource management, team leadership, team building, financial leadership and conflict management.

LSHP 570 Leadership and Mission Fulfillment (3) Students in this class will be equipped with the ability to implement long term strategy in planning and implementation to fulfill the missions of the organizations that they serve. Topics to be covered include vision casting, strategic planning, foresight in planning, succession planning, project management and negotiation.

LSHP 610 Stewardship of Financial Resources (3) This course covers the responsibilities of leaders within an organization as it pertains to stewardship and financial resources. It will cover both internal and external perspectives for both established organizations as well as startups. Topics include fundraising, grant writing and resources, responsible financial planning, strategic organizational budgeting, and facilities.

LSHP 690 MAL Portfolio (0) This post-assessment course provides students opportunity to demonstrate how they achieved MAL program objectives and developed as a leader. Pass/no pass grading option only.

## **Marketing**

MKTG 330 Marketing (3) This course introduces the study of price, product/service, promotion, and place. Also studied are the basic principles and practices involved in the distribution of goods and services, market surveys, salesmanship, advertising, as well as ethical considerations in all areas of marketing. Prerequisite: BUS 110 or BUS 120.

MKTG 431 Marketing Research (3) Provides insight into the nature and assumptions of marketing research conducted by corporations and commercial research companies. Provides practical experience in planning and implementing marketing research. Covers the sale of marketing research in business management; survey research and questionnaire design; scientific marketing research design and planning; data collection; basic statistical tools for analysis; and report writing and communication of research results. Prerequisite: MKTG 330.

MKTG 432 Branding, Advertising and Promotion (3) Students examine the major areas of marketing promotion in this course, including such topics as advertising, media selection, packaging forms of sales promotion, and business ethics. Prerequisite: MKTG 330.

MKTG 433 Sales Strategy and Management (3) Behavioral aspects of personal selling, retail sales and sales management are studied in this course with a focus on recruiting, selection, training, motivation, compensation, control, ethics, and the strategy of matching the sales effort to the sales task. Prerequisite: MKTG 330.

MKTG 434 Consumer Behavior (3) Provides an in-depth look at consumer behavior and its role in marketing in for profit and non-profit organizations. Examines consumer behavior in terms of internal influences, external influences, the consumer decision-making process and consumers and culture. Students also learn qualitative and quantitative research methods utilized in attempts to understand consumer behavior. Prerequisite: MKTG 330.

**MKTG 435 Digital Marketing (3)** Provides an introduction to Digital Marketing, a rapidly growing and evolving area of new media. This course examines the role of digital marketing and many of the areas this terminology has grown to encompass. A practical approach is adopted in this course. In addition to learning fundamental constructs and principles of the digital experience, students will focus on learning tools and skills necessary for solving business problems and exploiting business opportunities. Subjects include: eCommerce, Lead Generation, Retargeting; Web Sites, Media Planning, Branding; On-Line Advertising, Advertising Tools, Display Advertising; Digital Campaigns; Search Engine Marketing; Social Media Marketing; Mobile Media. Prerequisite: MKTG 330.

**MKTG 436 Sports Marketing (3)** One of the greatest challenges that businesses in the sports industry face is successfully creating and delivering value to satisfy the needs of this industry's final customers – sports fans. This course focuses on the concepts and tools applied in the product, branding, pricing, distribution, and promotion strategies applied to attract and delight sports industry customers (including sponsors), relating to sports at the professional, collegiate, and special event levels. Additional topics include sports innovation, athlete sponsorship, globalization of sport, event marketing, media involvement, fantasy sports, sports innovations, and trends in sports fan behavior.

**MKTG 531 Marketing Research (3)** Provides insight into the nature and assumptions of marketing research conducted by corporations and commercial research companies. Provides practical experience in planning and implementing marketing research. Covers the sale of marketing research in business management; survey research and questionnaire design; scientific marketing research design and planning; data collection; basic statistical tools for analysis; and report writing and communication of research results.

## **Mathematics**

**MATH 105 Introduction to College Mathematics (3)** Survey of applications of mathematics, including set theory, probability, statistics, study of growth with applications to finance, exponential and logarithmic functions, and mathematical modeling.

**MATH 110 College Mathematics (4)** Survey of applications of mathematics, including logic, set theory, probability, statistics, finance, geometry, and exponential and logarithmic functions with applications to finance, exponential growth and decay using mathematical modeling. Prerequisite: MATH 96 or equivalent.

**MATH 111 College Algebra (3)** This course is a continuation of topics from Intermediate Algebra. Topics will include algebraic equations, radicals and exponents, linear, quadratic, polynomial, exponential and logarithmic functions, conic sections, and systems of equations. Additional topics may include sequences and probability. This course fulfills the general education math requirement and serves as a preparatory course for MATH 130 Precalculus. A graphing calculator is required.

**MATH 130 Precalculus (3)** Equations and graphs; polynomial, exponential, and logarithmic functions; elementary topics from modeling; basic analytical geometry and trigonometry. Prerequisite: MATH 96 or equivalent.

**MATH 211/212 Mathematics for Elementary Teachers (3, 3)** The mathematics elementary teachers need to understand. Topics include: problem-solving, sets, numeration systems, whole numbers, algorithms

for operations, rational and real numbers, axioms, plane and solid shapes and surfaces, and probability. A two-semester sequence. Prerequisite: MATH 96 or equivalent.

MATH 251/252 Calculus I, II (4, 4) A two-semester sequence that focuses on the study of differential and integral calculus. Topics include differentiation, the fundamental theorem of calculus, techniques of definite integration, sequences and series, including Taylor's theorem. Applications to the sciences throughout. Prerequisite: MATH 130 or equivalent.

MATH 310 Statistical Applications (3) This course presents an introduction to descriptive and inferential statistics used in collecting, analyzing, interpreting, and presenting data as it relates to business or health care applications. Prerequisite: MATH 105 or higher.

MATH 315 Applied Statistics (3) A study of basic descriptive and inferential statistics with emphasis on applications in business and the social sciences. Topics include the role and use of statistics; tables and graphs; numerical descriptive methods; probability; discrete, continuous, and sampling distributions; confidence intervals; hypothesis testing; analysis of variance; contingency tables, and simple linear regression. Prerequisites: MATH 105 or higher.

MATH 320 Linear Algebra (3) Topics include systems of linear equations and matrices, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors.

MATH 325 Differential Equations (3) Introduction to ordinary differential equations with emphasis on first and second order equations. Also included are systems of linear differential equations, Laplace transforms, and numerical methods. Some partial differential equations may be introduced. Prerequisite: MATH 252. Recommended: MATH 320.

MATH 331 Topics in Discrete Mathematics (3) Topics may include sets, logic, induction, modular arithmetic, combinatorics, discrete probability, relations, functions, and graph theory. Prerequisite: MATH 130 or equivalent.

MATH 340 Advanced Geometry (3) Topics in Euclidean and post-Euclidean geometry, including compass and straightedge constructions, coordinatization, transformations, and projective and hyperbolic geometry. Proofs throughout. Prerequisite: MATH 252 or consent of instructor.

MATH 355 Multivariable Calculus (4) A study of calculus in more than one variable, including functions in three-dimensional space. Topics include analytical geometry, vectors, dot product, cross product, partial differentiation, maxima-minima problems, gradients, optimization, multiple integrals, curl and divergence, line and surface integrals. Prerequisite: MATH 252.

MATH 365 History of Mathematics (3) A study of mathematics as it has developed over time, from ancient to modern. Emphasis on key concepts and people in the development of mathematics throughout the world. Prerequisite: MATH 251.

MATH 420 Topology (3) An introduction to fundamental concepts in point-set topology. Topics include open and closed sets, continuity, connectedness, compactness, separability, and metric spaces. Prerequisite: MATH 445.

**MATH 430 Applied Data Analytics (3)** The modern realities of globalization, technology, and big data demand increasing cross-discipline understanding of the implications and analysis of data - with applications in varied fields of science, social science, and business. This class builds upon a foundation in introductory descriptive and inferential (predictive) statistics, touching upon such topics as: research and experiment design and modeling, empirical sampling methods and data mining, methods for categorical data, multiple linear and nonlinear regression analysis, analysis of variance, non-parametric methods, and game theory. Extensive computer use (including advanced Excel methods as well as introductions to other software) is applied to analysis and reporting of data sets relevant to varied areas of study - including handling of non-numeric data and ethical considerations.

Prerequisite: MATH 315

**MATH 450 Complex Variables (3)** Complex numbers and functions of a complex variable. Topics include limits, differentiability; Cauchy's theorem; power series, Laurent series, residue theorem with applications, maximum modulus theorem, conformal mapping and applications. Prerequisite: MATH 355.

**MATH 460 Mathematical Proofs and Reasoning (3)** This course introduces elements of mathematical proof, including discussions of mathematical notation, forms, methods, and strategies in constructing proofs. Selection of topics may include geometry or abstract algebra. Prerequisite: MATH 251.

**MATH 495 Internship (3)** Students will work in business, industry, government, or other agencies applying mathematics tools to problems. Repeatable for credit. Pass/no pass grading option only.

**MATH 499 Senior Capstone (3)** Students work with designated mathematics professor to write a paper that reflects an area of interest and may integrate material from their previous courses.

## **Mental Health and Human Behavior**

**MHHB 500 Professional Orientation (3)** This course provides an overview of the clinical mental health counseling profession, including the history, roles, functions of counselors, and clinical supervision. Students learn about professional organizations, licensure, and credentialing and develop their own professional development plans. Professional counseling ethics and Oregon law pertaining to counselors is emphasized. Finally, students are introduced to advocacy models, including advocacy for the profession.

**MHHB 511 Counseling Theory (3)** This course explores the origin, progression, and current application of major counseling theories, such as Psychodynamic, Adlerian, Person-centered, Cognitive-Behavioral, Gestalt, Existential, Narrative, Family Systems, and Post-Modern theories, along with applications specific to children and adolescents. The course also focuses on specific childhood/adolescent diagnoses, such as ADHD, Autism Spectrum Disorder, and others.

**MHHB 530 Ethics (3)** This course is designed to expose students to the myriad of ethical issues that surface in counseling settings as well as legal requirements of counselors. Topics include privacy and confidentiality, duty to warn, abuse reporting procedures, licensure and certification, marketing, boundaries in therapeutic relationships, and counselor health and welfare. Oregon statute, rules, and the ACA Code of Ethics are reviewed. Students must successfully complete this course prior to any clinical practica experience.

**MHHB 540 Research and Evaluation (3)** In this course students learn to be critical consumers of counseling research. Introductory statistical concepts, such as measures of central tendency and variability, standard scores, and hypothesis testing are reviewed. Students are introduced to basic research methodology as well as to current outcome studies. They gain familiarity with research journals in the fields of counseling and psychology and learn to conduct a literature search and compile a bibliography using APA style. They also learn to apply research to clinical cases and clinical treatment dilemmas, forming an evidence-based method to practice.

**MHHB 550 Group Dynamics and Theory (3)** This course is intended to introduce students to the ethics of group therapy, the dynamics of group process, and a variety of techniques for working with specific groups. Students practice facilitating groups in simulated sessions and gain an awareness of their own personal process in a group setting as they take part as members in those simulated group sessions.

**MHHB 560 Human Growth and Development (3)** This course is an advanced review of physical, social, cognitive, and moral development of persons throughout the lifespan. Research regarding factors affecting development, such as divorce, daycare, and exposure to violence, are explored.

**MHHB 570 Lifestyle and Career Development (3)** This course is designed to investigate the concept of career by providing an overview of the career development field and the practice of career counseling. Students learn theories of career development as well as strategies, information, and resources to facilitate career decisions (e.g., assessment tools, technology, labor market information, research trends). Related topics such as career exploration at various developmental levels, career counseling with multicultural populations, and special issues in careers are explored. Students will reflect on their personal career development in an effort to increase self-growth and empathetic relating to clients.

**MHHB 590 Cross-cultural Counseling (3)** In this course students investigate attitudes and perspectives regarding gender, race, ethnicity, sexual orientation, age, and other cultural differences. Particular emphasis will be placed upon biblical, historical, and cultural perspectives and the impact current views have on the counseling relationship. Students will be encouraged to expand their points of view of diverse populations leading toward successful therapeutic relationships and an acceptance of all persons.

**MHHB 601 Family Systems (3)** This course explores the nature of family systems, addresses family assessment, and surveys the major theories and techniques related to family therapy, including Multigenerational, Adlerian, Human Validation Process Model, Experiential, Structural, Strategic, Solution-Focused Brief Therapy, Narrative and other Social Construction models, and Cognitive-Behavioral Family Therapy. The course also compares/contrasts application of these theories to the practice of family therapy. The course will also explore intervention techniques for Couples Counseling, including styles of communication and resolving conflict, intimacy issues, and assessment.

**MHHB 611 Diagnosis (3)** This course is an introduction to the principles of assessment, including reliability and validity of instruments, selection, administration, scoring, and interpretation of selected tests, and the ethics of the use of those instruments, especially with special populations. Types of tests explored include intelligence and general ability tests, achievement and aptitude tests, career and interest inventories, and personality measurements.

**MHHB 620 Addictions Counseling (3)** This course explores the nature of addiction, both chemical and behavioral. Areas of focus include the impact of addiction on family systems, the neurobiology of

addiction, theories of addiction, spiritual issues in addiction, and treatment and recovery. Students are required to develop their own personal definition of addiction and explore how their beliefs/experiences may impact the counseling process.

MHHB 630 Crisis, Trauma, and Grief Counseling (3) This course is an overview on how the impact of crises, disasters, and other trauma-causing events impact individuals, cultures, and systems. Students learn the foundations of emergency management systems within the scope of clinical mental health counseling. They learn theories and models of culturally competent counseling during and after traumatic events.

MHHB 699 Capstone (0) This theoretical orientation presentation course requires students to articulate and disseminate his or her theoretical Orientation in a one-hour oral defense. The student presentation will incorporate how his or her theoretical orientation evolved throughout the program and how their theoretical orientation served clients. Which populations are best served or not when a student practices his or her theoretical orientation in a counseling ecology? Additionally, students must address limitations and strengths of her or his theoretical orientation, provide a succinct literature review, and provide faculty with recommendations for future research.

## **Music - Class Guitar**

MCG 100 Class Bass Guitar (1) Learn to play bass guitar, without note-reading, to praise songs in a variety of styles. Emphasis on scales, keys, and style patterns. Size limit: 4-6 students.

MCG 101 Class Guitar I (1) Emphasis on learning chords and playing praise songs with simple chords and picks. An introduction to the four easy guitar keys. Size limit: 4-10 students.

MCG 102 Class Guitar II (1) A continuation of beginning guitar. An introduction to bar chords, bass notes, transposing, and more intricate strums and picks. Emphasis on performance and good practice habits. Size limit: 4-10 students. Prerequisite: MCG 101, or instructor's consent.

## **Music - Class Piano**

MCP 101 Class Piano I (2) An introduction to piano designed to train students to read and play piano music with hands together. Provides training in reading musical notation, ear training, performance and keyboard technique. Size limit: 4-6 students. Prerequisite: MUS 100.

MCP 102 Class Piano II (2) A continuation of beginning piano. Emphasis on performance, effective practice, learning scales, and chords. Size limit: 4-6 students. Prerequisite: MCP 101, or instructor's consent. Prerequisite: MUS 100.

## **Music - Private Guitar**

MG 181/281/283/285/381/481 Private Guitar (1-2) Private guitar instruction in a sequence for music majors. The 300 level culminates in a 1/2 recital, 400 level in a full recital. Prerequisite: MCG 102 or consent of instructor. Repeatable once for credit.

MG 182/282/284/286/382/482 Private Guitar (1-2) Private guitar instruction in a sequence for music majors. The 300 level culminates in a 1/2 recital, 400 level in a full recital. Prerequisite: Consent of instructor. Repeatable once for credit.

## **Music Industry - Private Lessons**

MI 181/281/283/285/381/481 Private Composition (1-2) Private instruction in a sequence for music majors. Prerequisite: consent of instructor. Repeatable once for credit.

MI 182/282/284/286/382/482 Private Composition (1-2) Private instruction in a sequence for music majors. Prerequisite: consent of instructor. Repeatable once for credit.

## **Music - Private Lessons**

ML 181/281/283/285/381/481 Private Lessons (1-2) Private instruction in a sequence for music majors. Students are placed at a jury level by audition with their instructor, and advance only by passing a jury at the end of the semester. Students who choose not to jury will remain at the same level. This private lesson category is for instruments not specifically listed in the catalog. Repeatable once for credit.

ML 182/282/284/286/382/482 Private Lessons (1-2) Private instruction in a sequence for music majors. Students are placed at a jury level by audition with their instructor, and advance only by passing a jury at the end of the semester. Students who choose not to jury will remain at the same level. This private lesson category is for instruments not specifically listed in the catalog. Repeatable once for credit.

## **Music - Private Piano**

MP 181/281/283/285/381/481 Private Piano (1-2) Private piano instruction in a sequence for music majors. The 300 level culminates in a 1/2 recital, 400 level in a full recital. Prerequisite: consent of instructor. Repeatable once for credit.

MP 182/282/284/286/382/482 Private Piano (1-2) Private piano instruction in a sequence for music majors. The 300 level culminates in a 1/2 recital, 400 level in a full recital. Prerequisite: consent of instructor. Repeatable once for credit.

## **Music**

MUS 100 Music Fundamentals (2) A study of the basic elements of music including notation, major and minor scales, time classifications, key signatures, intervals, primary triads and basic music terminology. No previous music training is necessary. The course prepares students for MUS 101 Music Theory.

MUS 101 Music Theory I (3) This course is a theoretical study of the basic elements of diatonic harmonic materials. It includes a review of the fundamentals of music, diatonic triads in all positions, harmonic progression, analysis, harmonization of melodies and original composition. Prerequisite: MUS 100 or equivalent or instructor approval.

**MUS 111 Ear Training and Sight-reading I (1)** This course is a lab experience in correlated sight singing and aural perception. Sight singing, interval study, melodic and rhythmic dictation work is given as well as supporting work in the music computer lab. Material covered includes singing with solfege in major key with syncopated 8th notes and some 16th note rhythms. Introduction to solfege in minor keys. Writing dictation of rhythms up to syncopated 16th notes, dictation of diatonic single line melodies to syncopated 8th notes. Introduction to chord dictation. This course is taken concurrently with MUS 101 Music Theory I. Prerequisite: MUS 100.

**MUS 120/220/320/420 University Choir and Orchestra (1)** Preparation and performance of music from a variety of styles and historical periods. Students will be taught proper choral/vocal technique as well as sight reading and interpretive skills. Non-music majors will be allowed up to four hours toward graduation. Prerequisites: audition and consent of instructor.

**MUS 125/226/326/426 Willow (1)** Preparation and performance of collegiate music from a variety of styles and historic periods. Students will be taught proper choral/vocal techniques as well as sight reading and interpretive skills. Participation in University Choir and Orchestra is required. Willow will perform in the fall and spring music department concerts. Prerequisite: audition and consent of instructor.

**MUS 150/350 Instrumental Ensemble (1)** An opportunity for students enrolled in Praise Band to form other instrumental ensembles: pep bands, quartets, or jazz bands. Repeatable once for credit. Prerequisites: concurrent enrollment in Praise Band and consent of the instructor. Prerequisite: Instructor approval.

**MUS 175 Piano Proficiency (0)** All music majors must pass a piano proficiency exam before graduation.

**MUS 201 Music Theory II (3)** A continuation of MUS 101. The study includes a thorough investigation of harmonic practices in jazz and contemporary music, including chord construction and analysis, melodic and motivic development and principles of voice leading. Prerequisite: MUS 101.

**MUS 211 Ear Training and Sight-reading II (1)** A continued course in correlated sight singing and aural perception. Sight singing, interval study, melodic and rhythmic dictation work is given as well as supporting work in the music computer lab. Material covered includes chromaticism, minor keys and dictation with multiple lines of music in preparation to be able to “chart” melodies, drums and bass parts of a band by listening. Sight singing of contemporary melodies. This course is taken concurrently with MUS 201 Music Theory II. Prerequisite: MUS 111.

**MUS 225 The Worshipping Community (2)** This course will explore the meaning of worship in relation to God and to one’s calling in the world, focusing upon different traditions of worship, liturgical renewal in the 20th century, worship and the arts (music, drama, dance), worship and the occasional services, and worship in the context of evangelism.

**MUS 240 The Christian Artist (2)** Examining the role of the artist in light of scripture will provide the student with a Christian lens from which to view their role as an artist. An examination of biblical text and a survey of Christian artists throughout history will provide the student with insight on how to thrive as a Christian Artist.

MUS 241/341/441 The Grove Collective (1) A vocal ensemble hired by the University and trained by the music department for the purpose of constituent relations in the Northwest. Participation is open to full-time unmarried Bushnell University students. Prerequisites: audition and successful review of other requirements for employment by the University. Prerequisite: Instructor approval.

MUS 242/342/442 The Grove Collective (1) A vocal ensemble hired by the University and trained by the music department for the purpose of constituent relations in the Northwest. Participation is open to full-time unmarried Bushnell University students. Prerequisites: audition and successful review of other requirements for employment by the University. Prerequisite: Instructor approval.

MUS 275 Survey of Music Business (2) This course will provide the student with an overview of the music business industry, various job roles, an understanding of the revenue streams, standard contract guidelines, artist management, concert riders, promotion and booking.

MUS 321 Survey of Music History (3) A survey of music from the earliest times to the present, with an emphasis on music of the church. Students will research and present topics as well as perform and listen to musical masterworks. Prerequisite: MUS 100 or instructor approval.

MUS 323 Music Analysis Through the Centuries (2) The study of the development of art music in the Western world during the Baroque and Classical periods. Representative instrumental and vocal literature is studied and analyzed. Prerequisite: MUS 201.

MUS 351 Conducting and Rehearsing I (2) A hands-on workshop class covering all the basic skills needed to rehearse vocalists, a choir and a band. Includes conducting techniques, rehearsal skills, introductory worship planning, and motivational techniques. Prerequisite: MUS 101.

MUS 361 Counterpoint (2) Explores the mechanics of basic contrapuntal technique, focusing on the horizontal aspects of composition; in other words, how melodies interact with one another. Through the study of harmonic counterpoint in the music of J. S. Bach and other composers from different time periods, students will strengthen their music listening and writing skills through hands-on writing activities. Prerequisite: MUS 2101.

MUS 364 Composition Practicum I (1-2) This course teaches the ranges and characteristics of voices, orchestral and contemporary band instruments as well as its notation and score layout. Students will also study related 20th-century literature and write an original composition for Chamber Ensemble. Repeatable for credit.

MUS 375 History of Worship in the Church (2) A survey of the history of worship in the church from inception to present day. Through an examination of biblical, historical, and social contexts the student will gain an understanding of how practices developed and changed throughout history. Students will also be exposed to the ecumenical diversity that exists in the worship of the church.

MUS 464 Composition Practicum II (1-2) This course introduces contemporary approaches to melody, harmony, tonality, rhythm, and form. Student will also study musical examples from different contemporary styles. Final project is to write an original composition for large ensemble. Repeatable for credit.

MUS 495 Internship (1-4). Repeatable for credit. Pass/no pass grading option only.

MUS 499 Senior Capstone (1-2). Repeatable for credit.

## **Music - Private Voice**

MV 181/281/283/285/381/481 Private Voice (1-2) Private voice instruction in a sequence for music majors. The 300 level culminates in a 1/2 recital, 400 level in a full recital. Audition required for placement to be done during orientation week or the first week of classes. Repeatable once for credit.

MV 182/282/284/286/382/482 Private Voice (1-2) Private voice instruction in a sequence for music majors. The 300 level culminates in a 1/2 recital, 400 level in a full recital. Audition required for placement to be done during orientation week or the first week of classes. Repeatable once for credit.

## **Non-Profit Leadership**

NPFL 610 Volunteer Leadership (3) This course covers the critical topic of leading and managing both large and small teams of volunteers. This course will cover the legal and ethical issues around volunteer management as well as how to secure long term commitment through effective leadership. Other topics to be covered include non-profit governing boards and the key components of building community partners for sustainability and organizational effectiveness.

NPFL 620 Legal and Ethical Issues for Non-Profit Organizations (3) This class covers the topic of earning and maintaining the public's trust in a nonprofit through the ethical principles it is committed to. Creating a culture committed to accountability and transparency is required. Topics to be covered include, risk management, conflicts of interest, documentation, fundraising, and the development and implementation of policy.

## **Nursing**

NURS 310 Foundations for Lifelong Learning in Nursing (3) This introductory nursing course assists students navigate Bushnell University's online learning, communication, and assessment systems and explore academic support services. Nursing as a ministry, Jesus as healer, and behaviors implying the presence of professional values are explored. This course is a prerequisite/co-requisite for all other RN to BSN NURS courses.

NURS 320 Evidence-based Practice and Health Care Policy in Nursing (3) This course examines the concept of evidence-based practice in nursing with an emphasis on substantiating nursing judgements in practice with evidence. The way health care polices influence nursing practice and health care systems are explored. Prerequisite/co-requisite: NURS 310.

NURS 330 Leadership in Nursing Practice (3) A study of leadership in nursing practice, including concepts of team work, communication, and decision making and their role in promoting high-quality, safe patient care within organizational and community arenas. Ways to lead with a different kind of authority in light of nursing as a profession and ministry will be explored. Prerequisite/co-requisite: NURS 310.

**NURS 340 Role of the Professional Nurse (3)** This course provides an introduction to the identity, attributes, roles, values, and behaviors of the professional nurse. Nursing history and contemporary nursing issues impacting practice, rules and regulation defining and authorizing professional nursing practice, standards of conduct, and the concept of lifelong learning will be explored. Prerequisite/co-requisite: NURS 310.

**NURS 350 Ethics in Nursing (3)** In this course students will examine the practice of nursing as a ministry within the context of ethical obligations, including patient rights versus duty to deliver care. Students will develop in-depth knowledge of and reflect on core ethical issues of moral authority, patient autonomy, justice, and the sanctity of human life in light of a variety of ethical situations which traverse the lifespan and are encountered in nursing practice. Prerequisite/co-requisite: NURS 310.

**NURS 360 Pathophysiology & Pharmacology for Nurses (3)** This course examines common disruptions of normal physiological states and their manifestations. Pharmacokinetics, pharmacodynamics, pharmacotherapeutics, nursing's role and responsibilities, clinical judgment, and clinical decision making are examined. Students develop knowledge of elements related to pain and understand pain management along with the nurse's role in optimizing patients' health status. This course is a required pre/co requisite for Accelerated Baccalaureate in Nursing (Bachelor of Science) courses. *Assessment Technology Institute Fee: \$1000*

**NURS 362 Health Assessment Across the Lifespan (2)** This course provides foundational knowledge of health assessment and communication skills nurses need to obtain a holistic health history and conduct comprehensive and focused physical, mental, and spiritual assessments of individuals across the lifespan. Students examine ways to adapt assessment skills to special and diverse populations and explore principles of health promotion, prevention, and disease detection. Pre/Co-requisite: NURS 360

**NURS 364 Nursing Skills Lab I (1)** This course provides students opportunity to acquire and apply theoretical knowledge along with other fundamental cognitive, affective, psychomotor, and technical skills necessary for entry-level nursing practice. Students explore the role of the professional nurse, legal issues impacting nursing practice, quality and safety, team work, and professional communication. Students will demonstrate skills learned in a variety of ways. Pre/Co-requisite NURS 360. *Course Fee: \$400*

**NURS 366 Nursing Care & Management of the Chronically Ill Theory (2)** This course focuses on nursing care and management of chronically ill patients and their families across the lifespan. Students examine health policies and principles of person-centered care, interprofessional collaboration, team work, health education, care coordination and care transitions impacting care and management of the chronically ill. Pre/Co-requisite: NURS 360. Co-Requisite: 366P

**NURS 366P Nursing Care & Management of the Chronically Ill Practice (2)** This 90 hour practice experience provides students the opportunity to apply theoretical knowledge and understanding to assess, provide nursing care to and educate patients and families experiencing chronic illness in various settings. Students demonstrate ability to safely perform select entry-level cognitive, affective, and other nursing skills learned as well as hone ability to communicate professionally. Co-requisite: NURS 366.

**NURS 368 Mental Health Nursing Theory (3)** This course provides students opportunity to develop knowledge and understanding of select mental health disorders including nursing care, management, interventions, and evaluation of patients with mental disorders. Therapeutic communication and relationships, mental health assessments, illness prevention, and management, interprofessional

collaboration, advocacy, health policy, and system processes impacting care coordination and transition of care for the mentally ill are explored. Pre/Co-requisite: NURS 360. Co-Requisite: NURS 368P

NURS 368P Mental Health Nursing Practice (2) This 90 hour practice experience provides students the opportunity to care for patients and families with mental health disorders. Students demonstrate ability to apply theoretical knowledge, develop therapeutic communication, assessment, evaluation, education, and nursing skills learned in a variety of settings. Co-requisite: NURS 368

NURS 370 Nursing Knowledge & Scholarship (3) This course introduces students to established and evolving disciplinary nursing knowledge and ways of knowing along with knowledge from other disciplines and nursing scholarship. Students examine ethics in relation to the conduct of scholarly activities, ethical theories and principles, the Code of Ethics for Nurses, basic principles of the research process, how to critique research, and incorporate best evidence into practice that is inclusive of patient preferences, values, and clinical expertise. Pre-Requisite: NURS 360, 362, 364, 366, 366P, 368, 368P

NURS 410 Population Health in Nursing (3) This course examines factors influencing the health of populations and communities with a focus on the role of the nurse to assess, implement, and evaluate culturally appropriate, community-based efforts aimed at promoting and maintaining health. Prerequisite/co-requisite: NURS 310.

NURS 420 Health Care Operations and Information Management (3) This course examines concepts of healthcare operations and information management. The way patient care technologies, finance, and regulatory environments influence health care systems, nursing practice, quality, safety, and patient care outcomes will be explored. Prerequisite/co-requisite: NURS 310.

NURS 430 Research in Nursing (3) This course assist students to develop a spirit of inquiry and to act as an evolving scholar. How evidence is developed, the basic elements of the research process including quantitative and qualitative processes, and the ethical conduct of research will be studied. Methods for locating, retrieving, communicating, and critiquing health and other relevant research literature and sources of evidence will be explored. Prerequisite: MATH 105 or higher. Prerequisite/co-requisite: NURS 310.

NURS 440 The Aging Population (3) This course incorporates knowledge of the sciences into the study of nursing care of the aging population. Several factors impacting physiological changes experienced by aging adults are examined. Ways to communicate and collaborate with patients, families, and interprofessionally as well as approaches to End of Life and other care options are explored. Prerequisite: Active, unencumbered RN License. Prerequisite/co-requisite: NURS 310.

NURS 460 Population Health Nursing & Wellness Theory (3) This course provides students opportunity to develop knowledge and understanding of diseases, illnesses, natural and other disasters, public health emergencies, and other health related events that present themselves in populations and communities. Students explore social determinates of health and their impact on health disparities and inequities within health care, populations and communities. Assessment skills and nursing practices related to health promotion and preventions, accessing care, advocacy, and advancement of equitable population health policies are examined. Pre-Requisites: NURS 360, 362, 364, 366, 366P, 368, 368P. Co-Requisite: NURS 460P

NURS 460P Population Health Nursing & Wellness Practice (2) This 90 hour practice experience provides students the opportunity to apply knowledge and understanding of population and community health concepts learned in a variety of community settings. Students demonstrate ability to assess, educate, and advocate for communities and diverse populations as well as effectively communicate and engage with health professionals, disaster/emergency response teams, community members, and others. Co-Requisite: NURS 460.

NURS 462 Nursing Care of Complex & Acute Adults Theory (3) This course provides students the opportunity to develop knowledge and understanding of a wide range of adult and geriatric medical/surgical health problems and other acute physical illnesses. Medical/surgical issues, management, and evidence-based nursing care of these patients are explored. Students continue to build upon and advance their assessment, communication, clinical judgment, clinical thinking, advocacy, and information technology skills. Pre-Requisite: NURS 360, 362, 364, 366, 366P, 368, 368P. Co-Requisite: NURS 462P.

NURS 462P Nursing Care of Complex & Acute Adults Practice (3) This 135 practice experience provides students with the opportunity to apply their theoretical knowledge and skills to provide nursing care to adult and geriatric patients experiencing complex and/or acute medical and surgical disruptions and other acute physical illness. Students demonstrate ability to provide holistic, evidence-based, person-centered, and advanced nursing care and skills while caring for complex, acute adult patients in a variety of settings. Co-Requisite: NURS 462

NURS 464 Nursing Skills Lab II (2) This course builds on and advances students' prior theoretical knowledge and cognitive, affective, psychomotor, and technical skills needed to provide nursing care to increasingly complex patients across the lifespan and in a variety of acute care settings. Students demonstrate advanced nursing skills learned in a variety of ways. Pre-Requisites: NURS 360, 362, 364, 366, 366P, 368, 368P. *Course Fee: \$400*

NURS 468 Nursing Leadership & Management of Care (3) This course provides students the opportunity to develop knowledge and understanding effective nursing leadership and management. The students will examine select leadership and management principles, theories, and styles, emotional intelligence, team leadership, and how health care finances, regulatory requirements, health care policy, and a just culture impacts quality, safety, and other health outcomes. Ways to lead with a different kind of authority in light of nursing as a profession and ministry are explored. Pre-Requisite: NURS 370, 460, 460P, 462, 462P, 464.

NURS 470 Nursing Care of Childbearing Families & Children Theory (3) This course provides students the opportunity to develop knowledge and understanding of childbearing and childrearing families. Normal physiological and disease processes experienced by women, newborns, and children from infancy through adolescence are examined within the family as context with an emphasis on health promotion and health maintenance. Pre-Requisite: NURS 370, 460, 460P, 462, 462P, 464. Co-Requisite: NURS 470P

NURS 470P Nursing Care of Childbearing Families & Children Practice (2) This 90 hour practice experience provides students the opportunity to deliver family focused nursing care to childbearing *OR* childrearing families within acute care and community based settings. Co-Requisite: NURS 470

NURS 472P Transition to Professional Nursing Practice (5) This 225 hour practice immersion experience provide students with the opportunity to build upon, advance, and apply nursing knowledge and skills

learned within a variety of health care and community settings. Students will demonstrate leadership, flexibility, professional maturity, healthy self-care behaviors, and develop their professional identity as a nurse. Pre-Requisite: NURS 370, 460, 460P, 462, 462P, 464, 470, 470P. Pre/Co-Requisite: NURS 468

NURS 499 Nursing Capstone (3) Theories, concepts, and knowledge learned in prior BSN course work are integrated into a Project Based Experiential Learning Experience (PBELE) carried out within the context of an organization or community agency. The PBELE includes: direct care and/or in-direct care experiences; is based on an identified health problem or issue; involves interaction with other providers and/or individuals, families, groups, communities, or populations; and allows for transition of student competencies to the baccalaureate level of proficiency. Prerequisites: Active, unencumbered RN license and successful completion of *eight* of the following courses: NURS 310, 320, 330, 340, 350, 410, 420, 430, or 440. Co-requisite (one of the following): NURS 320, 330, 340, 350, 410, 420, 430, or 440.

NURS 500 Graduate Writing (0) The writing instruction focuses on APA manuscript style and methods for strengthening academic writing. Because good writing reflects clear, logical, and critical thinking, this course is aimed at developing students' ability to frame an idea in a clear, succinct fashion and integrate support for that idea with current research. This course is a prerequisite/co-requisite for all graduate level nursing courses.

NURS 501 MSN Orientation (0) This required, self-guided, online orientation provides students entering the MSN program with the information, resources and initial training needed to successfully participate in and complete online course work. Students are introduced to the BeaconLearning platform and have opportunity to practice various skills needed including forum postings, uploading assignments to Turnitin and reviewing faculty feedback, accessing and completing online quizzes, Big Blue Button, and submitting assignments to Taskstream etc. Students are introduced to the graduate student manual detailing writing, APA, and other expectations at the graduate level. This course is a prerequisite/co-requisite for all graduate level nursing courses.

NURS 510 Population Health (2) This course is focused on clinical prevention and health activities aimed at improving the health status of diverse populations. Students will explore the role of the nurse leaders and educators within health systems to design and deliver population and evidence-based care and services that promotes health, reduces risk of chronic illness and prevents disease. Issues of equitability, cultural and ethnic identity, socio-economic, emotional and spiritual needs, and values of patients and the population will be examined. Pre/co requisite: NURS 500, NURS 501. Co-requisite: NURS 510C

NURS 510C Population Health Clinical (1) This supervised, 45 clock hour clinical experience provides students opportunity to explore rural health disparities and integrate clinical prevention and population health concepts into creation, implementation, or evaluation of a health education, health promotion or disease prevention project within the context of health and social service issues impacting rural communities. Prerequisite: Active, unencumbered RN License. Co-requisite: NURS 510.

NURS 520 Health Care Policy (3) This course focuses on development of knowledge and skills nurses need to promote and help shape the health delivery system utilizing the health policy process and political advocacy. Students will examine agenda setting process, people, use of research, finances, implementation, evaluation and role of nursing, nurse leaders, and nurse educators in relation to health policy. Students will identify several ways to become politically active in order to effect system change. Pre/co requisite: NURS 500, NURS 501.

NURS 540 Communication in Nursing (3) This course focuses on deeper development of interpersonal, interprofessional, and organizational communication skills necessary to provide coordinated quality care and promote effective working relationships in various health care, academic, and other settings. Concepts of effective communication, organizational process which enhance communication, power structures and group dynamics, conflict and conflict resolution, teams, team work and team leadership will be examined. Pre/co requisite: NURS 500, NURS 501.

NURS 550 Statistics for Nursing (3) This course assists nurse leaders and educators understand and apply fundamental concepts of statistical reasoning to evidence based practice in order to improve health care practice, teaching, and patient outcomes. Students will examine basic statistical concepts needed to judge the quality of research evidence used in practice and gain proficiency in the use Excel and statistical software packages. Pre/co requisite: NURS 500, NURS 501.

NURS 560 Quality Improvement and Safety (3) This course focuses on developing advanced understanding and knowledge of continuous quality improvement and thus safety within health care organizations. Students will examine various quality improvement principles, methods, tools, and performance measures effective nurse leaders and educators employ to create cultures of safety and lead the way for quality improvement. Pre/co requisite: NURS 500, NURS 501

NURS 570 Translating Scholarship into Practice (3) This course builds upon prior knowledge of statistics and evidence based practice to develop skills of analyzing, interpreting, and translating research findings into practice and teaching. Students will explore how to: apply research outcomes within various practice and educational settings to resolve practice issues; lead the health care teams to implement evidence-based practice; use translational research skills to lead continuous improvement processes; and be a role model for lifelong learning. Pre requisite: NURS 550. Pre/co requisite: NURS 500, NURS 501.

NURS 610 Advanced Pathophysiology and Pharmacology for Nurse Educators (3) This course builds upon prior knowledge of human pathophysiology and pharmacology. Students will develop an in-depth understanding of pathophysiology from a molecular to a system's perspective. Select pharmacological concepts are explored in-depth and in relation to pathophysiology and related disease states. Students apply principles learned to real-world practice situations. Pre/co requisite: NURS 500, NURS 501.

NURS 620 Advanced Health Assessment for Nurse Educators (2) This course builds upon prior knowledge of health assessment and provides students with advanced knowledge and skills needed to conduct a comprehensive and holistic health assessment of individuals across the lifespan. Emphasis is on collection, interpretation, and synthesis of relevant historical, genetic, biological, cultural, psychosocial, and physical data as well as evidence-based practice concepts related to health promotion and disease prevention. This course includes 45 hours (1 credit) of clinical practice. Pre/co requisite: NURS 500, NURS 501. Co-requisite: NURS 620C.

NURS 620C Advanced Health Assessment for Nurse Educators Clinical (1) This supervised, 45 clock hour clinical experience provides opportunity for students to develop advanced health assessment skills, conduct holistic single system and comprehensive advanced health assessments of select individuals across the lifespan, provide evidence based teaching related to health promotion and disease prevention, and hone communication skills. Prerequisite: Active, unencumbered RN license; Prerequisite: Active, unencumbered RN License. Co-requisite: NURS 620.

NURS 630 Foundations of Nursing Education I: Roles, Trends, & Theories (3) In this course students examine the contemporary role and responsibilities of the nurse educator in health care settings and academia. Current trends, evidence-based teaching and learning, learning theory, attributes of learners along with ethical and legal issues are explored within the context of nursing education. Students will articulate a personalized philosophy of nursing education. Pre/co requisite: NURS 500, NURS 501.

NURS 631 Organizational and Systems Leadership (3) This course focuses on understanding how health care delivery systems are organized and development of leadership skills needed to provide high quality, safe patient care. Students will examine ethical and critical decision making; leadership, systems, and complexity theory; operations research; interprofessional collaboration, and legal factors influencing health care. Pre/co requisite: NURS 500, NURS 501.

NURS 640 Foundations of Nursing Education II: Methods, Management, & Assessment (2) This course explores teaching, assessment, and management methods that can be used in variety of educational settings. Students become knowledgeable about various teaching and learning strategies, and instructional technologies, develop competency related to writing program, course, and learning outcomes, selecting and developing appropriate nursing related content, and learn to adapt to a variety of learning styles. Various methods for assessing learning outcomes and effective ways to manage the learning environment are explored. This course includes 45 hours (1 credit) of clinical practice. Pre/co-requisite: NURS 500, NURS 501. Co-requisite: NURS 640C.

NURS 640C Foundations of Nursing Education II: Methods, Management, & Assessment Clinical (1) In this supervised, 45 clock hour clinical experience students will advance their nursing knowledge and expertise in select practice areas through the design, delivery, and assessment of a simulation, clinical skills laboratory, or staff development teaching project aimed at achievement of select health goals or outcomes. Teaching projects integrate knowledge of teaching and learning methods, management, assessment, and instructional technology. Prerequisite: Active, unencumbered RN license. Co-requisite: NURS 640.

NURS 641 Health Care Technology, Information, and Data Management (2) This course focuses on developing deeper knowledge and skill in the use of information and health care technologies critical to delivery of quality patient care in a variety of settings. Students will examine ways nurse leaders use information technology systems to communicate, gather evidence, deliver and coordinate care across multiple settings, analyze point of care outcomes, and educate self and others. Ethical and legal issues related to use of health care technologies and information systems will be explored. Prerequisite: Active, unencumbered RN License. Pre/co requisite: NURS 500, NURS 501. Co-requisite: NURS 641C.

NURS 641C Health Care Technology, Information and Data Management Clinical (1) This supervised, 45 clock hour clinical experience provides students opportunity to apply theoretical understanding of information and health care technologies and data management to develop a health education program or evidence-based policy; implement point of care practices or; evaluate and apply relevant data to improve patient care, reduce, risks, or improve health outcomes. Prerequisite: Active, unencumbered RN License. Co-requisite: NURS 641.

NURS 650 Curriculum by Design (3) In this course students examine principles of curriculum development, redesign, and evaluation. Students use this knowledge along with understanding of current internal and external factors to the nursing profession which influence curriculum to develop,

redesign, and evaluate the curriculum of a baccalaureate nursing program. Pre/co requisite: NURS 500, NURS 501.

NURS 651 Health Care Finances (2) This course focuses on understanding of basic business principles and how finance works in the business of health care. Students will examine ways to provide quality cost effective care, develop a budget, and how to assume a leadership role in the management of fiscal resources. Pre/co requisite: NURS 500, NURS 501. Co-requisite: NURS 651C.

NURS 651C Health Care Finances Clinical (1) This supervised, 45 clock hour clinical experience provides students' opportunity to apply understanding of business principles learned to analyze how a budget impacts delivery of quality cost effective care within the context of a health system, community organization, or clinical setting. Prerequisite: Active, unencumbered RN License. Co-requisite: NURS 651.

NURS 690 Leadership Project and Practicum (3) This supervised, 135 clock hour clinical immersion experience provides students opportunity to apply concepts learned in prior master's courses to influence delivery of ethical, safe, quality care to diverse populations in a variety of health care settings. Following conduction of a comprehensive and systematic assessment students will design, implement, and evaluate nursing interventions aimed at influencing health care outcomes for individual, populations, or systems. Prerequisite: Active, unencumbered RN License and successful completion of 12 of the following courses: NURS 510, 510C, 520, 540, 550, 560, 570, 631, 641, 641C, 651, 651C (students may take only one of the above listed courses concurrently with NURS 690).

NURS 695 Teaching Practicum (3) In this supervised, 135 clock hour practicum immersion experience students continue to advance their nursing knowledge and expertise through participation in direct patient care activities in select practice areas. Students continue to advance their nurse educator role through integration of advanced knowledge and application of concepts learned in prior master's level courses to design and deliver a teaching project to patients and families, nursing students, staff nurses, or other direct-care providers. Students engage in continuous quality improvement through assessment and evaluation teaching projects carried out in in face-to-face or online classrooms or in the clinical practice setting. Prerequisite: Active, unencumbered RN license and successful completion of thirteen of the following courses: NURS 510, 510C, 520, 540, 550, 560, 570, 610, 620, 620C, 630, 640, 640C, 650 (students may take only one of the above listed courses concurrently with NURS 695).

## **Nutrition**

NUTR 220 Nutrition (3) A study of how the body takes in and uses the nutrients from food. Food sources, functions, and requirements of the following are discussed: carbohydrates, proteins, fats, vitamins, minerals and water. In addition, digestion, absorption and metabolism of all nutrients are covered. Skills are developed for improving personal eating habits and for evaluating nutrition information in the mass media.

## **Philosophy**

PHL 110 Introduction to Philosophy (2) An introduction to the perennial issues in Western philosophy, such as knowledge and skepticism, the existence of God, the problem of evil, freedom of the will, and

the foundations of morality. Emphasis will be placed on critical thinking and the development of understanding through reasoned argument.

PHL 201 Logic and Critical Thinking (3) Logic at Bushnell University takes the form of a writing intensive and critical thinking course. Through a variety of exercises and writing experiences students will discover how to identify and evaluate arguments, analyze assumptions, justify claims with reasons, avoid confused or dishonest reasoning, apply common patterns of reasoning in everyday contexts, and write cogent complex arguments. In part because there is a strong research component in this course, PHL 201 fulfills Bushnell University's writing requirements usually found in WR 123. Prerequisite: WR 121.

PHL 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

PHL 210 Ethics (3) This introductory course in ethics surveys the history of ethical thought in Western culture. Attention is given to such important movements as utilitarianism, deontology, egoism, and virtue ethics. Some attention is given to contemporary moral problems.

PHL 301 History of Ancient and Medieval Philosophy (3) A study of major philosophical works in the Western tradition from the beginnings of philosophy in ancient Greece to the end of the medieval period, culminating in Aquinas. Offered annually.

PHL 302 History of Modern and Contemporary Philosophy (3) A study of major philosophical works in the Western tradition from Descartes through Hegel in the modern period, and Heidegger, Sartre, Russell, Wittgenstein, et.al. in the contemporary period. Offered annually.

PHL 315 Bioethics (3) An in-depth examination of contemporary bioethical issues, such as the definition of a person, determination of life and death, euthanasia, doctor-assisted suicide, abortion and maternal-fetal conflict, prenatal diagnosis and intervention, problems in the physician-patient relationship, new reproductive technologies, research on animals, genetic engineering, and human cloning.

PHL 320 Philosophy of Religion (3) A conceptual and analytical survey of the important questions linking philosophy and religion. Students will consider the chief contemporary approaches to justifying religious belief, as well as various non-theistic challenges to that belief. The following questions will be discussed: Are religious claims subject to rational evaluation? What can reason tell us about the nature of God? Can we prove that God exists? Why would a maximally perfect being permit evil and suffering? Is belief in miracles well founded? Is the idea of human survival after death a coherent one? This course may be used to fulfill an elective in the Bible & Theology major.

PHL 420 Christian Ethics and Social Responsibility (3) This course examines Christian ethics and Christian responsibility in their socio-political and economic arenas. In addition to general theories of ethics, students are expected to become familiar with the ethical teachings of the Hebrew prophets, Jesus, and Paul as well as modern thinkers such as Bonhoeffer, Reinhold Niebuhr, and Stanley Hauerwas. This course may be used to fulfill an elective in the Bible & Theology major.

PHL 651/652/653/654 Supervised Research (3 credits each/12 credits total) Working under the supervision and mentorship of an assigned faculty supervisor, students will engage in an individualized program of research related to their preapproved research topic. Students are expected to initiate

contact with their respective supervisors on a weekly basis to report progress and to seek critical feedback on their research activities. Assessment of each consecutive module will be based in part upon a formal presentation to faculty in the School of Christian Ministry. Pass/no pass grading option only.

PHL 690/691 M.Phil. Thesis (3, 1) Upon completion of the Supervised Research modules, students will enroll for Thesis. The M.Phil. Thesis is the culmination of the research degree. The thesis committee will be comprised of three members, including Bushnell University faculty supervisor (chair), one other Bushnell University faculty member, and one external committee member. Upon completion of the Thesis, students will defend the thesis before the thesis committee in a public forum to include Bushnell University faculty and student peers. The thesis grade will be assigned by the Thesis Committee, based upon the originality and integrity of the project, the quality of research and writing, and upon the defense.

## **Physical Education**

PE 101/102//201/202/301/302/401/402 Varsity Basketball (men's and women's) (1)

PE 103/104/203/204/303/304/403/404 Baseball (1)

PE 111/112/211/212/311/312/411/412 Varsity Volleyball (1)

PE 115 Personal Health and Wellness 101 (1-2) This course will focus on seven core areas of personal health and wellness. These include nutrition, movement, engaging the outdoors, rest, hydration, moderation, and peace of mind. Students will develop a greater awareness for each of these areas. They will examine how each core area can affect their personal lifestyle habits, participate in active exercises that focus on attaining balance, and achieve a more holistic outlook for their own life.

PE 121/122/221/222/321/322/421/422 Varsity Softball (1)

PE 125 Yoga (1) This course gives basic instruction in Yoga techniques and is designed to promote overall physical health. Repeatable once for credit.

PE 126 Aerobics (1) A low impact aerobics class using movement to upbeat music. This course is designed to strengthen the body through overall conditioning techniques. Repeatable once for credit.

PE 131/132/231/232/331/332/431/432 Varsity Soccer (men's and women's) (1)

PE 141/142/241/242/341/342/441/442 Varsity Cross Country (men's and women's) (1)

PE 155 Pruning Techniques (1) This course will introduce the student to the basic principles of training and pruning most common ornamental and fruit bearing plant species that grow in the Pacific Northwest. Students will learn to use both science and art; to understand basic plant botany, horticultural principles, and the aesthetic ideas behind most pruning techniques. This course is designed for the student who enjoys the outdoors and wants to cultivate an opportunity for consistent physical activity which will contribute to lifelong health and fitness. Class time will include hands-on pruning experience on the Bushnell University campus.

PE 161 Fitness Conditioning (1) This class is designed to provide a start into a fit lifestyle. Students will learn how to lift weights safely and to incorporate cardiovascular exercises into their workout. The combination of lifting weights with aerobic workouts will keep the heart and lungs in shape, improve energy, and increase the overall quality of life. Individual classes may focus more on specific areas of fitness and conditioning (e.g. running). Repeatable once for credit.

PE 162 Ice Skating (1) This course provides instruction in general physical fitness (mind, body, health) including an ice skating fitness emphasis. Cardiovascular conditioning through ice skating exercise activities and other exercise activities will be required. Repeatable once for credit.

PE 163 Water Fitness (1) This class provides a high intensity workout using the resistance of water. Instruction will be in the deep water using flotation belts so there will be no impact or strain on any joints. The workout will improve muscle tone, aerobic capacity, flexibility, strength, and endurance. This class is for all levels from the beginner to the elite athlete and can be used to generally improve level of fitness, as part of a weight loss program, for injury rehabilitation or prevention, or as a method of cross training. Repeatable once for credit.

PE 164 Weightlifting (1) Weight training will provide the student a general knowledge of resistance activities for a healthy lifestyle. The course will provide direction and safe progression with a focus on proper technique enabling the student to continue with these activities throughout life. Repeatable once for credit.

PE 165 Bootcamp (1-2) This class introduces the student to a safe and highly effective workout program that provides the motivation to start and continue a lifestyle of fitness. This class is physically demanding; the student will improve cardiovascular endurance and build muscle mass. Repeatable once for credit.

PE 166 Strength and Flexibility (1) This course introduces students to concepts and movements designed to increase both strength and mobility through the use of weight bearing exercises and activities requiring flexibility. Strength and flexibility training is a valuable tool for lifelong health and wellness. Repeatable once for credit.

PE 171/172/271/272/371/372/471/472 Varsity Golf (men's and women's) (1)

PE 175 CPR/First Aid (1) This course is an opportunity for students to become CPR/AED and First Aid certified through the American Red Cross. It will comply with the American Red Cross program standards and procedures. At the end of the course students will be able to recognize an emergency situation, know what actions to take based on a variety of emergency situations, know how to activate emergency medical services, be able to perform the skills needed to give care to a suddenly injured or ill person, and know how to physically and legally protect themselves when providing care.

PE 181/182/281/282/381/382/481/482 Varsity Outdoor Track and Field (men's and women's) (1)

PE 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

PE 495 Internship (3) Internships provide students an opportunity to apply their classroom learning and gain practical experience in a counseling or social service agency in the community. Students are supervised by professionals in the field and average nine hours per week at their chosen site. Students should consult with their advisor during the semester prior to registration of internship credits.

Prerequisites: Majority of psychology requirements and at least second-semester junior standing.

Repeatable for credit. Pass/no pass grading option only.

## **Physical Education – Teaching**

PHED 383 Introduction to Movement (2) This course introduces students to the function and structure of the human body. This introductory course will cover movement, maintenance, control and anatomy including skeletal, muscular circulatory, and respiratory systems.

PHED 384 Adaptive Physical Education (2) This course will provide students with an overview of typical physical growth and development of PreK-12th grade students and atypical development. Students will gain differentiated skills necessary in teaching students with disabilities, and/or behavioral challenges.

PHED 429 PE Methods for All Grades (2) This course guides students in the investigation of the many facets of a comprehensive physical education program. Emphasis is on the content of the physical education curriculum, developmental levels, teaching strategies, lesson planning, observations and classroom management. Additional context is provided around theories of movement in education, and the role of health and nutrition as part of a physical education program.

PHED 485 Physical Education Practicum (2) Teacher candidates seeking a PE endorsement will take course EDUC 485 that is a PE Practicum. This practicum is a 90 hour school-based practicum requiring the student to work closely with a PE certified teacher. Students will create and teach an edTPA learning segment with supervised support. Students will use a variety of research-based educational practices that reflect how students learn and that are sensitive to individual differences and diverse cultures. This practicum will be evaluated collaboratively with the Cooperating PE teacher and Bushnell University field supervisor.

PHED 583 Introduction to Movement (2) This course introduces students to the function and structure of the human body. This introductory course will cover movement, maintenance, control and anatomy including skeletal, muscular circulatory, and respiratory systems.

PHED 584 Adaptive Physical Education (2) This course will provide students with an overview of typical physical growth and development of PreK-12th grade students and atypical development. Students will gain differentiated skills necessary in teaching students with disabilities, and/or behavioral challenges.

PHED 629 PE Methods for All Grades (2) This course guides students in the investigation of the many facets of a comprehensive physical education program. Emphasis is on the content of the physical education curriculum, developmental levels, teaching strategies, lesson planning, observations and classroom management. Additional context is provided around theories of movement in education, and the role of health and nutrition as part of a physical education program.

PHED 685 Physical Education Practicum (2) Teacher candidates seeking a PE endorsement will take course EDUC 685 that is a PE Practicum. This practicum is a 90 hour school-based practicum requiring

the student to work closely with a PE certified teacher. Students will create and teach an edTPA learning segment with supervised support. Students will use a variety of research-based educational practices that reflect how students learn and that are sensitive to individual differences and diverse cultures. This practicum will be evaluated collaboratively with the Cooperating PE teacher and Bushnell University field supervisor.

## Physics

**PHYS 110 Fundamentals of Physics (3)** This class combines elements of mechanics, electricity and magnetism, as well as the principles of waves and sound. Emphasis is on everyday phenomena and conceptual understanding more than calculations. Co-requisite: PHYS 110L.

**PHYS 110 Fundamentals of Physics Lab (1)** Laboratory to accompany Fundamentals of Physics. Co-requisite: PHYS 110.

**PHYS 122 Meteorology and Astronomy (3)** This course will analyze fundamental physical processes of the atmosphere; their relationships to the daily weather pattern and weather forecasting in the U.S. weather systems; and atmospheric temperature, pressure, and humidity. In the second part of the course, astronomy as a science will be introduced. The fundamental physics concepts underlying stellar astronomy will be investigated. Topics include the sun and its place in our galaxy, exploration of the nature of stars, super novae and stellar black holes.

**PHYS 201 Introduction to Mechanics (3)** A study of the basic concepts of physics. Topics include vector algebra, kinematics of motion, Newton's laws, dynamics of single and many-particle systems, work, energy, momentum, conservation laws, rotational and translational motion, fluid mechanics, thermal equilibrium, temperature, and the laws of thermodynamics. Prerequisite: MATH 130 or MATH 251. Co-requisite: PHYS 201L.

**PHYS 201L Introduction to Mechanics Lab (1)** Laboratory to accompany Introduction to Mechanics. Co-requisite: PHYS 201.

**PHYS 202 Introduction to Electromagnetism (algebra-based) (3)** This course introduces the basic laws of electricity and magnetism, basic circuits, and optics. Topics include electrical force, electric potential, circuits, magnetism, electromagnetic waves, magnetic fields, inductance, reflection, refraction and diffraction. Prerequisite: MATH 130 or MATH 251. Co-requisite: PHYS 202L.

**PHYS 202L Introduction to Electromagnetism Lab (1)** Laboratory to accompany Introduction to Electromagnetism. Co-requisite: PHYS 202.

## Prior Learning Assessment

**PLA 105 (0/1 credit):** Prior Learning Assessment Workshop. This course orients students to the prior learning assessment process. Students will conduct an individual learning analysis and develop an educational plan. Non-admitted students may take the workshop for no credit. Admitted students who have successfully met the requirements for completion of the class may gain one college credit upon acceptance to Bushnell University.

PLA 205 (3 credits): Prior Learning Analysis and Portfolio Development. This course provides an in-depth study of the Kolb method for assessing adult learning at the college level. Students will gain an understanding of the options available to them for gaining credit through the experiential essay and through technical training based on the use of the ACE National Guide for College Credit for Workforce Training. This is a writing intensive course resulting in the creation of a Portfolio which may be submitted to the PLA Coordinator for additional PLA credits. Prerequisites: WR 121 and WR 123/WR 315

PLA 206 (0 credits earned): Prior Learning Related to Specific Courses. Students who successfully complete PLA 205 may continue to seek college-level credits from experiential learning. Each student receives individualized guidance by the professor of PLA 206. Together, they will identify specific Bushnell University courses that relate to the student's prior learning. Students may write up to six experiential essays for each semester of enrollment in PLA 206. Credit is granted upon successful completion of each experiential essay as determined by the parameters of the PLA essay requirements. Prerequisites: WR 315 and PLA 205. Pass/no pass grading option only.

## Psychology

PSY 200 General Psychology (3) An introduction to the scientific study of behavior and mental processes. Specific areas studied are history and systems, research methods, perception, human development, personality, learning, memory, emotion, cognition, psychological disorders, and social behavior. (Satisfies a social science requirement in the General Education Core.)

PSY 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

PSY 240 Vocational Exploration and Psychology (3) This course integrates faith and psychological science, introduces research findings from the psychology of vocation, and includes self-assessment of values, strengths, weaknesses, biases, and interests to inform and guide students in their discernment of calling as it relates to their meaning, purpose, and direction in life and work.

PSY 315 Forensic Psychology (3). An introduction to psychological principles and the legal system. This course includes, but is not limited to, topics such as evaluation and treatment of offenders, victim services, juvenile justice, family services and law, police psychology, risk assessment, and correctional psychology. Prerequisites: PSY 200.

PSY 320 Human Development (3) This course investigates human development from conception through death. Topics include physical, cognitive, perceptual language, social, and moral development across the lifespan. Prerequisites: PSY 200.

PSY 330 Psychology of Learning (3) This course is a survey of learning theories and applications to everyday experiences. Topics include classical conditioning, operant conditioning, and social learning. Prerequisite: PSY 200.

PSY 331 Psychology of Sport (3) This course will review the influence of *psychological* factors on involvement and performance in *sport*, exercise and physical education settings. This will include an

extensive exploration of the field of *sport* and exercise *psychology*, mental skills that can be examined and training to improve athletic and physical performance. Prerequisite: PSY 200

PSY 340 Social Psychology (3) This course is a study of the social behavior of individuals and groups. Topics include conformity, social influence, conflict, justice, altruism, aggression, prejudice, and attitudes. Prerequisite: PSY 200.

PSY 350 Research Methods (3) This course is an introduction to basic research design. Topics include ethical guidelines, experimental design, correlational design, sample selection, questionnaire construction, reliability and validity of measurements, internal and external validity, and qualitative research. Students learn how to prepare manuscripts using APA format and a poster presentation. Prerequisites: PSY 200, MATH 310 or MATH 315.

PSY 370 Cognition (3) A course about mental processes including perception, attention, memory, reasoning, problem solving, decision making, and language. Prerequisite: PSY 200.

PSY 380 Theories of Personality (3) A survey of historical and contemporary theories on personality. Major theoretical approaches include psychoanalytic, behavioral, cognitive, dispositional, social, and humanistic-existential. Prerequisite: PSY 200.

PSY 390 Biological Psychology (3) This course is designed to introduce students to neuroanatomy, brain mechanisms, and the physiological bases of behavior related to sensory systems, movement, sleep, learning, memory, and psychological disorders. Prerequisites: BIOL 111, 200, and PSY 200.

PSY 411 Cross-Cultural Psychology (3). This course is an introduction to the theories and research in the field of cross-cultural psychology. Students will explore research on and applications of the influence of culture on behaviors and thoughts, which include sensation, perception, consciousness, intelligence, human development, emotion, motivation, social perception, interaction, psychological disorders and religious beliefs. Prerequisites: PSY 200.

PSY 414 Psychology of Human Sexuality (3). This seminar course is a review of human sexuality from a psychological perspective. We will focus primarily on US culture, with additional global perspectives. While we will review human sexual function, our principal work will concern studying the complex and deeper intersections of sexuality and who we are psychologically, emotionally, intellectually, socially, and spiritually. To do so, we will focus on sexual development from the child to the adult, sexual orientation, gender identity, attitudes toward sexuality and sexual behavior, intimacy and sexual relationships, social influences on sexuality, atypical sexual interests (paraphilias), sexual dysfunction, paraphilic disorders, and therapeutic approaches to the range of sexual dysfunctions. Students will be expected to reflect maturely and thoughtfully on concepts and issues presented in class. The course will be taught using scientific and research-based information, as well as considerations from Christian perspectives, to further enlarge our study and understanding of human sexuality. Prerequisite: PSY 200.

PSY 420 Abnormal Psychology (3) Psychopathology is examined from a biopsychosocial perspective. Students are introduced to the DSM-V-TR. Topics include etiology, symptoms, and treatment of depressive, anxiety, somatoform, and dissociative disorders, as well as schizophrenia, substance-related and age-related disorders, and personality disorders. Prerequisite: PSY 200.

**PSY 430 Psychology of Addictive Behaviors (3)** This course is designed to provide a basic understanding of the nature of addiction, including progressive stages and the accompanying “system of denial,” the impact of chemical dependency/behavioral addiction on individual users, families and communities, and to explore prevention and intervention strategies and treatment resources. Prerequisite: PSY 200.

**PSY 440 Psychology of Religion (3)** An introduction to empirical approaches in the study of religion from the psychological perspective which includes studying the developmental, psychobiological, and cultural influences that affect beliefs and behaviors. Further, the roles of religion in psychopathology and well-being will be discussed. The course will be taught using a scientific foundation to understand religion. Prerequisite: PSY 200.

**PSY 450 Psychometrics (3)** Students are introduced to educational and psychological assessment, such as measures of aptitude, achievement, intelligence, personality, and vocational interest. An emphasis is placed on principles of psychometrics, including test items, standard scores, reliability and validity, and interpretations. While students have some hands-on experiences with particular measures, this course does not train students to administer these tests. Prerequisites: PSY 200, MATH 310 or MATH 315.

**PSY 465 Introduction to Counseling Skills (3)** This course is designed to introduce basic interviewing skills to students who anticipate future work in Christian ministry, teaching, counseling, or other related fields. While this course involves students’ practice of basic listening, empathy, and rapport-building skills, it is not intended to prepare students for clinical practice. Prerequisites: PSY 200, PSY 420, and at least junior standing. Prerequisite: PSY 200.

**PSY 475 Psychology of Trauma (3)** This course covers the meaning and scope of trauma, the role of betrayal in trauma, trauma in the lives of individuals and families, and the trauma which individuals experience at the hands of several societal institutions: academic, religious, and military. Students will also learn how trauma affects the brain, body, and emotions, during the traumatizing event and over time. Common trauma-related diagnoses and current theories in understanding and effecting healing in individuals who have experienced trauma will be covered. Students in the course will reflect upon faith and biblical scriptures as we ask challenging questions about the intersection of God, Christian belief, and trauma. Prerequisite: PSY 200.

**PSY 490 Research Practicum (1-6)** Research practicum provides research experience to undergraduate students. The student may develop their own or assist faculty on a research project that results in a paper, presentation, and/or publication. Students need permission from the faculty member to register for credit. Prerequisites: PSY 350, majority of psychology requirements, and at least second-semester junior standing. Repeatable for credit.

**PSY 495 Internship (3-6)** Internships provide students an opportunity to apply their classroom learning and gain practical experience in a counseling or social service agency in the community. Students are supervised by professionals in the field and average nine hours per week at their chosen site. Students should consult with their advisor during the semester prior to registration of internship credits. Prerequisites: Majority of psychology requirements and at least second-semester junior standing. Repeatable for credit. Pass/no pass grading option only.

**PSY 499 Senior Capstone (3)** Students have several options for writing the required APA formatted paper: a synthesis paper, a meta-analysis, or original research. Students also prepare an oral

presentation and a faith reflection paper. Limited to senior psychology majors. Prerequisite: PSY 350, MATH 310 or MATH 315.

## **Religious Studies**

RELS 210 The Abrahamic Faiths of Judaism, Christianity, and Islam (2) This course explores the monotheistic traditions of Judaism and Islam, giving attention to historical and phenomenological perspectives. These traditions will be examined from their inception to their modern expressions. At the end of the course, students should have a level of religious literacy for understanding the traditions in question. This course may be used to fulfill an elective in the Bible & Theology major.

RELS 220 Living Religious Traditions of East Asia (2) This course explores the religious traditions of the Far East including Hinduism, Buddhism, Jainism, Sikhism, Taoism, Confucianism, and Shinto, giving attention to historical and phenomenological perspectives. These traditions will be examined from their inception to their modern expressions. At the end of the course, students should have a level of religious literacy for understanding the traditions in question. This course satisfies diversity study requirements. This course may be used to fulfill an elective in the Bible & Theology major.

## **School Counseling**

SCOUN 510 Child/Adolescent Development and Mental Health (3) This course examines physical, social, and cognitive development of infants, elementary school-age children, middle school-age children and adolescents, with special consideration of spiritual and moral development. Development from early childhood through adolescence as it relates to adjustment in an educational setting is emphasized, as is an emphasis on children with physiological, intellectual, and social risk factors. Students will have the opportunity to develop skills and techniques for counseling children in schools. Students will also look in-depth at mental health disorders that are common in schools and will explore how best to serve these students.

SCOUN 515 Instructional Strategies and Classroom Management (2) The focus of this course will be an examination of curriculum development, instructional strategies and classroom management strategies for those students in Track II of the School Counseling Program. Students will learn and practice a variety of strategies for curriculum development for large and small groups that will culminate in the production of the state required work sample or unit of study. Frequently, school counselors will organize school-wide programs, present individual classroom lessons, or other presentations as needed in the school setting. This course is designed to provide an opportunity for school counseling students to study techniques in classroom management, classroom or large group transitions, learning environments, cooperative learning and assessment. In addition, school counselors work closely with administration and teachers, which requires application of collaboration skills, mediation, and cooperation.

SCOUN 516 Curriculum Development (1) The focus of this course is to provide technical and instructional assistance to school counselors at the K-12 level as they develop individual work samples based upon Student Teaching Practicum placements. Each student will use the information from SCOUN 515 to design and prepare the required series of lessons in preparation for student teaching. The

students select topics aligned with the Guidance and Counseling Framework and state standards. Pass/no pass grading option only.

SCOUN 517 Student Teaching Practicum (3) The classroom practicum is an abbreviated student teaching experience offered during the second semester of the program. This supervised practicum consists of a minimum of 200 clock hours in a regular classroom in an accredited school. The experience consists of 75 clock hours of full responsibility for directing learning with a work sample illustrating the ability to foster student learning. Pass/no pass grading option only.

SCOUN 518 Introduction to the Counseling Profession (3) This required forum allows students the opportunity to explore the many questions that surface in their training. It is also intended to be an opportunity to build cohesion within the student cohort by offering an informal forum to discuss common issues, receive feedback from others, meet professionals in the community, and relate to faculty outside a structured setting. Issues such as professional identity, continued education, supervision, portfolios, licensure procedures, and career opportunities are topics of discussion. Students learn the process for compiling their professional portfolio.

SCOUN 520 Counseling Theories and Skills I (3) This course introduces students to theories of counseling from a historical-chronological perspective. Specific orientations include psychoanalytic, Adlerian, person-centered, humanistic-existential, and a variety of cognitive-behavioral approaches to counseling. As students are exposed to these models, they are encouraged to incorporate their own values about the human change process and their faith with these theories in order to begin to define their own theoretical orientation to counseling.

SCOUN 530 Counseling Theories and Skills II (3) Students' preparation for *practica* experience begins with this course. Students learn the basic microskills of counseling, including attending behavior, listening and structuring skills, and reflecting skills, and practice those skills in simulated counseling sessions built around role-plays. Students integrate knowledge from the Theories of Counseling course and develop a personal theory of counseling and a conception of how the skills fit into that model.

SCOUN 540 Ethical and Legal Issues in Counseling (3) This course is designed to expose students to the myriad of ethical issues that surface in counseling settings as well as legal requirements of counselors. Topics include privacy and confidentiality, duty to warn, abuse reporting procedures, licensure and certification, marketing, boundaries in therapeutic relationships, and counselor health and welfare.

SCOUN 560 Crisis Management (3) This course is intended to enable students to identify and diffuse crisis situations to minimize the possibility of clients doing harm to themselves or others. Students learn to identify suicidal ideation and intent and assess levels of potential violence in both face-to-face approaches and via telephone contact. Students learn about professional and community resources available to deal with various levels of crisis and gain an understanding about when and how to refer individuals to those resources. An introduction to critical incidence debriefing is also included in this course.

SCOUN 570 Group Counseling (3) This course is intended to introduce students to the ethics of group counseling, the dynamics of group process, and a variety of techniques for working with specific groups. Students practice facilitating groups in simulated sessions and gain an awareness of their own personal process in a group setting as they take part as members in those simulated group sessions. In and of itself, it is not intended to equip students to conduct counseling groups independently.

SCOUN 580 Counseling Diverse Populations (3) In this course, students investigate attitudes and perspectives regarding gender, race, ethnicity, sexual orientation, age, and other cultural differences. Particular emphasis will be placed upon biblical, historical, and cultural perspectives and the impact current views have on the counseling relationship. Students will be encouraged to expand their points of view of diverse populations leading toward successful therapeutic relationships and an acceptance of all persons.

SCOUN 620 Substance Abuse and Violence Prevention (3) This course is designed to introduce students to issues associated with the use and abuse of drugs and alcohol. Students learn to recognize the abuse or potential abuse of substances, how to screen for the level of abuse, and where and how to refer for treatment. While it is not the intended purpose of the course to equip students for substance abuse counseling, information is presented to expose students to the impact of substance abuse on physiology, the therapeutic relationship, interpersonal relationships, functioning in work and school settings, and counseling outcome.

SCOUN 622 Early Childhood/Elementary Counseling (3) This course is designed to express issues and practice specific to students in this educational level. Theories and skills will be expanded to enhance delivery models in the schools. Particular focus will be placed on the Oregon Framework.

SCOUN 624 Middle/High School Counseling (3) This course is designed to explore issues and practices specific to students in this educational level. Theories and skills will be expanded to enhance delivery models in the schools. Particular focus will be placed on the Oregon Framework.

SCOUN 630 Introduction to Family Systems (3) This course is designed to serve as an introduction to family systems theories and enable students to investigate family issues that surface in counseling. Topics include changing American families, alternative families, family boundaries, domestic violence, physical and sexual abuse, and marital discord.

SCOUN 660 Career Development and Counseling (3) This course is designed to investigate the concept of career by providing an overview of the career development field and the practice of career guidance in elementary and secondary school settings. Students learn theories of career development relevant to children and adolescents, as well as strategies, information, and resources to assist with career decisions (assessment tools, technology, and labor market information). Students will investigate the concept of career as a process that continues throughout the lifespan.

SCOUN 670 Academic/Behavioral Appraisal and Intervention (3) This course is an introduction to the principles of assessment, including reliability and validity of instruments, selection, administration, scoring, and interpretation of selected tests, and the ethics of the use of those instruments, especially with special populations. Types of tests explored include intelligence and general ability tests, achievement and aptitude tests, career and interest inventories, and personality measurements. This course is also designed to assist school counselors with the skills, information and research necessary to advocate on behalf of adolescents with special academic needs. The focus of the course is how counselors participate in developing elementary, middle school or high school educational programs that enhance all students' learning.

SCOUN 680 Research and APA Writing (3) This course presents basic methods of quantitative and qualitative research and program evaluation. It prepares students to be critical consumers of

educational research. They learn to conduct research in an educational setting and how to assist school staff in evaluating educational programs.

SCOUN 695 Internship/Group Supervision (1, 2, 3) Students apply knowledge and skills gained from previous coursework in an educational setting. Students work under supervision of a school counselor, with assistance from a faculty supervisor. They also prepare a professional portfolio that reflects their graduate experiences. Students begin their internship during fall semester of their second year of study and continue into the spring semester. Students in Track I and Track II must document a minimum of 600 clock hours, averaging about 20 hours per week, during their internship. Faculty supervisors visit students at their assigned school regularly during each semester. Pass/no pass grading option only.

## **Sociology**

SOC 200 Introduction to Sociology (3) An introduction to basic concepts and terminology; human behavior in groups, family, education, religion, government; ecology; social deviancy. This course meets diversity study requirements.

SOC 210 Global Issues (3) A survey of selected global issues and problems. This course includes conceptual and analytical tools, exploration of various issues, and various Christian responses to issues. Prerequisites: ANTH 210, SOC 200.

SOC 250 Career and Life Planning (3) This course is designed with the philosophy that you will make better career (and life) decisions, the better you know yourself and the world of work. Thus, this class focuses on self-assessment, and self-awareness; career exploration and researching career options; decision-making and goal setting. It is the focused and flexible approach to career planning—as you focus to plan and pursue your goals, you are flexible as new opportunities and opinions arise. This class is intended both for those exploring their first career, as well as those in career transition.

## **Software Engineering**

SFTE 101 Web Methodologies (3) Survey of front-end web technologies including HTML5, CSS, and JavaScript. Specifically, topics will include understanding the document-object-model, browser debugger tools, and the core of the JavaScript language including variables, control flow, functions, scoping, and basic classes. In addition, students will understand the steps involved in fetching and rendering of a URL.

SFTE 120 JavaScript & Node.js (3) This course is a continuation of topics from web methodologies expanding on JavaScript as a server-side language with classes and prototype inheritance, the event loop, promises, and NPM. Learner will create a full-stack application with a front-end web application connected by APIs to a node.js server. Prerequisite: SFTE 101.

SFTE 130 Python and Data Structures (3) Fundamentals of Python including data structures, object oriented programming, input/output, working with pip and shared libraries, and using APIs. Data structures include queues, stacks, linked lists, binary trees, sorting, and dictionaries.

SFTE 211/212 Java (4, 3) A two-semester sequence that covers the fundamentals of object-oriented programming and algorithms using the Java language and the Java Virtual Machine (JVM). Learners will

learn object-oriented methodologies such as encapsulation, inheritance, and interfaces as well as gain familiarity with Kotlin. Prerequisite: SFTE 120.

**SFTE 220 Linux Systems & the Command-Line Interface (3)** A one semester course covering the structure of the Linux Operating System, the file system, file attributes and permissions, and processes and threads. In addition, students will learn Bash commands and scripting, common utilities, and text editors. Prerequisite: SFTE 130.

**SFTE 310 Databases & Data Modeling (3)** Focuses on both designing/modeling data schemas as well as setting up and using relational database systems effectively. Modeling includes the entity-relationship (ER) approach and ER diagramming and normalization techniques. Relational database learning includes understanding SQL syntax, joins, stored procedures, transactions, and other optimizations, as well as SQL's implementation across several open-source databases. In addition, students will learn about a variety of non-relational databases including document stores (e.g. Mongo), columnar databases, key-value stores, and graph databases. Prerequisite: SFTE 130 or SFTE 211.

**SFTE 320 Networking & the Cloud (3)** This two part semester-long course starts with general networking including the abstract seven layer OSI model, TCP/IP, modern routing of data across routers, and public key cryptography & certificates. The second part of this course covers cloud technologies including popular cloud-hosting providers, server and system setup, serverless technologies, scalability, and security topics such as access control best practices. Prerequisite: SFTE 130 or SFTE 211.

**SFTE 325 Mobile App Development (3)** The first two parts of this course begins with cross-platform mobile app development based on Cordova (e.g. Ionic or React Native). The final part covers native Android development with Kotlin. By the end of this course, you will understand mobile app design patterns and have released your App to the Google Play store. Prerequisite: SFTE 120, SFTE 212

**SFTE 330 Advance Web Methodologies (3)** This course covers the creation of an advanced full-stack web application that includes a database, API-based service powered by a MVC framework, and a front-end Single-Page App (e.g. React, Angular, Vue). It expands on SFTE 120 with a focus on best-practices across the layers of stack including authentication, component design, building, testing, and maintaining. Prerequisite: SFTE 310.

**SFTE 335 Introduction to Embedded Systems (3)** Learn an overview of embedded programming, specifically I/O signaling and hardware/software integration using a mini-computer (e.g. Raspberry Pi). Explore the concepts of working within constraints of embedded hardware, memory management and communication with simple peripherals by interacting with simulation software, and real devices interfaced with a PC and embedded devices. Prerequisite: SFTE 212, SFTE 220

**SFTE 345 Programming with C# and .NET (3)** With many organizations choosing the Microsoft ecosystem, this course covers how to program with C# using the .NET framework. Specifically, you will learn difference between C# and Java, and gain understanding of LINQ, ADO.NET and other aspects of the .NET framework. Throughout the course, you will use Visual Studio and learn about cloud-hosting and deployments with Microsoft Azure. Prerequisite: SFTE 212, SFTE 310

**SFTE 355 Computer Architecture, Operating Systems (3)** This course examines both computer architecture and operating systems built on top. This includes instruction sets, assembly language,

memory and addressing, processes and threads, scheduling, shared resources and synchronization, and memory management. Prerequisite: SFTE 220, SFTE 320

SFTE 365 Game Development (3) Start creating games with C++ using Simple and Fast Multimedia Library (SFML). In this course you will learn about the fundamentals of game creation, collision detection, physics engines, sprite sheets, texture management, shaders, and navigation. Prerequisite: SFTE 130, SFTE 212, SFTE 220, SFTE 310, MATH 331, MATH 320

SFTE 410 Software Engineering Practices (3) This course covers best-practices involved in developing, maintaining, and releasing software in a team environment. Specifically, it encompasses version control systems, test-driven development, software evolution strategies, Quality Assurance (QA) Testing, test-coverage and automated testing, project management methodologies such as Agile, documentation, and continuous integration and deployment. Prerequisite: SFTE 212, SFTE 220, and SFTE 310.

SFTE 420 Connected Systems & API Design (3) Modern applications connect a variety of internal systems and external services together. Designing complex applications and reviewing related case studies will enumerate how to choose the right set of technologies (e.g. databases, languages, frameworks, queuing, utilities, and tools). In addition, when creating clean interfaces for others to connect with your systems, it is crucial to design efficient and effective APIs; API topics include API design, best practices, documentation (e.g. Swagger), security, and scalability. Prerequisite: SFTE 212, SFTE 330.

SFTE 445 Introduction to Machine Learning and AI (3) This is a hands-on introduction to machine learning by training and using models for image recognition, classification, prediction, and natural language processing. This course covers both supervised learning such as neural nets, decisions trees, and random forest along with unsupervised techniques like clustering and dimensionality reduction. Prerequisite: SFTE 130, SFTE 220, SFTE 310, MATH 331, MATH 320, and MATH 315

SFTE 495 Internship (1-3) Repeatable for credit. Pass/no pass grading option only.

SFTE 499 Senior Capstone (3) Theories, concepts, and skills learned in prior course work are integrated into a project based capstone that will result in the production of a software product. Students will work with faculty to develop individualized projects reflecting specific interests of the student. Project that will demonstrate Program outcomes serve as a portfolio work example.

## Spanish

SPAN 101 First-year Spanish I (3) The first course in a two-semester sequence designed for students with 0 to 3 years of high school Spanish or equivalent. Placement into courses is based on the Bushnell University Spanish Placement test or previous credits earned. SPAN 111 covers present indicative of regular and irregular verbs, basic vocabulary (colors, numbers, days, months, weather, time) and introduction to Spanish culture. Prerequisites: None

SPAN 102 First-year Spanish II (3) The second course in a two-semester sequence designed for students with 0 to 3 years of high school Spanish or equivalent. Placement into courses is based on the Bushnell University Spanish Placement test or previous credits earned. SPAN 112 covers preterit, imperfect and present subjunctive, direct and indirect object pronouns and vocabulary (clothes, food, family). Classes

emphasize oral communication and listening comprehension in a cultural context. Prerequisites: SPAN 111 or instructor placement.

SPAN 199 Intensive First-Year Refresher Spanish (4) An intensive refresher course for students who have had between one and three years of high school Spanish. This course focuses on the development of oral skills through the use of communicative activities. Students will be expected to prepare for oral communication by completing one to two hours of homework daily. Homework assignments include listening exercises, grammar worksheets and the reading of short texts. Also, students will be expected to complete a series of written essays associated with in-class oral production. At the end of the course, students will be ready for entrance into Spanish 201.

SPAN 201/202 Second-year Spanish, I & II (3, 3) Designed to emphasize oral communication and listening comprehension in a culturally authentic context. Special attention to the integration of advanced grammar in the development of more complex and authentic native expressions by students. Prerequisites: SPAN 102.

SPAN 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

SPAN 300 Spanish Phonetics (2) Designed to improve pronunciation and intonation through aural/oral practice, written transcription and contrastive analysis with English. Prerequisites: SPAN 202.

SPAN 310 Advanced Spanish Conversation and Composition (3) This course focuses on the development of both interactive communication and written skills through the practice of advanced functions, including stating and defending opinions, reading and responding to texts, summarizing and writing essays. Students will be exposed to a wide register of both written and spoken Spanish, including idiomatic expressions, colloquialisms and slang. Prerequisites: SPAN 202 or equivalent.

SPAN 321/322 Hispanic Culture and Civilization (3, 3) An overview of the major influences in Hispanic culture and civilization, covering pre-Columbian cultures, the conquest and colonization by Spain, the independence of the Americas and 20th century history. Prerequisites: SPAN 202.

SPAN 340 Latino Society and Culture in the U.S. (3) An historic and social survey of the Hispanic influences in the United States from both the American and Latin perspective. Attention will be given to Hispanic culture in politics, religion, and education and the arts. Prerequisites: SPAN 202.

SPAN 350 Spanish Vocabulary and Usage (3) This course builds students' Spanish vocabulary through guided practice, readings, games, dialogues and other activities. Prerequisites: SPAN 202 or equivalent.

SPAN 399 Engagement with the Hispanic Community (2) This course will provide students with the opportunity to immerse themselves in a Spanish-speaking environment to develop their Spanish listening and speaking skills and observe Spanish culture. They will participate in instructor-led discussions in class and online. Class will consist of three segments: (1) three volunteer hours in an authentic Spanish environment; (2) 1 hour of traditional instruction and discussion; (3) 2 hours of online instruction on current topics related to the Hispanic culture and areas in which the students are volunteering. Prerequisites: SPAN 202.

**SPAN 400 Spanish Cinema (3)** This course focuses on the development of listening and writing skills through watching, discussing and analyzing Spanish-language films. Students will be exposed to a wide register of spoken Spanish and a variety of Hispanic cultures throughout the Spanish-speaking world. Prerequisites: SPAN 310, 350 or equivalent.

**SPAN 420 Spanish Translating and Interpreting (3)** This course teaches the skills necessary to translate and interpret English to Spanish and Spanish to English in a variety of settings. Prerequisites: SPAN 310 or 350 or equivalent.

**SPAN 470 Teaching Foreign Language Methods (3)** This course is designed to instruct teachers on how to implement the latest methodology used to teach foreign language, including English. This class is open only to education majors. Prerequisites: SPAN 310 or SPAN 350 or equivalent.

**SPAN 495 Internship (3).** Repeatable for credit. Pass/no pass grading option only.

**SPAN 499 Senior Capstone (3)** Individualized projects reflecting specific interests by the student. Project involves both on-campus meetings under the supervision of a faculty member and off-campus involvement in the Hispanic community.

## **Special Education**

**SPED 301 Foundations of Special Education I (1)** This course introduces students to the Special Education endorsement program. Students will explore requirements, planning tools, effective strategies, and resources available to support students to complete the Special Education endorsement program. The course will also introduce topics related to the integration of faith, professional, and ethical practices in the teaching community. Students will also cultivate a professional learning community through discussion and group assignments with faculty and peers.

**SPED 302 Foundations of Special Education II (1)** This course is designed to develop knowledge and skills related to implementing collaborative and consultative models of special education including (a) building day-to-day working relationships across students, school staff, families, and community partners; (b) establish IEPs and other support plans that are technically adequate (e.g., legal, comprehensive), and contextually appropriate (e.g., functional, culturally responsive); and (c) knowledge of effective and research-based interventions for meeting student's needs.

**SPED 303 Foundations of Special Education III (1)** This course is designed to develop knowledge and skills related to organization and management of student case files across a variety of special education settings (e.g., self-contained, integrated, pull-out services). Students will explore strategies for managing time and resources to provide (a) consultation, training, and coaching to colleagues; (b) development and implementation of IEPs and BSPs; (c) coordinating assessment, data analysis, problem-solving meetings, and progress modifications across multiple students receiving special education services; and (d) communication of relevant information to students, families, school staff, administrators, and service providers for integrated or wrap-around supports.

**SPED 310 Interventions and Accessibility and Functional Skills (2)** This course focuses on evidence-based practices for designing, adapting, delivering, and monitoring instruction related to functional life skills

and accessibility to general curriculum. Students will explore the pre-skills and deficits that may prevent a student from accessing general curriculum. Students will develop skills related to alignment of goals, routines, and functional skill instruction with common core standards. Students will explore a range of assistive technologies, practices, and strategies to evaluate and adopt appropriately based upon student needs.

**SPED 320 Assessment and Evaluation in Special Education (2)** This course is designed to develop knowledge and skills related to the assessment and evaluation of students within the special education context. Students will learn about assessment and evaluation measures and strategies that are commonly used by teachers and specialists within the field of education to gather information across adaptive, personal-social, communication, motor, and cognitive domains. Students will gain direct experience with the implementation of standardized measures, design of measures, and analysis of measure results. Students will explore strategies for using assessment measures collaboratively with children, families, and service providers who are linguistically and culturally diverse including the communication of sensitive results.

**SPED 330 Advanced Classroom and Behavior Management (2)** This course is designed to develop knowledge and skills to support individual and/or groups of students whose social behavior is preventing appropriate access to general classroom settings or instruction. Students will build fluency with principles of behavior analysis and a tiered model of positive behavioral interventions and supports. Students will develop skills needed to (a) identify and assess problem behavior using basic functional behavioral assessment (FBA) methods, (b) design and implement basic positive behavioral interventions that match the intensity of the problem, (c) design learning environments that prevent and reduce problem behaviors, and (d) apply behavioral procedures systematically and systemically. Emphasis will be placed on the outcomes, data, systems, and practices related to providing individual students with severe learning and behavioral problems. Prerequisite: EDUC 322/521.

**SPED 340 Special Education History and Current Issues (2)** This course is designed to survey the range of exceptionalities of individuals, birth through 21 and the current issues surrounding special education. Course content is organized in three areas: (a) historical foundation and context of education for individuals with disabilities; (b) characteristics, definitions, and educational considerations for individuals with disabilities; and (c) current philosophies, legal issues, research, and practices in special education. Prerequisite: EDUC 331/530.

**SPED 350 Academic Instructional Supports and Universal Design for Learning (2)** This course focuses on evidence-based practices for designing, adapting, delivering, and monitoring academic instruction for students receiving special education services. Students will explore the pre-skills and deficits that may prevent a student from accessing general curriculum and also the alignment of goals, routines, and functional skill instruction with common core standards. Students will explore a range of assistive technologies, practices, accommodations, and strategies to evaluate and adopt appropriately based upon student needs. Students will also demonstrate understanding of the principles of Universal Design for Learning (UDL) that foster student engagement by presenting information in multiple ways and allow for broader access to general curriculum. Prerequisites: EDUC 340/541 or EDUC 370/570.

**SPED 395 Special Education Field Experience I (1)** This course provides an initial opportunity for students to explore a variety of school-based settings that serve students with disabilities as well as demonstrate knowledge and skills in the preparation, implementation, and assessment of instruction that includes a positive social and instructional environment and employs developmentally appropriate practices and

use of technology. Pre-service teachers will monitor the engagement of students in learning activities and the progress they are making to determine whether the pace or content of instruction needs to be modified to assure each student progresses toward individual as well as classroom learning goals.

**SPED 396 Special Education Field Experience II (1)** This course explores a variety of school-based settings that serve students with disabilities as well as demonstrate knowledge and skills in the preparation, implementation, and assessment of instruction that includes a positive social and instructional environment and employs developmentally appropriate practices and use of technology. Pre-service teachers will monitor the engagement of students in learning activities and the progress they are making to determine if the pacing or content of instruction needs to be modified to assure each student progresses toward individual as well as classroom learning goals.

**SPED 495 Special Education Student Teaching Experience (3)** This course provides student teachers with a culminating demonstration of knowledge and skills in providing instruction, implementation, and assessment of students who receive special education services within a school setting. Student teachers will (a) prepare a positive instructional setting that employs developmentally and culturally appropriate practices, (b) monitor the behavior and academic engagement of students in learning activities as well as progress toward IEP goals; (c) identify and communicate specific problems or barriers to instruction; and (d) determine if modifications (e.g., pacing, content, accommodations) are needed to ensure that the student(s) achieve appropriate progress toward short- and long-term IEP goals.

**SPED 501 Foundations of Special Education I (1)** This course introduces students to the Special Education endorsement program. Students will explore requirements, planning tools, effective strategies, and resources available to support students to complete the Special Education endorsement program. The course will also introduce topics related to the integration of faith, professional, and ethical practices in the teaching community. Students will also cultivate a professional learning community through discussion and group assignments with faculty and peers.

**SPED 502 Foundations of Special Education II (1)** This course is designed to develop knowledge and skills related to implementing collaborative and consultative models of special education including (a) building day-to-day working relationships across students, school staff, families, and community partners; (b) establish IEPs and other support plans that are technically adequate (e.g., legal, comprehensive), and contextually appropriate (e.g., functional, culturally responsive); and (c) knowledge of effective and research-based interventions for meeting student's needs.

**SPED 503 Foundations of Special Education III (1)** This course is designed to develop knowledge and skills related to organization and management of student case files across a variety of special education settings (e.g., self-contained, integrated, pull-out services). Students will explore strategies for managing time and resources to provide (a) consultation, training, and coaching to colleagues; (b) development and implementation of IEPs and BSPs; (c) coordinating assessment, data analysis, problem-solving meetings, and progress modifications across multiple students receiving special education services; and (d) communication of relevant information to students, families, school staff, administrators, and service providers for integrated or wrap-around supports.

**SPED 510 Interventions and Accessibility and Functional Skills (2)** This course focuses on evidence-based practices for designing, adapting, delivering, and monitoring instruction related to functional life skills and accessibility to general curriculum. Students will explore the pre-skills and deficits that may prevent a student from accessing general curriculum. Students will develop skills related to alignment of goals,

routines, and functional skill instruction with common core standards. Students will explore a range of assistive technologies, practices, and strategies to evaluate and adopt appropriately based upon student needs.

**SPED 520 Assessment and Evaluation in Special Education (2)** This course is designed to develop knowledge and skills related to the assessment and evaluation of students within the special education context. Students will learn about assessment and evaluation measures and strategies that are commonly used by teachers and specialists within the field of education to gather information across adaptive, personal-social, communication, motor, and cognitive domains. Students will gain direct experience with the implementation of standardized measures, design of measures, and analysis of measure results. Students will explore strategies for using assessment measures collaboratively with children, families, and service providers who are linguistically and culturally diverse including the communication of sensitive results.

**SPED 530 Advanced Classroom and Behavior Management (2)** This course is designed to develop knowledge and skills to support individual and/or groups of students whose social behavior is preventing appropriate access to general classroom settings or instruction. Students will build fluency with principles of behavior analysis and a tiered model of positive behavioral interventions and supports. Students will develop skills needed to (a) identify and assess problem behavior using basic functional behavioral assessment (FBA) methods, (b) design and implement basic positive behavioral interventions that match the intensity of the problem, (c) design learning environments that prevent and reduce problem behaviors, and (d) apply behavioral procedures systematically and systemically. Emphasis will be placed on the outcomes, data, systems, and practices related to providing individual students with severe learning and behavioral problems. Prerequisite: EDUC 322/521.

**SPED 540 Special Education History and Current Issues (2)** This course is designed to survey the range of exceptionalities of individuals, birth through 21 and the current issues surrounding special education. Course content is organized in three areas: (a) historical foundation and context of education for individuals with disabilities; (b) characteristics, definitions, and educational considerations for individuals with disabilities; and (c) current philosophies, legal issues, research, and practices in special education. Prerequisite: EDUC 331/530.

**SPED 550 Academic Instructional Supports and Universal Design for Learning (2)** This course focuses on evidence-based practices for designing, adapting, delivering, and monitoring academic instruction for students receiving special education services. Students will explore the pre-skills and deficits that may prevent a student from accessing general curriculum and also the alignment of goals, routines, and functional skill instruction with common core standards. Students will explore a range of assistive technologies, practices, accommodations, and strategies to evaluate and adopt appropriately based upon student needs. Students will also demonstrate understanding of the principles of Universal Design for Learning (UDL) that foster student engagement by presenting information in multiple ways and allow for broader access to general curriculum. Prerequisites: EDUC 340/541 or EDUC 370/570.

**SPED 595 Special Education Field Experience I (1)** This course provides an initial opportunity for students to explore a variety of school-based settings that serve students with disabilities as well as demonstrate knowledge and skills in the preparation, implementation, and assessment of instruction that includes a positive social and instructional environment and employs developmentally appropriate practices and use of technology. Pre-service teachers will monitor the engagement of students in learning activities

and the progress they are making to determine whether the pace or content of instruction needs to be modified to assure each student progresses toward individual as well as classroom learning goals.

**SPED 596 Special Education Field Experience II (1)** This course explores a variety of school-based settings that serve students with disabilities as well as demonstrate knowledge and skills in the preparation, implementation, and assessment of instruction that includes a positive social and instructional environment and employs developmentally appropriate practices and use of technology. Pre-service teachers will monitor the engagement of students in learning activities and the progress they are making to determine if the pacing or content of instruction needs to be modified to assure each student progresses toward individual as well as classroom learning goals.

**SPED 695 Special Education Student Teaching Experience (3)** This course provides student teachers with a culminating demonstration of knowledge and skills in providing instruction, implementation, and assessment of students who receive special education services within a school setting. Student teachers will (a) prepare a positive instructional setting that employs developmentally and culturally appropriate practices, (b) monitor the behavior and academic engagement of students in learning activities as well as progress toward IEP goals; (c) identify and communicate specific problems or barriers to instruction; and (d) determine if modifications (e.g., pacing, content, accommodations) are needed to ensure that the student(s) achieve appropriate progress toward short- and long-term IEP goals.

## **Study Abroad**

SA 207/307/407 Study Abroad

## **Writing**

**WR 100 Introduction to College Writing (2)** An introductory course that stresses the connection between reading, writing, and study skills. Reading skills, vocabulary building, and ease with the writing process are emphasized. The student will move from personal writing to academic writing. The style goal is clarity; the mechanics goal understanding basic sentence patterns. Pass/no pass grading option only.

**WR 121 English Composition (3)** This course prepares the student for academic writing by emphasizing the analytic skills that underlie formal essay writing: making claims, using evidence, and drawing logical conclusions. The course will also focus on correct mechanics and the construction of unified, cohesive paragraphs. Passing grade for graduation requirements is "C-" or better.

**WR 123 English Composition (3)** The second in the series of composition courses. The skills and practices of research writing are practiced, emphasizing correct and effective use of quotations, paraphrases, and summaries and the ability to find and evaluate sources. Students demonstrate these skills by writing a researched position paper of substantive length. Passing grade for graduation requirements is "C-" or better. Prerequisite: WR 121 or equivalent.

**WR 151 Honors Grammar and Composition (3)** An alternate to WR 121, this course in composition and rhetoric is designed for the student who has already mastered basic writing skills. Its goals are to develop the ability to read and think critically, to employ discussion and writing as a means of exploring and refining ideas, and to express those ideas in effective prose. By invitation only.

WR 152 Honors Research Skills (3) An alternate to WR 123, this course in composition, rhetoric, and research is the second in the honors series of First-year composition. Students continue the work of WR 151 by applying the skills of argumentation and critical thinking to advanced work in research essay writing. This course seeks to develop the ability to analyze primary and secondary sources, to synthesize the ideas and conclusions of others, and to support and sustain a thesis in an extended research project. By invitation only.

WR 207-407 Special Topics (3) Special Topics courses are offered from time to time to address subject matter that is not routinely covered in other regular course offerings and may be used to satisfy graduation or elective requirements. Because the specific topic changes for each course offering, this course may be repeated for credit.

WR 311 Writing for the Workplace (3) This course focuses on developing research and writing skills required for most professionals. Assignments include emails, memos, reports, proposals, descriptions, web writing, resumes, and cover letters. Prerequisite: WR 123 or WR 315.

WR 315 Writing for the Social Sciences (3) Students in the fields of psychology, sociology, business, and education learn the skills and practices of research writing, such as effectively using quotations, paraphrases, and summaries, finding and evaluating sources, and properly documenting and formatting their paper according to APA style. Students demonstrate these skills by writing a research paper of substantive length. Prerequisite: WR 121.

WR 332 Creative Writing (3) Students will be introduced to the fundamentals of writing fiction and poetry. Students will study published masters of the craft and practice their own writing in a workshop style.

WR 351 Creative Non-Fiction Writing (3) In this course, students will practice writing in a variety of non-fiction creative genres, such as memoir, nature writing, travel writing, and spiritual autobiography. They will study strong examples of the genre and will workshop their writing, building toward a final portfolio.

WR 410 Advanced Writing (3) Students will complete a major creative project of their choice. They will have the option to write a screenplay, work on a novel, create a full-length non-fiction piece, such as a memoir, write lyrics for a music portfolio, complete a collection of short stories or poems, create and maintain a regular blog or creative website, complete a major research paper, or other projects deemed appropriate by the instructor. Prerequisite: WR 332, WR 351, or instructor permission.

WR 501 Graduate Research and Writing (3) The writing instruction focuses on APA manuscript style and methods for strengthening academic writing. Because good writing reflects clear, logical, and critical thinking, this course is aimed at developing students' ability to frame an idea in a clear, succinct fashion and integrate support for that idea with current research literature. The course also provides an overview of qualitative and quantitative research designs and methodology.

# Index

Academic Calendars .....	i-iii	Clinical Mental Health Counseling, Master of .....	175
Academic Grievance .....	66	Code of Conduct .....	74
Academic Honesty Policy.....	59	Commitment to Evangelism and Mission.....	3
Academic Honors.....	67	Commencement/Graduation .....	68
Academic Policies .....	57	Communication Major .....	104
Academic Disqualification .....	58	Computer Science Major .....	109
Accessibility Services .....	59	Contemporary Music Industry Major .....	111
Account Collections .....	36	Continuing Thesis Policy .....	59
Accounting Certificate .....	200	Core Themes.....	1
Accounting Major		Course Descriptions.....	212-296
(Evening and Online Program).....	150	Course Withdrawal Policy .....	52
(Daytime Undergraduate) .....	90	Criminal Justice Minor .....	156
Accreditation Standards .....	6	Delayed Enrollment.....	21
Active Service Duty.....	68	Deposits .....	35
Add/Drop Course Policy .....	52	Disclosure of Student Records Policy .....	67
Administrative Drop .....	52	Dishonesty and Plagiarism .....	59
Administrative Withdrawal .....	52	Disqualification - Academic .....	58
Administrative Officers and Staff .....	12-13	Disqualification – Financial Aid.....	39
Admission .....	16-30	Drop Course Policy .....	52
Application Procedure		Endorsements	
(Evening and Online Program).....	22	(Evening and Online Program).....	167
(Graduate) .....	25	(Graduate).....	196
(Daytime Undergraduate) .....	16, 17	(Daytime Undergraduate).....	136
Articulation Agreements .....	53	Education, Master of .....	177
Bible & Theology Major.....	92	Educational Philosophy .....	6
Associates Degree .....	144	Edward P. Kellenberger Library .....	69
Biology Major .....	94	English Major .....	114
Board of Trustees .....	15	English for Speakers of Other Languages	
Business Administration Major		(ESOL) Certificate .....	204
(Evening and Online Program).....	152	Exam Policies .....	61
(Daytime Undergraduate) .....	96	Kenisiology Major .....	120
Business Administration, Master of .....	173	Faculty Emeriti.....	11
Calendars.....	i-iii	Faculty .....	9-11
Catalog Changes and Authority Policy.....	68	Federal Tax Benefits .....	50
Certificates		Final Examination Policy.....	61
(Evening and Online Program).....	200	Final Grades .....	60
(Graduate) .....	204	Finance Charges.....	32
Chapel.....	75	Finances.....	32-36
Characteristics of our Churches.....	3	Financial Aid .....	36-50
Christian Ministry Major.....	100	Application Procedure .....	36
Christian Worship Major .....	102	Award.....	43
Church Matching Grant .....	45	Disbursing .....	44
Church Relationships & Theological Context	2	Eligibility.....	37
Class Attendance Policies .....	57	Loan Funds .....	47
Classification of Students .....	63		

Programs .....	44	Pell Grant .....	44
Work Opportunities .....	47	Philosophy Minor .....	130
Fitness Center .....	75	Philosophy in Theology, Master of .....	199
Grants .....	44	Physical Education (PE) Certificate .....	206
General Education Requirements		Plagiarism (Academic Honesty Policy) .....	59
(Evening and Online Program) .....	147	Psychology	
(Daytime Undergraduate) .....	87	(Evening and Online Program) .....	164
Grade Systems & Grade Point Averages .....	62	(Daytime Undergraduate) .....	131
Graduation .....	68	Reenrollment .....	56
Grievance Policy .....	66	Registration .....	51
Health Insurance .....	76	Repeat Classes .....	64
History Major .....	116	RN to BSN Major .....	160
History of Bushnell University .....	2	RN to MSN Program .....	189
Honor Societies .....	5	Room Replacement Key Fees .....	34
Honored Professors .....	11	Satisfactory Academic Progress .....	38
Honors .....	67	School Counseling, Master of .....	194
Honors Program .....	84	Spanish Major .....	134
International Students .....	18	Special Education (SPED) Certificate .....	210
Interdisciplinary Studies Major		Staff .....	12
(Evening and Online Program) .....	157	Student Activities .....	77
(Daytime Undergraduate) .....	119	Student Classification .....	63
Judicial Affairs and Grievance Procedures ...	77	Student Development .....	74-77
Late Arrival for Class .....	57	Student Finances .....	32-50
Late Papers and Assignments .....	60	Study Abroad & Off Campus Study Programs	
Leadership, Master of .....	179	.....	82
Library, Edward P. Kellenberger .....	69	Teacher Education	
Library Fines .....	71	(Evening and Online Program) .....	167
Loans .....	47	(Daytime Undergraduate) .....	134
Mathematics Major .....	124	Teaching, Master of .....	196
Military Credit .....	55	Technology on Campus .....	72
Memberships .....	5	Transfer Credit	
Mental Health & Human Behavior, Master of		(Evening and Online Program) .....	23
.....	184	(Daytime Undergraduate) .....	17
Mission of Bushnell University .....	1	Transfer Evaluation .....	52
Music Major .....	126	Transfer Student .....	17
Non-discrimination Policy .....	68	Trustees .....	15
Nursing, Accelerated Baccalaureate .....	201	Tuition and Fees .....	32
Nursing, Master of .....	185	Tutoring .....	59
Nursing, RN to BSN Major .....	160	Verification (Financial Aid) .....	37
Nursing, RN to MSN Program .....	189	Veterans .....	19, 23, 25
Off Campus Study Programs .....	82	Veteran Educational Benefits .....	49
Officers/Executive Committee of the Board of		Vision of Bushnell University .....	1
Trustees .....	15	Withdrawal (from the University) .....	56
Parking Pass .....	32	Withdrawal (administrative) .....	52
Payment .....	34	Withdrawal (course) .....	52