1983

Center for the Advancement of Education 1983-84 Bulletin

Nova University

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Nova University
Center for the
Advancement of
Education
1983-84 Bulletin
Policies and programs set forth herein become effective September 1, 1983. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova University administration.

Nova University is chartered by the State of Florida and accredited by the Southern Association of Colleges and Schools. Nova University admits students of any race, color, and national or ethnic origin.
Having entered its second decade, Nova University is beginning to see the impact that its graduates are having upon the institutions within our society. Many of the University's programs are mission-oriented, designed to improve the performance of professionals, and evidence is being collected which indicates that Nova alumni are having a strong, positive effect on the institutions in which they are employed.

Independent education must continue to be responsive and adaptable to the varying needs of potential students if it is to represent a true alternative to the tax-supported sector. Nova University is committed to maintaining quality at the same time it is meeting these needs.

Abraham S. Fischler
President

The growth of Nova University as a dynamic, mission-oriented educational institution has been coupled with an intensive search for strategies designed to make each of its courses of study maximally responsive to individual human needs. Hence, Nova University continues to press forward in seeking solutions to major societal problems while offering to its students many opportunities for intellectual challenge, professional preparedness and personal awareness.

Alexander Schure
Chancellor
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Founded in 1964, Nova University is an independent university which is non-sectarian, nonprofit and racially non-discriminatory.

Unusual among institutions of higher education, Nova is a university for all ages. Undergraduate education is offered through Nova College. Numerous graduate programs in a variety of fields provide master’s, doctoral, and post-doctoral education. Also, non-degree, continuing education programs are offered. The University School, a demonstration school, serves children from pre-school through seniors in high school.

In 1970, Nova University joined in an educational consortium with the New York Institute of Technology, an independent, nonprofit institution with campuses in Manhattan and Old Westbury, Suffolk County, Long Island. This mutually beneficial relationship permits each institution to draw on the personal and physical resources of the other, giving maximal benefit to the students of each and to society in general.

With students studying in Florida and in 21 states, Nova University is a university of national scope.

**Accreditation** Nova University is accredited by the Southern Association of Colleges and Schools. The Ph.D Program in Clinical Psychology is provisionally accredited by the American Psychological Association.

**Campus and Off-Campus Locations** The Nova University main campus is located on a 200-acre site west of Fort Lauderdale at 3301 College Avenue in the town of Davie, Florida. It is 10 miles inland from the Atlantic Ocean and is easily accessible from major U.S. and state highways, including I-95 and Florida’s turnpike.

The Center for the Study of Law is located at 3100 S. W. 9th Avenue in Fort Lauderdale.

Nova University at Coral Springs is located at 3501 University Drive. Degree programs, non-credit courses, and cultural events that serve the residents in north Broward County and in Palm Beach County are held in Coral Springs.

The Oceanographic Center is located on the south side of the marine entrance to Port Everglades at 8000 North Ocean Drive, Dania, Florida.

Many Nova University students attend classes on the main campus, at the Law Center, or at Coral Springs. Consistent with its educational mission to provide educational opportunities for adult students wherever they may be, Nova offers degree programs and continuing education experiences at off-campus centers locally, throughout Florida, across the United States, and in foreign countries.

With the New York Institute of Technology, Nova University maintains an office in Washington, D.C. It is located at 1511 K St., N.W., Suite 624.
The Center for the Advancement of Education is dedicated to the training and continuing support of teachers, administrators, trainers, and others working in education and related helping professions. These practitioners serve as the bridge between the knowledge base in education and the quality of education experienced by their students. The center hopes to fulfill its commitment to the advancement of education by serving as a resource for practitioners and by supporting them in their self-development.

In accomplishing its mission, the center offers educational programs designed to meet the needs of the practitioner and makes a special commitment to provide educational programs in those geographical areas in which there are few resources for the training and for the professional support of practitioners in education.

Because of its commitment to the working professional, the center offers alternative delivery systems for education that are adaptable to practitioners’ work schedules and locations. Center programs reflect and anticipate the needs of practitioners to become more effective in their current positions, to fill emerging roles in the education field, and to be ready to accept changing responsibilities within their own organizations. The center also aids professional educators in achieving personal goals, including certification requirements.

The programs offered by the center:
Master's Program for Child Care Administrators
This program, designed for administrators, emphasizes one of the following specializations: 1) Administration of Day Care and Preschool Programs for Young Children, and 2) Administration of Residential, Treatment, and Community-Based Programs for Children and Youth. Students study four modules of course work, complete a major applied project (practicum), and attend an institute. The primary mode of instruction is guided study.

Graduate Education Module (GEM) Program
The participants include teachers, administrators, and health educators seeking master's and educational specialist degrees, additional areas of certification, extension of certificate and "redirection" credits in 23 majors. Graduate Education Module (GEM) learning experiences are organized into six- and nine-credit modules, the latter taught by faculty teams.

Master of Arts in Teaching
This program is designed to prepare, for a career in teaching, the person whose undergraduate degree was not in education. The program's major components include the completion of modules in the GEM program and a full year of internship at The University School of Nova University.

Ed.D in Early and Middle Childhood
This field-based program is designed for employed professionals who hope to achieve leadership positions in early and middle childhood. Participation is open to educators, counselors, psychologists, social service personnel, and other helping professionals, who have an impact on the lives of young children. The program's three components consist of five study areas, two practicums, and two summer institutes.

Ph.D. in Applied Developmental Psychology
This program is an on-campus, full-time degree experience for persons seeking careers in developmental assessment, program development and evaluation, management of programs for children and families, and applied research.
MASTER'S PROGRAM FOR
CHILD CARE ADMINISTRATORS

Nova University offers a field-based master's degree program designed specifically for administrators of child care programs. There are two specializations within this major: administration of day care and preschool programs for young children; administration of residential, treatment, and community-based programs for children and adolescents. The program is offered in a guided study format. Guided study students receive specially prepared course materials that enable them to do reading and assignments without coming to the Nova campus. Nova faculty work with students in regularly scheduled telephone tutorials. Many of the activities and assignments in the program of studies relate directly to managerial tasks within the students' job settings. During the period of the program students attend one workshop. Workshops enable students to interact directly with Nova faculty, fellow students, and nationally recognized experts in child care and related fields. Students also perform practicums, problem-solving projects in which they design and implement solutions to management or program effectiveness problems within their settings.

Admission Requirements Because the Master's Program for Child Care Administrators is designed specifically to meet the needs of working professionals, admission is restricted to those persons who can undertake the managerial and supervisory tasks required in the course assignments.

Admission requirements for administrators of programs for young children:

1) A baccalaureate degree from a regionally accredited college or university
2) Administrative or supervisory responsibilities in a program for young children (For example, Head Start, day care, and preschool program directors are eligible for admission, as are C administrators with umbrella agencies.)
3) Evidence of ability for successful independent study at graduate level

Admission requirements for administrators of residential, treatment, and community-based programs for children and adolescents:

1) A baccalaureate degree from a regionally accredited institution
2) Two years of full-time experience as a youth or child care worker in a residential setting, group-living setting, or community setting
3) Administrative of supervisory responsibility in a youth or child care program
4) Evidence of ability for successful independent study at graduate level
Transfer of Credit  Thirty-six credits of graduate work must be completed for the M.S. degree. Transfer of graduate level credits up to a maximum of six semester hours from an accredited institution (with a grade of A or B) may be allowed upon approval of the Student Affairs Advisor. These credits must have been earned within the past ten years.

Program Overview  Students in the Master’s Program for Child Care Administrators enter at specified times and form a “cohort” that follows the same schedule and meets at the required workshop session during the program. Members of a “cohort” may be widely distributed geographically but will have opportunities to interact and share assignments through the workshop session, telephone conferences, and study groups when possible.

Course work for the program is grouped into 6-credit Common Core Modules and 9-credit Major Modules, units of two and three related courses respectively under supervision of the same faculty team. Each cohort will have its own schedule for completion of the master’s program. Each 6-credit Module is three months long and each 9-credit Module is four months long. There are one or more “catch-up” breaks included in each cohort’s schedule. Course work will require approximately eighteen months. An additional period may be taken by students to finish the practicum, giving a total of twenty-four months for finishing the program. During the students time in the program they will be required to attend one workshop. The workshop is a required experience in which students meet with other members of their cohort, Nova faculty, and other experts in their field. Students specializing in administration of day care and preschool programs for young children spend one week at a workshop which is held in conjunction with the annual conference of the National Association for the Education of Young Children. Students specializing in administration of residential, treatment, and community-based programs for children and adolescents attend a one week workshop on Nova’s main campus.
Specialization in Administration of Day Care and Preschool Programs

Major Module: Development of Programs for Young Children (9 credits)

Major Module: Administration of Children's Programs (9 credits)

CCM Core I: Politics and Policy in Child Care (6 credits)

CCM Core II: Management: Legal and Financial Aspects and Program Practicum (6 credits) Evaluation (6 credits)

The practicum may be undertaken at anytime after the student successfully completes a 9-credit Major Module. Students receive detailed guidelines and supervision in planning and reporting on their practicum projects.

Workshop: “Current Topics in Programs for Young Children” (one week, required)

Workshop: “Therapeutic Programs for Children and Adolescents” (one week, required)

Academic Expectations

Admission to Candidacy After completion of a Major Module or two Core Modules with a 3.0 or higher grade point average, the student is eligible for admission as a candidate for the master’s degree. During the first Module the student must submit three letters of recommendation from colleagues or other persons who know his/her work and an official transcript, sent directly to Nova University, from the previous degree granting institution. The Candidacy Committee then evaluates completed files, confirms that the required 3.0 grade point average was earned on the initial Module(s), and notifies the student of admission to degree candidacy.

Grading Since students are expected to produce quality, graduate level work, a grade-point average of at least 3.0 (B) must be maintained for retention in the program. Incomplete grades must be made up within four months of the ending date of the module. Failure to do so within the four-month limit will result in a change of grade from I to F.

The evaluation system includes:

- A = Excellent achievement
- B = Good achievement
- C = Below expectations for a graduate student
- D = Poor achievement
- F = Failure
- I = Incomplete
Degree Completion Requirements  To graduate, a student must successfully complete two Major Modules and two Core Modules, a total of 30 credits, and a 6-credit Practicum. In addition, students are expected to attend and participate actively in one Workshop experience during their time in the program.

Students who are faced with a temporary personal or professional crisis and find that they cannot keep up with their cohort may withdraw from the program. Students who officially withdraw may petition the Director if they wish to re-enter the program with another cohort, picking up their course of study at the point following the last module for which they received a grade. Students may re-enter the program only once and will be expected to follow all regulations applying to the new cohort they join.

Registration  Students register through the Director of the Master's Program for Child Care Administrators. Registration materials for each module will be sent automatically to each cohort member. Registration materials for the Practicum will be sent automatically to students admitted to candidacy. (Students may register for the Practicum at any time after admission to degree candidacy.)
Grievance When questions about procedures, decisions, or judgments occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. An appeals policy is available upon request from the Student Affairs Department.

Student Costs Costs include a $25.00 one-time, nonrefundable application fee for students who have not previously applied to a Nova program. Tuition is $80.00 per credit, with a $75.00 materials fee for Guided Study course work. A 9-credit Guided Study Module costs $795.00; a 6-credit Module, $555.00; the Practicum Module, $480.00. Total cost for tuition for the program is $3,180.00. Students will have no textbook costs, since textbooks, guides and all course-related materials are included in the materials fee charged for Guided Study course work. There is no fee for the required workshop experience but room, board, and travel for the workshop are at the student’s expense. (Tuition and fees are subject to change without notice.)

Tuition Payment Policy

Application Fee—$25.00 payable with all new student applications
Major Module—$720.00 plus $75.00 service fee
   $315.00 payable one business week before the cohort’s starting date for the module
   $240.00 payable by the end of the fifth business week of the module
   $240.00 payable by the end of the ninth business week of the module
Common Core Module—$480.00 plus $75.00 service fee
   $315.00 payable one business week before the cohort’s starting date for the module
   $240.00 payable by the end of the fifth business week of the module.

A late fee of $20.00 will be charged for payments received after the due date.
Tuition Refund Policy  Any student wishing to withdraw from the program must notify the director of the Master's Program for Child Care Administrators in writing. No part of the application fee will be refunded. Refunds for 6- and 9-credit Modules are based on the following:

For 100% refund, withdrawal in writing prior to the official beginning of the module.
For 75% refund, withdrawal in writing before the third week of the cohort's involvement with the module.
For 50% refund, withdrawal in writing before the fifth week of the cohort's involvement in the module.
No refund after the fifth week.
Refunds will be based on the postmark date of written notification.

Financial Aid  Nova University operates several programs for student financial aid in order to assist students in meeting direct and indirect educational expenses. Its financial aid programs derive from federal, state, and private sources. Details of the various programs are available from the Office of Financial Aid, Nova University. Telephone number (305) 475-7409.
Module Descriptions

CCM CORE I — Politics and Policy in Child Care, 6 credits This module is an introduction to child care policy and child advocacy. An overview of the history of child care and the child care profession is provided. Specific skills and techniques in child advocacy are covered. (CCM 510, CCM 565)

CCM CORE II — Management: Legal and Financial Aspects and Program Evaluation, 6 credits This module provides basic background in financial management and budgeting and laws relating to nonprofit and proprietary programs for children and adolescents. (CCM 535, AS 505)

DEVELOPMENT OF PROGRAMS FOR YOUNG CHILDREN, 9 credits This module covers theory and research in child development and their application to the design of programs for young children. The emphasis of the module is on program selection, development, and implementation skills. (HB 501, EC 5281, CU 501)

THERAPEUTIC PROGRAMS FOR CHILDREN, 9 credits This module provides an overview of theory, research, and practice in the design and delivery of supportive and therapeutic programs for children and adolescents. The focus is on the design and delivery of a total, integrated program. (CCM 501, CCM 502, CCM 503)

ADMINISTRATION OF CHILDREN'S PROGRAMS — Management Skills, 9 credits This module is designed to provide current and potential administrators with the skills required to run small scale independent programs or projects in the nonprofit or independent school sector as well as the skills required for the administration of K-6 public schools. There is an emphasis on program planning, grantsmanship, budgeting, and program development in addition to leadership and supervisory skills. (AS 500, AS 520, AS 550)

Course Descriptions*

ADMINISTRATION

AS 500 Educational Resource Development This course covers major sources of financial and non-financial resources for schools. It provides an orientation to federal, state, and local funding sources, as well as to funding by foundations. Non-financial resources discussed include school volunteer programs and freeloaned, and reduced-rental equipment and materials. Through this course students will develop skills in approaching and negotiating with various funding agencies and they will develop techniques for writing proposals.

AS 505 Evaluation for Administrators This course will prepare the administrator to evaluate the full range of activities for which he or she is responsible. Techniques will range from informal, in-house methods to the employment of sophisticated consultants.

AS 520 Professional Seminar in Administration and Supervision of Educational Systems This is a basic administration course covering all aspects of leadership philosophy, style and performance as well as administrative professionalism. Basic techniques of management and supervision are covered. Emphasis is on the job rights and job responsibilities of the chief building-level administrator.

AS 550 Supervision of School Personnel This course provides an orientation to school planning, organization, personnel motivation, inservice training, supervision and evaluation of personnel, and the techniques of successful supervision.

*Descriptions of the courses which are grouped together to form the 6- and 9-credit modules.
CHILD CARE MANAGEMENT

CCM 501 Theories and Research in the Development of Personality and Behavior This course covers theories and research in child development, personality, and learning that form the foundations for therapeutic and support programs for children and adolescents.

CCM 502 Counseling and Intervention Techniques for Children's Programs This course is an overview of counseling and intervention techniques and practices for use in residential, treatment, and community-based programs for children and youth.

CCM 503 Design of the Therapeutic Environment This course covers the design and implementation of therapeutic milieus for children and adolescents.

CCM 510 Profession An historical review of child care and a socio-political analysis of its status as an occupation and as a human service.

CCM 535 Legal and Financial Aspects of Child Care Management This course covers basic background in financial management and law relating to proprietary and non-profit programs for children and adolescents. Topics include financial management and planning, budgeting, personnel law, licensing, and child custody issues.

CCM 565 Policy The policy making process as it relates to children and families. A review of current agencies and organizations involved in developing and implementing child and family policy and programs. Principles of child advocacy.

CURRICULUM

CU 501 Curriculum Study of the design and implementation of formal curriculum models. An examination of the research completed on these models, as well as the conceptual basis for less formal models of curriculum.

EARLY CHILDHOOD

EC 5281 Individualized Instruction in Early Childhood Education I (Theory) Exploration of different early childhood model programs for young children, in-depth studies of curriculum including self-concept development, social studies experiences, activities, and mathematics for early childhood programs.

HUMAN BEHAVIOR

HB 501 Child Development This course focuses on growth and development of the child from the prenatal period through the middle child years. All facets of development are considered including physical, intellectual, social, emotional and creative.

PRACTICUM

CCM 688 The practicum is a job-related, problem-solving project designed by the student, the desired result of which is improving an unsatisfactory educational situation. This systematic process includes submission of a formal proposal (including problem documentation, operational objectives, and a review of the literature), implementation and evaluation of the chosen solution strategy, and submission of a final report which describes the entire process. The student attends a workshop, receives a descriptive handbook, and works closely with a Faculty Advisor during this component of the program.
The GEM Programs

The Graduate Education Module GEM Programs, provide opportunities for full-time professionals to pursue master's or educational specialist degrees in 23 major areas. The focus is on the improvement of practice and the achievement of career objectives.

The graphic below shows the five academic requirements for completion of a 36 semester-credit-hour GEM program. It is in circular form to indicate that entry into a program can occur at the beginning of any of these cycles during the year. A more detailed description of the requirements follows.

The requirements are:

- Two Nine-credit Modules = 18 credits
- Two Core I Courses = 6 credits
- Two Core II Courses = 6 credits
- The Practicum = 6 credits
- 36 credits

Although only two NINE-CREDIT MODULES are required for degree programs, the graphic shows that there are three times during the year when these are offered. The "extra" time for the MODULES is during the Summer Cycle in a five week intensive period in July and early August.

NINE-CREDIT MODULES contain three courses in specific areas of study, blended together in single, content-integrated, nine-credit learning experiences. The Modules are taught by FACULTY TEAMS of highly qualified local instructors who are themselves current practitioners in the fields they teach.
The CORE COURSES, two in Core I and two in Core II, contain topics of broad interest and importance to educators. Students in most GEM majors take the Core Courses together with students in other majors. Some GEM major programs include their own special Core Courses. (See Contents of Modules and Courses, p. 18)

Requirements for the Educational Specialist Degree (36 credits beyond the Master's) differ from requirements for the Master's Degree in two ways:

- Special Core Courses are required, parallel to the Master's Core Courses but at a more advanced level.
- Candidates must satisfy more stringent requirements for the Practicum, sharing and disseminating their work with other GEM students and the educational community, producing an annotated bibliography and providing assistance at Practicum Orientation Workshops.

The Practicum project can be initiated anytime after the completion of the first nine credits of study. It can be completed while attending classes or after all class work has been taken. A local practicum advisor, an expert in the particular area of study, is assigned to provide individual guidance and assistance. A PRACTICUM ORIENTATION WORKSHOP is conducted at each GEM site at least two times per year. After a proposal is approved by the practicum advisor, the project is implemented during a 10-20 week period or longer. The final report documents the entire process and the results. Since the practicum project involves a substantial application of learning (in the major area of study) to the solution of a critical problem existing in the student's own work setting (e.g., a classroom), the resulting improvement in educational practice is an exciting aspect of the GEM Programs. Dissemination of excellent Practicums by computerized network to educators across the country is now gaining national exposure for many GEM students. The final grade for the Practicum is awarded by the Director of Practicums on the recommendation of the Practicum Advisor.

- The length of time varies for completion of all five requirements. Students who register for consecutive Cycles and complete the PRACTICUM requirement while attending classes can finish a degree program in one calendar year. Many students take 15-18 months to complete all requirements. CAE permits up to four years to finish a degree program.
The GEM Majors

The chart below shows the 23 major programs available and the two NINE-CREDIT MODULES required for each. An ELECTIVE MODULE is any other available MODULE the student selects. Some majors require both NINE-CREDIT MODULES in the major field, usually to meet state certification requirements. In most cases the two MODULES can be taken in either order, i.e., the GEM Programs are designed so that there are no prerequisites for the MODULES and CORE COURSES.

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>MODULE</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Administration of Children's Programs</td>
<td>ACP</td>
<td>EC²</td>
</tr>
<tr>
<td>2) Administration and Supervision (K-12)</td>
<td>A&amp;S-I</td>
<td>A&amp;S-II</td>
</tr>
<tr>
<td>3) Adult Education</td>
<td>Adult Ed.</td>
<td>Elective Module</td>
</tr>
<tr>
<td>4) Bilingual Education</td>
<td>BLE/TESOL-I</td>
<td>BLE-II</td>
</tr>
<tr>
<td>5) Computer Applications¹</td>
<td>CED I</td>
<td>CAP &amp; 2 CED courses</td>
</tr>
<tr>
<td>6) Computer Education</td>
<td>CED I</td>
<td>CED II ⁴</td>
</tr>
<tr>
<td>7) Computer Studies⁵</td>
<td>CED I²</td>
<td>CED II &amp; CED III³</td>
</tr>
<tr>
<td>8) Curriculum Design</td>
<td>Curriculum/ LR-II</td>
<td>Elective Module</td>
</tr>
<tr>
<td>9) Early Childhood</td>
<td>EC</td>
<td>Elective Module</td>
</tr>
<tr>
<td>10) Early Intervention Programs</td>
<td>EIP</td>
<td>EC²</td>
</tr>
<tr>
<td>11) Elementary Education</td>
<td>Elem. Ed.</td>
<td>Elective Module</td>
</tr>
<tr>
<td>12) Emotionally Handicapped Education</td>
<td>EH</td>
<td>Elective Module</td>
</tr>
<tr>
<td>13) English Education</td>
<td>ENG</td>
<td>Elective Module</td>
</tr>
<tr>
<td>14) Gifted Child Education</td>
<td>Gifted</td>
<td>Elective Module</td>
</tr>
<tr>
<td>15) Health Education</td>
<td>Health</td>
<td>Elective Module</td>
</tr>
<tr>
<td>16) Learning Resources</td>
<td>LR-I</td>
<td>LR-II/Curriculum Design</td>
</tr>
<tr>
<td>17) Math Education</td>
<td>MAT</td>
<td>Elective Module</td>
</tr>
<tr>
<td>18) Physical Education</td>
<td>PED</td>
<td>Elective Module</td>
</tr>
<tr>
<td>19) Reading</td>
<td>Read-I</td>
<td>Read-II</td>
</tr>
<tr>
<td>20) Science Education</td>
<td>SCI</td>
<td>Elective Module</td>
</tr>
<tr>
<td>21) Social Studies Education</td>
<td>SST</td>
<td>Elective Module</td>
</tr>
<tr>
<td>22) Specific Learning Disabilities</td>
<td>SLD-I</td>
<td>SLD-II</td>
</tr>
<tr>
<td>23) Teaching English to Speakers of Other Languages</td>
<td>BLE/TESOL-I</td>
<td>TESOL-II</td>
</tr>
</tbody>
</table>

¹Offered on the Fort Lauderdale Campus only.
²Other Modules may be taken with approval from a Student Affairs advisor.
³Computer Studies M.S. majors take CED modules I, II and III; Ed.S. level majors take CED III, IV and V. Transfers must match courses in the modules.
⁴Experienced programmers may substitute CED III for CED II. Those with extensive microcomputer experience, including PILOT, may replace CED I.
⁵Florida students already certified in the area of Mental Retardation or Emotionally Disturbed need only take S.L.D. I for certification in that area and may choose an elective module to meet degree requirements.

NOTE: The contents of CED I have been approved by the Florida DOE to extend the teaching certificate of any Florida teacher, regardless of the current area of certification.

*Due to Florida certifications requirements READING majors must confer with a counselor before registering for CORE I.
*For the LR Program, CORE II must be taken prior to LR II/Curriculum Design.
The Computer-Hyphenated Major
The special COMPUTER-HYPHENATED MAJOR offers the student interested in the educational uses of microcomputers a combined program applying computer knowledge and skills to another major GEM area. The requirements are:

2 MODULES in Computer Education
   or
Computer Applications
   or
Computer Studies

1 MODULE in any other GEM majorpermitting an ELECTIVE MODULE

1 CORE COURSE (suggested by a GEM counselor)

THE PRACTICUM (combining both major areas)

Credits

= 18

= 9

= 3

= 6

36
Counseling Services

The STUDENT AFFAIRS DEPARTMENT at CAE consists of three full-time counselors, available in person and by telephone for information and advice to GEM students. (The toll-free numbers from all GEM sites are listed below the maps on page 1). A number of other CAE staff members are also trained counselors. The SITE COORDINATOR at each GEM site provides local counseling and program information. A publication called the FACTSHEET, containing program information, is distributed to all GEM students at least once each CYCLE.

Guided Study

In some cases, NINE-CREDIT MODULES needed to complete students' programs are not available in the normal classroom mode of instruction due to an insufficient number of registrations. In order to guarantee completion of GEM Programs when this occurs, the GUIDED STUDY format is offered for many MODULES. The same NINE-CREDIT MODULE that would have been conducted in the classroom situation is completed on an individual basis during the same 15- or 16-week period. The instructors, based on the main campus at Fort Lauderdale, schedule bi-weekly telephone calls to GUIDED STUDY students, monitoring progress and providing feedback on the assignments which are completed and mailed to the CAE offices. Two examinations are required, both taken at the local GEM site and proctored by the SITE COORDINATOR. A GUIDED STUDY KIT is provided, containing the textbooks, special learning materials and procedural instructions. A special fee is charged to GUIDED STUDY students (see FEES on p. 14) to cover costs of books, postage, telephone and administrative expenses. The following policies apply to GUIDED STUDY work:

- Only degree-seeking students can complete NINE-CREDIT MODULES using this format.
- Only students who have already completed another NINE-CREDIT MODULE in the regular classroom format are eligible for GUIDED STUDY.
Contents of Modules and Courses
The following is a list of all GEM courses contained singly or within NINE-CREDIT MODULES. After completion of NINE-CREDIT MODULES, grades are posted on transcripts with the courses listed just as they appear here. This listing is accurate as of September, 1983.

Core Courses

Master of Science:
M.S. CORE I
CU 500 Modern Curriculum Design
*CU 530 Measurement and Evaluation of Educational Systems

M.S. CORE II
EP 560 Survey of Exceptionalities

Educational Specialist:
Ed.S. CORE I
EDU 547 Teaching: Principles and Practices

Ed.S. CORE II
AS 516 School Law

AS 580 Administration of Exceptional Student Education

AS 616 Applications of School Law

Health and Learning Resources Core Courses
HEALTH and LEARNING RESOURCES majors are available at selected sites. Completion of the Learning Resources major leads to Florida State Certification as a Media Specialist. These majors require completion of the following CORE courses. Other majors may take these courses in place of the regular M.S. or Ed.S. CORE courses with permission of a Counselor.

M.S./Ed.S CORE I—HEALTH
HE 500 Foundations of Health Education
HE 535 Program Development in Health Education

M.S. CORE I—LEARNING RESOURCES
LT 521 Innovative Operation of School Media Centers
LT 522 Analysis, Retrieval, and Dissemination of Information

Ed.S. CORE I—LEARNING RESOURCES
LT 621 Effective Functioning of School Media Centers
LT 622 Use of Modern Technology to Improve Bibliographic Control

M.S./Ed.S. CORE II—LEARNING RESOURCES/HEALTH
CU 514 Utilization of Multi-Sensory Materials
CU 519 Design of Mediated Learning Materials

*To meet Florida certification requirements, M.S. students majoring in READING must take EDU 580 in Core I on the Ed.S. level instead of CU 530.
Bilingual Education/TESOL Core Courses

BLE/TESOL students take the regular Core I courses for the M.S. or Ed.S. degrees. However, they will take the following courses for Core II:

M.S./Ed.S. CORE II—BILINGUAL/TESOL
BLE 546 Applied Curriculum Design in BLE/TESOL
BLE 547 Testing and Evaluation in BLE/TESOL

Nine-Credit Modules

1) ADMINISTRATION OF CHILDREN’S PROGRAMS
   AS 500 Educational Resource Development (Budget)
   AS 520 Professional Seminar in Administration and Supervision of Educational Systems
   AS 550 Supervision of School Personnel

2) ADMINISTRATION AND SUPERVISION—I
   AS 500 Educational Resource Development (Budget)
   CU 510 Survey of Educational Innovations
   CU 545 Educational Theory Into Practice

3) ADMINISTRATION AND SUPERVISION—II
   AS 509 Clinical Supervision of Teachers
   AS 520 Professional Seminar in Administration and Supervision of Educational Systems
   AS 550 Supervision of School Personnel

4) ADULT EDUCATION
   AS 610 Organization and Administration of Adult and Community Education
   AS 630 Methods and Materials of Instruction for Disadvantaged Adults
   AS 640 Community School Administration

5) COMPUTER APPLICATIONS
   BED 500 Word Processing with Microcomputers
   CED 521 Computer Assisted Instruction (Courseware Version)
   CED 721 Administrative Applications of Microcomputers

6) COMPUTER EDUCATION I
   CED 600 Teaching Computer Literacy
   CED 617 Software Search and Evaluation
   CED 726 Programming Microcomputers in PILOT

7) COMPUTER EDUCATION II
   CED 680 Teaching BASIC Programming
   CED 725 Programming Microcomputers
   CED 735 Advanced Programming of Microcomputers in BASIC
8) COMPUTER EDUCATION III
CED 610 Authoring Tools
CED 621 Computer-Assisted Instruction
CED 728 Programming Microcomputers in Pascal

9) COMPUTER EDUCATION IV
CED 622 Interactive Video
CED 721 Administrative Applications of Microcomputers
CED 729 Advanced Programming of Microcomputers in Pascal

10) COMPUTER EDUCATION V
CED 740 Artificial Intelligence
CED 745 Simulation
CED 760 New Technology

11) EARLY CHILDHOOD EDUCATION
EC 5281 Individualized Instruction in Early Childhood I (Theory)
EC 5282 Individualized Instruction in Early Childhood II (Practice)
HB 501 Child Development

12) EARLY INTERVENTION PROGRAMS
EC 552 Assessment in Early Childhood
EC 557 Early Intervention Programs
EC 558 Observation and Assessment of Young Children

13) ELEMENTARY EDUCATION
ELE 541 Creativity in Elementary School Curriculum
ELE 542 Materials in the Teaching of Elementary Arithmetic and Science
ELE 730 Reading in the Elementary School

14) EMOTIONALLY HANDICAPPED EDUCATION
EP 529 Workshop in Educational Programming for the Emotionally Disturbed and Socially Maladjusted Child
EP 530 Workshop in Class Management: Methods and Techniques for the Emotionally Disturbed and Socially Maladjusted Child
EP 532 Precision Teaching and Behavior Modification for the Emotionally Disturbed and Socially Maladjusted Child

15) ENGLISH EDUCATION
ENG 620 Developmental Writing
ENG 630 English Workshop
ENG 640 Rhetoric: Fundamentals of Speech Communication

16) GIFTED CHILD EDUCATION
EDU 550 Introduction to the Nature and Needs of the Gifted Child
EDU 551 Educational Procedures for the Gifted Child
EDU 555 Seminar for the Guidance of Gifted Children
17) HEALTH I  
HE 565 Human Sexuality in Health Education  
HE 570 Gerontology and the Health Educator  
HE 575 Drug Abuse in Health Education  

18) HEALTH II  
HE 526 Stress Management  
HE 545 Fitness Education  
HE 580 Behavioral/Medicine and Counseling  

19) HEALTH III  
HE 502 Implications of Environmental Health  
HE 505 Consumer Health Education  
HE 510 Social Support Systems  

20) HEALTH IV  
HE 530 Research and Evaluation of Health Problems  
HE 540 Health of the Community and Preventive Care  
HE 555 Marketing Health Care Systems  

21) LEARNING RESOURCES I  
CU 516 Operation of Media Centers  
CU 517 Bibliographic Methods for Learning Materials  
CU 518 Selection and Evaluation of Learning Materials  

22) LEARNING RESOURCES/CURRICULUM DESIGN II  
CU 643 Preparation of Learning Materials  
LT 511 Production of Instructional Television Programs  
LT 523 Planning, Production and Presentation of Mediated Materials  

23) MATH EDUCATION  
MAT 610 Symbolic Logic  
MAT 620 Number Theory  
MAT 630 Probability Theory  

24) PHYSICAL EDUCATION  
PED 710 Programs for the Physically Handicapped in Mainstreamed Physical Education Classes  
PED 730 Physical Education Programs to Promote Future Healthy Adulthood  
PEC 750 Problems of Negligence and Liability in Physical Education Programs  

25) READING I  
RED 500 Methods and Materials of Corrective or Remedial Reading  
RED 554 Assessment in Reading  
RED 570 The Reading Process
26) READING II
RED 750 Literature for Children and Adolescents
RED 5271 Reading Supervision and Curriculum Development I
RED 5272 Reading Supervision and Curriculum Development II

27) SCIENCE EDUCATION
SCI 610 Current Issues in Energy and Ecology
SCI 620 Biology and the Human Affairs
SCI 630 Scientific and Social Perspectives in the Physical Sciences

28) SOCIAL STUDIES EDUCATION
SST 610 Political Thought and Analysis
SST 620 Contemporary Theories in Behavioral Science
SST 630 Contemporary Social Problems/Issues

29) SPECIFIC LEARNING DISABILITIES I
EP 5261 Workshop in Learning Disabilities: Theory
EP 5262 Workshop in Learning Disabilities: Practice
EDU 558 Classroom Management of the Learning Disabled Child

30) SPECIFIC LEARNING DISABILITIES II
EP 556 Educational Assessment for Exceptional Children
EC 580 Speech and Language Development
CU 665 Theories of Learning and Effective Behavior

31) BILINGUAL EDUCATION/TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES I
BLE 500 Foundations of Bilingual Education
BLE 545 Classroom Principles in BLE and TESOL
BLE 567 Applied Linguistics: Contrastive Analysis

32) BILINGUAL EDUCATION II
BLE 542 Curriculum Development in Bilingual Education
BLE 543 Methods of Teaching Bilingual Education
BLE 563 Teaching the Culture of the Target Language

33) TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES II
TSL 515 ESOL Curriculum Development in Bilingual Programs
TSL 562 Cultural and Cross-Cultural Studies
TSL 569 Methodology of TESOL
GENERAL INFORMATION

Admission to Degree Candidacy
GEM students become eligible for ADMISSION TO DEGREE CANDIDACY (Master’s or Educational Specialist) after successful completion of their first NINE-CREDIT MODULE. At this time the instructional team for the MODULE recommends one of three actions to the CAE CANDIDACY COMMITTEE: a) unqualified acceptance, b) probationary status, or c) termination from the Program. The requirements for ADMISSION are:

1. A 3.0 (“B”) grade point average or higher in the GEM Program.
2. A positive recommendation from the instructional team.
3. A completed student file at CAE, including official copies of transcripts from previous degree granting institutions, a photocopy of the teaching certificate (if applicable) and three letters of recommendation from professional colleagues stating why, in their opinion, the student will be successful in the GEM Program. All items for the student file should be mailed directly to CAE or submitted in person to a CAE staff member.

After the CANDIDACY COMMITTEE has reviewed the file and recommendations, a formal letter is mailed to the students indicating his or her status.
Transfer of Credits

CAE will accept up to six semester-hour credits to be transferred into most GEM Programs, provided that the following conditions apply:

- The credits must have been earned at an accredited, graduate institution, within a ten-year period preceding the request for transfer.
- The grades assigned for the credits must have been "A" or "B".

Credits transferred in will normally replace CORE COURSES and decrease the overall total of 36 credits required for the GEM degree program but will not be computed into the grade point average nor considered part of the candidacy requirement. Certain GEM Programs permit only three credits of transfer or none:

- Florida ADMINISTRATION and SUPERVISION students who wish to complete state requirements for administrative certification may transfer in only three credits since the entire program is needed with the exception of the CORE II course EP 560 (Master's) or AS 580 (Ed. Specialist). (If the student, however, transfers in one of the courses required for Florida certification, six credits of transfer are possible.)
- The LEARNING RESOURCES PROGRAM accepts no transfer of credits.
- COMPUTER-HYPHENATED MAJORS can transfer in only three credits since only one CORE COURSE is included in the program.

Fees

Application Fee ........................................ $25
... This is a one-time, non-refundable fee for new students

Tuition .................................................. $75/credit
Nine-Credit Module ................................. $675
... Payment and registration must be received by CAE or by the Site Coordinator at least one week before the first class session: otherwise, a $20 late fee will be charged.

... For students wishing to make three payments, an initial payment of $225 must be received at least one week before the first class session; otherwise a $20 late fee will be charged. The second payment of $225 must be received no later than the fifth class session. The third payment of $225 must be received no later than the ninth class session. A $20 late fee will be charged if either the second or third payment is received after the due dates. All tuition payments may be submitted to the Site Coordinator on or before the due dates or mailed to CAE in time to be received by the due dates. Students may register for a minimum of six of the nine credits.
CORE COURSES (six credits)

... Payment and registration must be received by CAE or by the Site Coordinator at least one week before the first class session; otherwise a $20 late fee will be charged.

... For students wishing to make two payments, an initial payment of $225 must be received at least one week before the first class session; otherwise a $20 late fee will be charged. The second payment of $225 must be received no later than one week before the first class session of the second CORE COURSE; otherwise a $20 late fee will be charged. Since the second payment for Core II (intensive) COURSES comes due just a few days after the initial payment due date, it is suggested that students submit the entire CORE II tuition in one payment.

The Practicum ........................................... $450

... The full tuition or an initial payment of $225 is required prior to commencement of the practicum requirement. For students wishing to make two payments, the second payment of $225 must be received no longer than four weeks later; otherwise a $20 late fee will be charged.

Graduation Fee ........................................... $15

... It is the student’s responsibility to request a degree application form from the CAE Records Department at least two months prior to the projected date of completion of all requirements.

... An additional fee will be charged by the Registrar’s Office of Nova University for cap and gown and for commencement announcements for those desiring to attend the commencement exercises in the summer at Fort Lauderdale.

Guided Study Fee ........................................... $80

... This fee covers the cost of textbooks, services, and learning materials and is due at the time of registration.

Local Fees

GEM is offered by Nova University in cooperation with local teacher organizations in Dade, Duval, and Alachua counties in Florida. Students in those counties must either be a member of the cooperating professional organization or pay a service fee to that organization.

Learning Materials

... Students are expected to purchase textbooks and other materials as required. Textbooks may be purchased on the first night of class or ordered in advance. Students should see their site coordinators for ordering instructions and forms. Students who wish to purchase their materials on the first night of class should plan to arrive prepared to write at least TWO SEPARATE CHECKS for instructional materials. Receipts will be provided for those students who require them for reimbursement purposes.

(Fees are subject to change without notice.)
Tuition Refund Policy

Fees other than tuition are not refundable. Students who wish to receive a refund of tuition must notify, in writing, the Director of the GEM Programs or the Site Coordinator of their reasons for withdrawal. Refunds will be based on the postmark date of written notification. Unless written notification of withdrawal is on file, students are assumed to be active participants and are responsible for tuition payments connected with their signed registration forms. In the case of a refund, the following schedule applies to your payment for each course in the module.

- For 100% refund: withdrawal in writing prior to the first class session.
- For a 75% refund: withdrawal in writing before the second class session, regardless of class attendance.
- For a 50% refund: withdrawal in writing before the third class session, regardless of class attendance.
- No refunds after the third class session, regardless of class attendance.

Grading

GEM students must maintain a grade point average of at least 3.0 (“B”) for retention in the Program. Incomplete grades (“I”) must be made up within four months or less, as stipulated by the instructors, for the final class meeting of the MODULE or COURSE: otherwise a grade of “F” will automatically appear in the permanent records.

A = Excellent achievement
B = Good achievement
C = Below expectations for graduate work
D = Poor achievement
F = Failure
I = Incomplete

Plus or minus grades are not used in the GEM Programs.

Attendance Policy

GEM students are expected to attend all class sessions and must adhere to the scheduled class hours. If an unavoidable absence occurs, the student must take full responsibility for completing missed assignments and anything else needed in order to catch up. More than one absence during any MODULE or COURSE is cause for serious concern and the instructors and the CAE STUDENT AFFAIRS DEPARTMENT must be consulted for counseling.
Grievance
When questions about procedures, decisions, or judgments occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. An appeals policy is available upon request from the Student Affairs Department.

Financial Aid
Information regarding financial aid and Veteran’s benefits can be obtained by using the toll-free telephone within Florida, extension 7409, or writing to the Nova University Financial Aid Office.

Application and Registration
The official Nova University APPLICATION FORM (yellow) and the $25 fee will be accepted at an Open House presentation at a GEM site or can be submitted to the local SITE COORDINATOR at any time or can be mailed directly to CAE prior to registering for the first MODULE or COURSE. Receipt of the form and fee at the University establishes a student file on the computerized Student Information System. Students are encouraged to apply as soon as possible after the decision has been made to enter a GEM Program. All items must be completed on the APPLICATION FORM, front and back.

A REGISTRATION FORM (white) must be completed for each MODULE or COURSE taken and for the PRACTICUM.

A check for the entire tuition, or a partial tuition payment for a MODULE, as indicated in the FEES section, must accompany the REGISTRATION FORM. To avoid the late fee, tuition must be paid on or before the deadline dates specified in the FEES section.
GEM Module Descriptions

CORE MODULES

CORE I—Teaching Improvement (M.S. & Ed.S) Using a systematic curriculum design model and an individual learning styles assessment, participants will develop and/or critique teaching competencies and utilize educational measurement techniques to plan how to evaluate teaching in the individual classroom and/or the larger school system. (CU 500 and CU 530 for the M.S.) (EDU 547 and EDU 580 for Ed. S.)

CORE II—Responsibilities of Education (M.S. & Ed.S) Using Public Law 94-142 as a common reference point, participants will explore various aspects of school law and they will determine their responsibility, as teachers and as administrators, for exceptional students. (EP, 560 and AS 516 for the M.S.) (AS 580 and AS 616 for the Ed.S.)

NINE-CREDIT MODULES

ADMINISTRATION OF CHILDREN'S PROGRAMS—Management Skills This module is designed to provide current and potential administrators with the skills required to run small scale independent programs or projects in the non-profit or independent school sector as well as the skills required for the administration of K-6 public schools. There is an emphasis on program planning, grantsmanship, budgeting, and program development in addition to leadership and supervisory skills (AS 500, AS 520, AS 550)

ADMINISTRATION AND SUPERVISION I—Support Systems How do budget concerns interact with attempts to implement educational theory in the form of educational innovations? Participants will attempt to answer this question, among others, as they learn how to develop and administer a school budget, to support or reject various educational innovations and how to administer efforts to convert educational theory into practical applications. (AS 500, CU 510, CU 545)

ADMINISTRATION AND SUPERVISION II—Practices Using Cogan's supportive model of supervision, potential administrators will practice supervision skills for use with teachers and other school personnel as well as the supervision of total educational systems. These modules are designed to lead toward A&S certification in grades K-12 when the rest of the degree is completed. (AS 509, AS 520, AS 550)

ADULT EDUCATION—Administration of Adult Education Designed to add Adult Education to the certificate of those certified in Administration and Supervision, this module provides opportunities for participants to plan educational programs for all types of adult students. Skills needed for the administration and operation of Adult and Community Education programs are discussed and materials of instruction are designed for use with adults. (AS 610, AS 630, AS 640)

BILINGUAL EDUCATION/TESOL I—Foundations and Applications of BLE/TESOL In this module, students majoring in Bilingual Education and TESOL join to explore areas of common concern. The philosophical, historical, and sociological foundations of bilingual education will be examined as background to a study of classroom principles involved in organizing and conducting bilingual and ESOL classes. There will be a focus on the language teaching and learning aspects of bilingual and ESOL classes, and on the way in which applied linguistics, and contrastive analysis, in particular, can assist the bilingual or ESOL teacher. (BLE 500, BLE 545, BLE 567)

BILINGUAL EDUCATION II—Curriculum Development, Methods, and Cultural Aspects In this module, students will develop skills to enable them to function effectively as bilingual/bicultural teachers. Participants will explore the development and evaluation of curricula for bilingual education programs in light of cultural and methodological considerations, including various approaches to teaching subject matter through the target and native languages and to teaching aspects of the two cultures. (BLE 542, BLE 543, BLE 563)

TESOL II—Methods, Curriculum Development, and Cultural Aspects This module focuses on linguistic, psycholinguistic, and cultural factors involved in learning English as an additional language. ESOL curriculum development is explored in terms of the cultural aspects of language teaching and learning, and the methods of teaching and testing ESOL. (TSL 515, TSL 562, TSL 569)
COMPUTER EDUCATION I—Computer Literacy Designed to take the computer novice through an exposure to common microcomputers, this module will help educators and trainers become proficient in the selection, evaluation, use, and development of simple microcomputer programs to improve the learning process. (CED 600, CED 617, CED 726)

NOTE: The contents of this module have been approved by the Florida DOE to extend the teaching certificate of any Florida teacher, regardless of the current area of certification.

COMPUTER EDUCATION II—Programming Students in this module will build on their knowledge from CED Module I to learn how to direct the microcomputer to perform specific tasks and how to solve educational problems. In addition to the development of competency with the BASIC programming language, participants will also develop and practice techniques for the teaching of BASIC programming. (CED 680, CED 725, CED 735)

COMPUTER EDUCATION III—Computer Assisted Instruction Using their knowledge of BASIC and authoring languages, students will design a unit of computer assisted instruction (CAI) which they may use in their own areas of teaching or administration. They will also be introduced to the programming language Pascal to broaden their backgrounds. (CED 610, CED 621, CED 728)

COMPUTER EDUCATION IV—Advanced Utilization of Microcomputers Following up work in CED III on Pascal, students will continue an in-depth exploration of this language. They will then utilize authoring techniques to develop an interactive video educational sequence. The module will conclude with an examination of ways to apply the use of microcomputers to administrative tasks and computer managed instruction (CMI). (CED 622, CED 721, CED 729)

COMPUTER EDUCATION V—New Applications of Microcomputers In this module, students will explore the leading edge of technology as they look at the new technology, the use of microcomputers with artificial intelligence and the entire area of futuristics. (CED 740, CED 745, CED 760)

COMPUTER APPLICATIONS II—Microcomputer Applications Administrative and educational applications of microcomputers are explored in this module. Without using formal programming languages, students develop an instructional sequence using commercial authoring systems and applications for the microcomputer in their educational setting. (CED 500, CED 521, CED 720)

CURRICULUM DESIGN/LEARNING RESOURCES II—Preparation of Instructional Materials Using graphics, TV and film design techniques to prepare instructional materials in their major subject disciplines, participants explore various techniques, develop materials and validate the applicability of these materials to help students accomplish specific content objectives. (CU 643, LT 511, LT 523)

EARLY CHILDHOOD EDUCATION—The Young Child While leading to certification, this module blends research theory and practice with hands-on experiences for the teacher of young children. After they examine various early childhood model programs, participants use knowledge of child development to observe and participate in an early child setting. (EC 5281, EC 5282, HB 501)

EARLY INTERVENTION PROGRAM—Assessment Techniques and Implementation This module provides teachers and administrators with information and skills in the selection and implementation of screening and readiness testing programs for preschool, kindergarten, and primary age children. (EC 552, EC 557, EC 558)

ELEMENTARY EDUCATION—The Elementary Child This module involves participants in activities which integrate their basic curriculum concepts and components with creative approaches to teaching the elementary child. (ELE 541, ELE 542, ELE 730)

EMOTIONALLY HANDICAPPED—Helping the Emotionally Handicapped Child Using various techniques, such as behavior modification, participants will acquire skill in the design of materials, teaching and coping strategies and classroom management for the emotionally handicapped child. (EP 529, EP 530, EP 532)
ENGLISH EDUCATION—Improving the Content Background of English Teachers Certified English teachers will increase their content knowledge in the area of speech communication, developmental writing, grammar, and other areas of English content. Participants may select specific areas of their discipline in which they will develop a unit of instruction in English content. (ENG 620, ENG 630, ENG 640)

GIFTED CHILD EDUCATION—Working With the Gifted Following an exploration of the nature and needs of the gifted child, effective techniques for the teaching and guidance of the gifted will be developed and practiced. (EDU 550, EDU 551, EDU 555)

HEALTH I—Contemporary Health Problems In examining ways better to teach the main concepts of human sexuality, gerontology and drug abuse, participants will explore techniques for ways to share this information with health professionals and other staff members. (HE 565, HE 570, HE 575)

HEALTH II—Preventative Education An in-depth study of techniques for teaching preventative health care. Participants explore various methods of health counseling. The issues of stress management, relaxation techniques, and fitness education will be addressed. These tools will assist the health professionals in patient education programs. (HE 526, HE 545, HE 590)

HEALTH III—Social Implications of Health Education Concentrating on sociological issues encountered in the health education field, students will examine the implications of environmental health and social support systems. Participants will become familiar with health education as it relates to community resources. An additional component of this module involves an examination of health issues as they affect the consumer. (HE 502, HE 505, HE 510)

HEALTH IV—Community Health Education This module provides an in-depth look at the task of marketing health care systems and the various methods used to evaluate health programs. (HE 530, HE 540, HE 555)

LEARNING RESOURCES I—The Media Center Students planning to become media specialists and audio-visual personnel in industry or education learn to organize, plan and operate an effective Media Center. They also learn basic principles of cataloging and bibliographic methods and the complex process of selection and evaluation of mediated materials. (CU 516, CU 517, CU 518)

LEARNING RESOURCES II/CURRICULUM DESIGN—Preparation of Instructional Materials M.S./Ed.S. Using graphics, T.V., and tape/slide design techniques to prepare instructional materials in their major subject disciplines, participants explore various techniques, develop materials, and validate the applicability of these materials to help students accomplish specific content objectives. (CU 643, LT 511, LT 523)

MATH EDUCATION—Improving the Content Background of Math Teachers Certified math teachers will increase their content knowledge in special topics in mathematics, including set and number systems and the logic of mathematics. Participants will select specific areas of their discipline in which they will develop a unit of instruction in math content. (MAT 610, MAT 620, MAT 630)

PHYSICAL EDUCATION—Improving the Content Background of Physical Education Teachers Certified teachers in the area of physical education will increase their content knowledge in the adaptation of physical education for the physically handicapped, for the development of skill in demonstrating and instructing lifelong sports and in the knowledge of legal responsibilities in physical education programs to help avoid inappropriate liability. Participants may select specific areas of their discipline in which they will develop a unit of instruction in physical education content. (PED 710, PED 730, PED 750)

READING I—Reading Diagnosis and Remediation After becoming familiar with various models and theories of reading, participants will explore the purpose and use of various techniques for the diagnosis and remediation of reading disabilities. In addition, participants will acquire skill in the remediation of these reading disabilities. (RED 500, RED 554, RED 570)

READING II—Reading Theory Into Practice Development of an individualized reading curriculum with an emphasis on literature for children and adolescents is a major emphasis in this module. Where possible, participants are put into direct contact with young readers to give them an opportunity to practice the techniques of diagnosis, remediation, and other aspects of the teaching of reading. Completion of these modules in reading and the remainder of the
graduate degree are designed to lead to state certification in reading. (RED 750, RED 5271, RED 5272)

SCIENCE EDUCATION—Improving the Content Background of Science Teachers Instructors certified in the area of science will improve their content knowledge in the chemical, biological, and physical processes involved in science and society in the eighties. Concepts in the physical and biological sciences to do with energy and ecology will be explored by all participants. Each participant may select specific areas of their discipline in which he will develop a unit of instruction in science content. (SCI 610, SCI 620, SCI 630)

SOCIAL STUDIES EDUCATION—Improving the Content Background of Social Studies Teachers Teachers in social studies will participate in an intense study of three topics in social studies: 1) Political Thought and Analysis, 2) Behavioral Science and 3) Contemporary Social Problems/Issues. Participants may demonstrate their skills in adapting the content of various social studies topics into effective units of instruction. (SST 610, SST 620, SST 630)

SPECIFIC LEARNING DISABILITIES I—Foundations of SLD In this module, participants will investigate the theoretical basis of learning for children with specific learning disabilities. They will acquire the skill to individualize programs for the learning disabled child. This module is designed to give certification of SLD for those who are already certified in another area of exceptional child education. (EDU 558, EP 5261, EP 5262)

SPECIFIC LEARNING DISABILITIES II—Theories and Assessment Beginning with an examination of learning theories related to specific learning disabilities, including brain-based research, participants in this module will become familiar with the techniques and instruments commonly used for the educational assessment of exceptional children. Investigations will then concentrate upon the nature of speech and language development and disorders with an emphasis on remediation and compensation. This module is designed to enable teachers without certification in the exceptional child area to satisfy two of the specific course requirements for SLD certification in Florida. This module also provides nine credits in the exceptional child area for certificate renewal. (EP 556, EC 580, CU 665)

Health, Learning Resources, Bilingual and TESOL Core Module Descriptions

M.S./Ed.S. CORE I HEALTH—Foundations of Health Education Health educators from business, industry and education will join together to explore the foundation of health education, including strategies for intervention. Participants will develop the skills needed for grant and proposal writing, budgeting, report writing and the development and maintenance of health education resources and program evaluation. (HE 500, HE 535)

M.S./Ed S. CORE II HEALTH/LEARNING RESOURCES—Design and Evaluation of Mediated Materials Following instructional design procedures, each student designs and produces mediated materials to accomplish specific learning objectives in their subject discipline. Students also explore the use of media and mediated materials to meet specific learning styles and situations and are required to operate efficiently seven pieces of equipment. (CU 514, CU 519)

This Core is a PREREQUISITE For Learning Resources II/Curriculum.

M.S. CORE I LEARNING RESOURCES—Modern Technology for School Media Centers Following a review of the techniques for the successful operation of a media center, including the analysis, retrieval and dissemination of information, participants will examine the role that modern technology can play in the improvement of these services. Emphasis will be placed on acquiring facility in the use of microcomputers so that participants will be able to improve the effectiveness and/or efficiency of the school media center. This module is designed to provide credit toward the total required for those seeking certification in the media specialist area. (LT 521, LT 522)
Ed.S. CORE I LEARNING RESOURCES—Improvement of Media Centers

Concentrating on common problems encountered in the operation of school media centers and in bibliographic control, participants will seek ways to use modern technology to help solve some of these problems. Each participant will be expected to design a system which will help alleviate a specific problem in at least one area of the operation of a school media center. This module is designed to provide credit toward the total required for certification in the media specialist area. (LT 621, LT 622)

M.S./Ed.S. CORE II—Bilingual Education/TESOL

In this joint core module, BLE and TESOL majors prepare curriculum materials for use in their particular area of teaching interest. This includes the selection and design of appropriate evaluation techniques and actual testing materials. (BLE 546, BLE 547)

PRACTICUM—Action Research

The Practicum is a job-related, problem-solving project designed by the student for improving an unsatisfactory educational situation. This systematic process includes submission of a formal proposal (including problem documentation, operational objectives, and a review of the literature), implementation and evaluation of the chosen solution strategy, and submission of a final report which describes the entire process. The student attends a workshop, receives a descriptive handbook, and works closely with a faculty advisor during this component of the program.

Course Descriptions*

ADMINISTRATION

AS 500 Educational Resource Development (Budget)

This course covers major sources of financial and non-financial resources for schools. It provides an orientation to federal, state, and local funding sources, as well as to funding by foundations. Non-financial resources discussed include school volunteer programs as well as free-loaned and reduced-rental equipment and materials. Through this course students will develop skills in approaching and negotiating with various funding agencies and will develop techniques for writing proposals.

AS 509 Clinical Supervision of Teachers

This course emphasizes the development of practical competence in classroom supervision. Students observe and participate in supervision, and their skills are analyzed and criticized.

AS 516 School Law

This course is designed to raise the legal and ethical awareness of school personnel. Administrative competencies include acts of compliance with laws and extend beyond to the professional educator’s obligation to help shape the laws.

AS 520 Professional Seminar in Administration and Supervision of Educational Systems

This is a basic administration course covering all aspects of leadership philosophy, style, and performance as well as administrative professionalism. Basic techniques of management and supervision are covered. Emphasis is on the job rights and job responsibilities of the chief building-level administrator.

AS 550 Supervision of School Personnel

This course provides an orientation to school planning, organization, personnel motivation, inservice training, supervision and evaluation of personnel, and the techniques of successful supervision.

AS 580 Administration of Exceptional Student Programs in K-12

This course familiarizes students with federal regulations and state laws which surround programs for exceptional students. A major goal of this course is to help participants comprehend the many problems created by these attempts to meet the special needs of exceptional students. Emphasis is placed upon developing the administrator’s ability to handle the responsibilities encountered in monitoring the preparation of individual educational plans, in providing due process within the laws, for parental involvement in educational planning, and in documenting mandated procedures.

AS 610 Organization and Administration of Adult and Community Education

Participants become familiar with theoretical and empirical foundations of adult and community education. Students in this course are able to describe appropriate ways in which they can organize, administer, and evaluate adult-oriented educational programs.

*Descriptions of the courses which are grouped together to form the 6- and 9-credit GEM modules.
AS 616 Applications of School Law The emphasis in this course is upon the review of current and past applications of federal, state and local laws as they apply to education. Students in this course are expected to develop the necessary expertise to select appropriate actions to solve problems presented through case studies. Solutions to these potential problems for school administrators and classroom teachers will be based upon appropriate school laws, regulations, and precedents.

AS 630 Methods and Materials of Instruction for Adults Following an exploration of various concepts, materials, and instructional techniques which are appropriate for reaching disadvantaged adults, participants develop materials and methods which are appropriate for use in their own educational settings.

AS 640 Community School Administration Administrators and teachers will become familiar with the duties and responsibilities of the community school coordinator as established by state statute and district regulations. The participants will be prepared to supervise and administer community school programs. This will include the development, administration, and interpretation of a needs assessment; familiarity with life-long learning curricula; and the planning needed to meet the cultural, recreational, academic and social needs of the community.

BILINGUAL EDUCATION

BLE 500 Foundations of Bilingual Education A survey of the history, rationale, and organization of bilingual education in the U.S. The course includes a study of various bilingual-bicultural-education programs already in existence.

BLE 542 Curriculum Development in Bilingual Education A study of content, development, and evaluation of curricula for the bilingual classroom or individual student. Techniques for assessing needs, determining objectives, and designing curriculum materials are included.

BLE 543 Methods of Teaching Bilingual Education This course deals with various approaches to bilingual teaching. Methods involved in teaching subject matter through the medium of the target and native languages are examined.

BLE 545 Classroom Principles in Bilingual Education and TESOL A description of the general principles involved in assessing and managing the bilingual and ESOL class. Emphasis is on the importance of cultural and linguistic sensitivity in identifying the problems of the students and in organizing and scheduling the class according to relevant needs.

BLE 546 Applied Curriculum Design in BLETESOL Using their own (or hypothetical) BLETESOL classes, participants describe actual or projected learning needs, state course objectives, and select and design curriculum materials accordingly.

BLE 547 Testing and Evaluation in BLETESOL Using course objectives and curriculum materials from the other component of this core module, participants will select and design tests to measure and evaluate BLE or ESOL proficiency and achievement.

BLE 563 Teaching the Culture of the Target Language A study of techniques involved in teaching the culture of the target language, including an examination of the problems involved in the biculturation process.

BLE 567 Applied Linguistics: Contrastive Analysis An overview of the principles of linguistics and how they can be applied to language teaching and learning. Emphasis is on a contrastive analysis of native and target languages and on how this analysis can be applied to teaching the student in bilingual/ESOL classes.

COMPUTER EDUCATION

BED 500 Wordprocessing With Microcomputers Electronic technology can increase the efficiency of the preparation of written documents of all types from business letters to books. In this course, the student will examine critically the state-of-the-art microcomputer as wordprocessor, along with the most advanced word processing software. Upon completion of the course, the successful student should be an intelligent selector and competent user of this technology and will be prepared to evaluate and reduce it to practice.
BED 522 Business Applications of Current Technology Exploring recent developments in technology, participants will examine specific business concepts which apply to the use of microcomputers. Extensive hands-on experience with microcomputers is featured. Teachers will have the opportunity to operate business oriented software on the microcomputers and explore the full range of business applications within an office and/or classroom setting.

BED 635 Microcomputing in the Business Education Classroom The emerging role of microcomputers and computers in general in the business world is presented. Applications covered include wordprocessing, electronic filing, data base management, general ledger, accounts receivable and payable, mail lists and stockmarket analysis. The microcomputer is also viewed in its instructional role in classroom application and drill and practice of business related mathematics skills.

CED 521 Computer Assisted Instruction, Courseware Version This course traces the theoretical foundations of CAI from its origin on large time-shared systems through to the modern setting. Students will use packaged courseware software such as CDS1, Aristotle's Apple, and CAWare to learn to prepare interactive computer aided instruction sequences for microcomputers. The role of microelectronics in present and future directions of CAI will be covered to broaden the student's understanding of the potential of CAI. Prerequisite: CED 600

CED 522 Microcomputing in the Curriculum Strategies and methods for integrating microcomputing within the elementary and secondary curriculum are highlighted. This entry level course seeks to prepare teachers for dealing with microcomputers in the classroom. Extensive hands-on experience with powerful microcomputers is featured. Teachers will have opportunities to operate educational programs on the microcomputer, to learn programming skills in the BASIC and PILOT languages and to explore the full range of microcomputer applications suitable for classroom use.

CED 600 Teaching Computer Literacy This entry level course explores the capabilities of fourth generation computer systems in classroom and school administrative environments. Much of the focus is on the newer microcomputer systems costing under $10,000. Some limited hands-on experience is provided. Basic computer organizations and educational applications are discussed.

CED 610 Authoring Tools and Graphics Exploring recent developments in software technology, students will examine several authoring languages and graphic tools to develop simulations, demonstrations, and graphics programs. Prerequisite: CED 735

CED 617 Software Search and Evaluation New microcomputer software, programs, and instructional courseware are becoming available at a geometrically increasing rate. The distribution process, the terms of availability and the quality vary widely. Students will learn to identify sources, evaluate terms and quality and to match software to uses. The curriculum theory implications and learning theory applications will be included along with concepts of good programming, and standards of good documentation practice will be covered. Prerequisite: CED 600

CED 621 Computer Assisted Instruction Using both the PILOT language and BASIC language, students will learn to prepare interactive Computer Assisted Instruction lessons for microcomputers. The theoretical foundations of CAI will be traced from its origins on large time-shared systems through to the contemporary scene. The role of microelectronics and future directions of CAI will be covered in an attempt to broaden the student's understanding of the potential of CAI. Prerequisite: CED 726 or CED 735

CED 622 Interactive Video In this introductory course, students will explore ways to use videotape in conjunction with microcomputers to improve learning. Knowledge of programming is unnecessary in this course. Prerequisite: CED 600

CED 675 Simulation Students will learn to operate and evaluate existing computer simulations. They will also learn to construct simulations related to their own teaching area. Prerequisite: CED 735

CED 680 Teaching BASIC Programming Content, materials and methods for teaching BASIC programming in the schools. Program development, evaluation techniques, resources, and teaching principles will all be discussed. Prerequisite: CED 735

CED 701 Information Science in the Classroom This course examines the role of information in classroom management from an information science perspective. The application of microcomputers to the maintenance of classroom data bases and report generation is stressed. Students will devise their own BASIC
programs for the collection, structuring, and reporting of information designed to lead to improvements of classroom management and teaching skills. A sequence in Computer Managed Instruction is also presented pointing out the differences between CMI and CAI. Students will then prepare their own prescriptive exercises in BASIC and PILOT. Prerequisite: CED 735 or CED 726

CED 705 Communicating with Microcomputers Experience in adapting the personal microcomputer to use common telephone lines to communicate with various data sources and with other computers to bring current information, including the location and retrieval of information on various topics, into the curriculum and office. (modem required). Prerequisite: CED 735

CED 721 Administrative Applications of Microcomputers This course will examine the evolving role of microcomputers in school administration. Applications range from word-processing to budget preparation. Special attention will be given to the concept of distributed processing. Students will receive hands-on experience in several applications. Prerequisite: CED 600

CED 725 Programming Microcomputers This introductory course in BASIC programming is geared exclusively to microcomputers. The opportunity will be offered for the student to become familiar with the specific requirements for programming and writing BASIC programs for several varieties of state-of-the-art microcomputers. The course is taught in a laboratory with extensive hands-on opportunity. Prerequisite: CED 600

CED 726 Programming Microcomputers in PILOT PILOT is a specialized, mnemonic, high level language designed to permit efficient creation, evaluation, and revision of Computer Assisted Instruction courseware. Alternative learning theories are used to guide students in the construction of a variety of program sequences illustrating sophisticated and effective lesson logic. Prerequisite: CED 600

CED 727 Programming Microcomputers in FORTRAN This is an applied course in FORTRAN programming. Special emphasis is given to the selection of applications and design of programs and program documentation. Prerequisite: CED 735

CED 728 Programming Microcomputers in Pascal This is an applied course in programming in a structured language. It is especially useful to students who wish to write software for broad distribution. Prerequisite: CED 735

CED 729 Advanced Programming of Microcomputers in Pascal In this advanced course in Pascal programming, UCSD Pascal will be used to enable students to prepare software for a variety of microcomputers. Prerequisite: CED 728

CED 735 Advanced Programming of Microcomputers in BASIC An advanced course in BASIC programming exclusively geared to microcomputers. Special emphasis will be placed on more conceptually sophisticated applications and on file design. The special needs and capabilities of a variety of state-of-the-art microcomputers will be covered in this problem-solving oriented course. Prerequisite: CED 725 or equivalent

CED 736 Introduction To LOGO The elementary teacher will explore ways to use the microcomputer to help youngsters solve problems. The technique of LOGO will be the vehicle used. Prerequisite: CED 600

CED 740 Artificial Intelligence Students will examine concepts and principles which underlie artificial intelligence. They will develop software which will utilize the computer's ability to simulate “thinking.” Prerequisite: CED 735

CED 745 Futuristics Current and projected applications of electronic technology will be explored by students in an attempt to identify potential improvements in teaching and in the management of learning. Prerequisite: CED 735

CED 750 Independent Study of Selected Topics in Microcomputing This course permits the student to do individualized study under the supervision of a faculty member or adjunct professor in areas not covered in other courses. By arrangement only

CED 788 Microcomputer Application Project The MAP provides the opportunity to apply microcomputer technology in an educational environment. A premium is placed on inventiveness and the creation of a software product with practical value. The product must be submitted in an operating form, tested and free of bugs. Appropriate documentation must accompany the product to permit its use by others.
LT 522 Analysis Retrieval and Dissemination of Information Following an examination of various techniques for the analysis, retrieval and sharing of information in a variety of formats, students will attain basic proficiency in the use of modern technology to help accomplish these tasks. Each student will plan a project to handle information more efficiently in a media center using a specific technique.

LT 621 Effective Functioning of School Media Centers Students will examine common problems in the operation of school media centers and will explore ways of using technology to provide solutions that will increase the effectiveness of media centers. Through this process students will become aware of the technological options available to them for the improvement of media centers and their operation. Each student will develop a plan for the use of a specific technique to increase the efficiency and/or effectiveness of a media center.

LT 622 Use of Modern Technology to Improve Bibliographic Control Students will explore currently available technology to handle information in various formats. Each student will design a system for the efficient analysis, retrieval, and/or sharing of information commonly found in a media center.

MC 615 Microcomputer Graphics This is an introductory course in microcomputer graphics. Students will review hardware and software aspects of graphics on microcomputers in a hands-on laboratory setting. Emphasis will be on the invention of graphics applications for their own use. Prerequisite: CED 735

MC 705 Communicating With Microcomputers Experience in adapting personal microcomputer to use common telephone lines to communicate with various data sources and with other computers to bring current information, including the location and retrieval of information on various topics, into the curriculum and office. (modem required). Prerequisite: CED 735

CURRICULUM

CU 500 Modern Curriculum Design This course covers curriculum and materials design based on a pre-determination of the performance required for achieving curriculum objectives. It requires the development of instructional systems for an existing curriculum.

CU 510 Survey of Educational Innovations This course involves the study of the systems approach to education, including the techniques and tools used in the design and development of validated instructional processes. The overview includes multi-media approaches, computer-assisted instruction, educational television, mechanical devices, and programmed instruction. Study is based on participation in each type of educational process.

CU 514 Utilization of Multi-Sensory Materials This course deals with the application of mediated learning materials to the classroom situation, providing the student with practical experience in the utilization of media in the teaching-learning situation.

CU 516 Operation of Media Centers This course comprises methods of establishing, organizing, and operating media facilities for schools, school systems, and training operations: how to achieve media accountability and equipment, material, and procedural considerations.

CU 517 Bibliographic Methods for Learning Materials The student studies means of incorporating media materials into a school library structure and learns to catalog, process, store, and retrieve learning materials in media formats.

CU 518 Selection and Evaluation of Learning Materials This course provides the student with experience in distinguishing among media and in selecting, analyzing, and valuing various learning materials.

CU 519 Design of Mediated Learning Materials Each student is required to design valid mediated learning materials to meet specific learning objectives. The course emphasizes the integration of media technology into instructional strategies.

CU 530 Measurement and Evaluation in Educational Systems Criteria for evaluation of instructional systems and techniques for measurements are considered. Topics include analysis of objectives, planning, programming and budgeting systems, performance contracting, and accountability.

CU 545 Educational Theory Into Practice This course focuses on the relationship between various disciplines and educational practice. In addition, new lines of research are explored that appear to have promise for improving educational practice.
CU 643 Preparation of Learning Materials Utilizing basic techniques of illustration, mounting, lettering, coloring, and duplication, the participant prepares an inexpensive set of print and static visual learning materials which may be used in the classroom to help meet specific learning objectives.

CU 665 Theories of Learning and Effective Teaching This course examines both modern and traditional learning theories and their relationship to effective teaching behavior. Also included are new brain-based learning concepts such as lateralization of function. An effort is made to evaluate the implications and significance of learning research for the classroom teacher.

EARLY CHILDHOOD

EC 552 Assessment in Early Childhood In this course the student becomes familiar with formal and informal preschool and primary level screening tests, as well as a variety of techniques for assessing learning potential, language development, and reading readiness.

EC 557 Early Intervention Programs This is an overview of theory and research in early intervention. Model early intervention programs are examined.

EC 558 Observation and Assessment of Young Children In this course students participate in an early childhood setting, observing characteristic behaviors of young children. Students practice observation and assessment techniques in the classroom.

EC 580 Speech and Language Development This course provides the student with a basic understanding of the nature of speech and language; developmental progression in language acquisition; problems associated with dialectical and cultural differences, bilingualism, or cerebral dysfunction; and techniques for evaluating language development and remediation programs.

EC 5281 Individualized Instruction in Early Childhood I (Theory) This course comprises exploration of different early childhood model programs for young children and in-depth studies of curricula including self-concept development, social studies experiences, activities, mathematics for early childhood programs.

EC 5282 Individualized Instruction in Early Childhood Education II (Practice) This course covers the application of techniques of instruction for the pre-school and kindergarten child and observation and supervised participation in an early childhood setting.

EDUCATION

EDU 547 Teaching: Principles and Practices Principles of effective teaching, different teaching styles, micro-teaching and techniques for teaching are emphasized in this course.

EDU 550 Introduction to the Nature and Needs of the Gifted Child This course includes basic knowledge of gifted children including characteristics, evaluation, and identification procedures. It also includes fundamentals of curriculum planning utilizing an analysis of the strengths, weaknesses, and potential of the gifted.

EDU 551 Educational Procedures for the Gifted Child This course includes techniques for selecting teaching strategies matched to the needs and interests of the individual gifted child and introduces specific strategies such as simulation, synectics encounter, movement, and role playing. It also includes lesson development techniques so that a balance between cognitive and affective areas may be achieved by the gifted child.

EDU 555 Seminar for the Guidance of Gifted Children This course includes topics for discussion to assist educators working with the special needs of gifted children. Participants acquire the knowledge and skills needed to help guide gifted children in their current environment and in their future choices.

EDU 558 Classroom Management of the Learning Disabled Child This course focuses on techniques of classroom management including behavior modification for the learning disabled child.

EDU 580 Educational Measurement This course focuses on a study of statistical concepts, measurements, instruments, and techniques.

ELEMENTARY EDUCATION

ELE 541 Creativity in Elementary School Curriculum Emphasis in this course is on the foundation and techniques of art, music, and physical education as integrated aspects of the school curriculum.
ELE 542 Materials in the Teaching of Elementary Arithmetic and Science Students will select, create, adapt, evaluate, and use audio-visual and library materials for the teaching of math and science in the elementary school.

ELE 730 Reading in the Elementary Classroom Participants develop an understanding of the subjects that constitute the elementary curriculum to help their pupils learn to read and to identify areas where special assistance is required. Participants learn to incorporate within their classes such topics as various programs and approaches to reading; using readability formulas; developing reading skills; diagnosing reading difficulties; teaching decoding; grouping for instruction; assessing reading performance; and evaluating reading materials, equipment, and methodologies.

ENGLISH

ENG 620 Developmental Writing In this course, participants assess their own mastery of grammar, spelling, punctuation, vocabulary, and syntax in relation to models of composition that illustrate unity, emphasis, and coherence.

ENG 630 English Workshop Each participant is expected to synthesize from surveys of English and American literature and from relevant criticism a unique approach to English as a discipline. Such an approach should resolve a problem that the student has experienced in teaching the content of English.

ENG 640 Rhetoric: Fundamentals of Speech Communication Students will study the history of rhetoric and the fundamentals of speech communication in terms of the development of their theory and practice. They will examine some of the seminal ideas proposed by leading rhetoricians. With this foundation, students will then examine contemporary manifestations of persuasion in the mass media. Students will be given guidance in actively applying this theory and practice to their individual educational concerns.

EXCEPTIONALITIES

EP 529 Educational Programming for the Emotionally Disturbed and Socially Maladjusted Child Curriculum and program designs and objectives for optimizing outcomes with the emotionally disturbed child are emphasized.

EP 530 Classroom Management: Methods and Techniques for the Emotionally Disturbed and Socially Maladjusted Child Beginning with the assumption that behavior is purposeful, this course investigates causal factors in emotional disturbance and explores techniques for classroom management.

EP 532 Precision Teaching and Behavior Modification for the Emotionally Disturbed and Socially Maladjusted Child Students learn techniques for teaching the emotionally disturbed and socially maladjusted child. Competencies in behavior modification techniques are stressed including reinforcement, shaping, chaining, and behavior charting. Techniques used in precision teaching are examined.

EP 556 Educational Assessment for Exceptional Children This course familiarizes the student with techniques and instruments for measuring exceptionality in children including learning disabilities, emotional disabilities, and mental retardation.

EDU 558 Classroom Management of the Learning Disabled Child This course focuses on techniques of classroom management including behavior modification for the learning disabled child.

EP 560 Survey of Exceptionalities This course is an intensive investigation of learning disadvantages in a school situation— including intellectual exceptionalities, sensory deficits, health or development problems, emotional disturbances and language or cultural differences.

EP 5261 Workshop in Learning Disabilities Theory A practical introductory overview of the field of learning disability with special emphasis on curriculum, development of conceptual skills and processes in mathematics and reading, and techniques for individualization based on evaluation.

EP 5262 Workshop in Learning Disabilities Practice Application of techniques of individualized instruction for the LD child. This course requires the demonstration and application of diagnostic and remedial skills.

HUMAN BEHAVIOR

HB 501 Child Development This course focuses on growth and development of the child from the prenatal period through the middle child years. All facets of development are considered including physical, intellectual, social, emotional and creative.
HEALTH EDUCATION

HE 500 Foundations of Health Education The course offers basic principles of health education including the history of the field. Uses of educational theories and practices, concepts of positive health, motivations for health, and strategies for intervention are emphasized.

HE 502 Implications of Environmental Health Students examine the relationships of individual health to the physical environment and industrial process. Strategies for influencing change; special concerns; and needs of schools, medical care setting, industry, and labor will be examined.

HE 505 Consumer Health Education This course is a study of reliable and fraudulent health products, services, information and personnel. Educational methods for preventing and reducing consumer misconception and exploitation will be analyzed.

HE 510 Social Support Systems The interrelation of economic, political, and educational systems with community and personal health is explored. Students gain insight into the accessibility of health resources and referral and eligibility mechanisms. The role of health education groups in facilitating changes in local, state and national legislation is discussed as well as how health systems areas and health rehabilitative services.

HE 526 Stress Management Students will be able to recognize and identify personal stressors, employ methods of relaxation to control the stress response, and to teach these techniques to others.

HE 530 Research and Evaluation of Health Problems Statistical methods and research design will be applied to health programs. Sources of scientific information (census data, vital statistics) and collection and dissemination of health information will be examined.

HE 535 Program Development, Health Education This course covers techniques for the management of programs in health including grant and proposal writing, program budgeting, program report writing, design and management of health education programs and resources and program evaluation.

HE 540 Health of the Community/Preventative Care Identification and exploration of means for promoting and preserving the health of the community, including the development of skills in evaluating the effectiveness of community health efforts, are skills which the health educator will utilize.

HE 545 Fitness Education Participants will gain knowledge of exercise programs; the psychology of fitness and types of fitness including mental, nutritional and physical. Fitness testing and program development will be explored.

HE 555 Marketing Health Care Systems Organizational theory of marketing geared toward marketing health care will be a major focus of this course. Program promotion, strategies and how to carry them out successfully, will be considered. Students will learn to identify needs of the community as opposed to want.

HE 565 Human Sexuality in Health Education Participants will explore human sexuality as related to health issues and examine ways to deal with these issues. During this course, participants will design a human sexuality educational program.

HE 570 Gerontology and the Health Educator Through this course, all health care professionals will become familiar with the problems, misconceptions and needs of the elderly of American society. Participants will compare and critique programs for the elderly, such as pre-retirement counseling, recreation and exercise programs. In addition, participants will examine various pedagogical techniques used in aging education.

HE 575 Drug Abuse in Health Education Health care professionals will explore common drug abuse problems and investigate methods to address them.

HE 580 Health Counseling Physical, mental, emotional, and social health problems are discussed. Students gain expertise in administration of remedial procedures, handling of confidential records, and various counseling techniques.

LEARNING RESOURCES

LT 511 Production of Instructional Television Programs The objective of this course is to teach students master television production techniques and the operation of basic video equipment. They design, plan and produce an instructional TV program for use in their own teaching situation.
LT 513 Production of Instructional Motion Pictures This course is a hands-on experience in designing, planning and producing educational motion pictures. Individual student productions are required.

LT 521 Innovative Operation of School Media Centers Students explore ways of improving the operation of media centers through the innovative use of modern technology. Students acquire basic literacy in the use of modern technology as it relates to their professional roles as media specialists.

LT 522 Analysis, Retrieval, and Dissemination of Information Following an examination of various techniques for the analysis, retrieval, and sharing of information in a variety of formats, students attain basic proficiency in the use of modern technology to help accomplish these tasks. Each student plans a project to handle information more efficiently in a media center using a specific technique as the focus of the project.

LT 523 Planning, Production, and Presentation of Mediated Materials Based on a study of the effectiveness of various media formats now available for instructional use, students will learn how to plan, produce and present instructional programs in a variety of media formats. Script writing, story boarding techniques will be studied as they relate to the production of videotapes, sound/slide programs, film, still photography and other related forms of media. Student productions requested.

LT 621 Effective Functioning of School Media Centers Students examine common problems in the operation of school media centers, and they explore ways to use technology to improve the effectiveness of such centers.

LT 622 Use of Modern Technology to Improve Bibliographic Control Students explore currently available techniques to handle information in various formats. Each student designs a system for the efficient analysis, retrieval, and/or sharing of information commonly found in a media center.

MAT 610 Symbolic Logic Participants apply standard notations, methods, and principles of symbolic logic to determine the validity or invalidity of arguments. Participants demonstrate successfully more complex modes of argumentation.

MAT 620 Number Theory Beginning with a thorough introduction to sets and functions, participants then develop their ability to use modern postulational methods and abstract postulational systems, using as a vehicle what is commonly known as "Number Theory."

MAT 630 Probability Theory Participants associate probabilistic mathematical models with phenomena in the real world. They apply probability theory in deducing from the known content of the population the probable content of a sample.

PHYSICAL EDUCATION

PED 710 Programs for the Physically Handicapped in Mainstreamed Physical Education Classes Through this course participants explore the different categories of the physically handicapped and the special needs and problems of these categories; attention is given to the issue of mainstreaming and the legal requirements established by current legislation. The course enables the participants to identify and evaluate suggested materials and methods for use with physically handicapped students in mainstreamed physical education classes. Examples, problems, and situations appropriate to all grade levels (K-12) are included in this course.

PED 730 Physical Education Programs to Promote Future Healthy Adulthood Through this course participants will examine suggested programs to help direct pupils toward activities that will promote a healthy adulthood. Participants will develop a program which incorporates nutrition, exercise, health care and elements of mental health into the existing school physical education classes. Examples, problems and situations appropriate to all grade levels (K-12) will be included in this course.

PED 750 Problems of Negligence and Liability in Physical Education Programs Participants in this course examine the unique problems and legal consequences of negligence and liability in physical education programs. Case studies of incidents and legal actions are an integral part of the course. Course participants are asked to research and analyze the legal aspects of the problems. Attention will be paid to special problems such as those involving contact sports, field trips, co-educational sports programs, and the mainstreaming of the physically handicapped in physical education programs. Examples, problems, and situations appropriate to all grade levels (K-12) are included in this course.
READING

RED 500 Techniques of Corrective and Remedial Reading This course includes the development and use of informal diagnostic procedures, organization of small group and individualized reading, instruction, and evaluation of remedial reading techniques and materials.

RED 554 Assessment in Reading This course familiarizes the student with a variety of techniques both formal and informal for assessing reading level, diagnosing reading disability, and measuring achievement. Techniques for assessing reading level and readability are explored.

RED 570 The Reading Process This course examines reading models, sub-skills, and theories and explores the theoretical basis for different reading systems.

RED 750 Literature for Children and Adolescents Students become acquainted with the literature available for children in the various media of communication and develop and practice techniques for introducing literature to children and adolescents. Participants analyze children's literature on the basis of literary style, patterns of organization, reading level, and the needs and interests of children. Participants develop skills for broadening children's understanding of literature in specific content areas.

RED 5271 Reading Supervision and Curriculum Development I (Theory) This workshop is designed for reading majors as an integrated experience. Emphasis is on the development of an individualized reading curriculum.

RED 5272 Reading Supervision and Curriculum Development II (Practice) This workshop emphasizes the application and supervision of an individualized reading curriculum in the classroom.

SCIENCE

SCI 610 Current Issues in Energy and Environmental Studies The student will be provided an interdisciplinary experience with a strong science base, using the ecosystem concept as a unifying theme to draw together factual information and concepts from biology, chemistry, physics, geography, and the earth sciences in an effort to develop a better understanding of ecological balance. Topics will include energy use and production, attendant problems of chemical and thermal pollution, the ethnobiological significance of local flora and fauna, the dynamical forces acting on the nearshore environments and effects on reef growth distribution.

SCI 620 Biology and Human Affairs This course has been designed to provide an intensive introduction to the cell as it integrates into the physiology, genetics, development, anatomy, and behavior of the intact organism. In addition, a study of various biological factors which affect the health and survival of man in modern society, as well as the ecology and evolution of populations will be investigated.

SCI 630 Scientific and Social Perspectives in the Physical Sciences Beginning with the physical laws, students will explore various topics which will provide the basis for scientific reasoning. These topics will include physical laws that explain the relationships between matter and energy; the physical and chemical properties related to atomic structure of the elements; principles of force, work, and motion as governed by universal physical laws; and technological developments as linked to human resourcefulness.

SOCIAL STUDIES

SST 610 Political Thought and Analysis Educators in the social sciences should understand the broad framework of political science and accompanying concepts along with appropriate uses in the school setting. The course will provide students with content in the broad areas of political science, American government, U.S. legal framework, and varied citizen rights. The course includes reviewing selected books, writing summary papers, and demonstrating research abilities in several political science topics.

SST 620 Contemporary Theories in Behavioral Science Participants will review the behavioral sciences with an emphasis on development, including the classical methods from historical perspectives and recent trends in the theory of man as a physical, emotional, and social being. Students will become familiar with contemporary methods used to measure behavior. Psychological topics as they apply to counseling, emotional problems, criminal behavior, business, and education, will be explored. The student will be expected to be familiar with classical theories and evaluate contemporary literature in such areas as self concept, self awareness, encountering, consciousness raising, promoting self, and similar approaches.
SST 630 Contemporary Social Problems/Issues

In this course, participants will explore contemporary social, economic, and political problems stressing the techniques needed to define and analyze them. Beginning with the individual, the exploration proceeds to the family, the local government, and finally to massive national problems. The student will develop skill in gathering information on problems encountered within the family, local government, and the nation.

TESOL

TSL 515 ESOL Curriculum Development in Bilingual Programs

A study of the content, development, and evaluation of ESOL curricula for use in bilingual or multilingual settings. The course includes a survey of techniques for assessing needs, determining objectives, and designing and evaluating curriculum materials.

TSL 562 Cultural and Cross Cultural Studies

This course examines cultural factors which influence the acquisition or learning of native and target languages. The course will focus on how an awareness of native and target cultures contributes to the effective teaching of the respective languages.

TSL 569 Methodology of Teaching English to Speakers of Other Languages

A survey of techniques used in teaching ESOL, including a review of audio-lingual, cognitive-code, and functional/notional approaches. This course examines curriculum and methods used in teaching and testing the skills of speaking, listening/understanding, reading, and writing.
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Ed.D. Nova University
MASTER OF ARTS IN TEACHING

Based on the premise that learning is most effective when theory and practice are united, the master of arts in teaching (M.A.T.) program has been designed for two groups: (1) liberal arts graduates who want to prepare for teaching careers and (2) teachers on leave who want an opportunity to develop and try out innovative teaching techniques. This program is a cooperative experience which offers the student a full-time teaching internship for an academic year in The University School of Nova University in addition to graduate courses offered by the Center for the Advancement of Education (CAE). An emphasis is placed on the use of modern technology in education, especially the microcomputer. M.A.T. interns normally pursue the hyphenated major of computer education combined with a specific discipline area.

Successful completion of the program will lead to the degree of master of arts in teaching with a major selected from a number of areas which include administration and supervision, computer education, computer studies curriculum design, early childhood education, elementary education, gifted child, learning resources, reading, specific learning disabilities, English, math, physical education, science, and social studies.

The student selected to participate in the M.A.T. program accepts the opportunity and the obligation to participate as an intern in the ten-month program at The University School and is, therefore, given a waiver of tuition by the school for the master’s program courses for a maximum of thirty-six credits plus a number of competency-based courses. M.A.T. students will be accepted as fully contributing members of the instructional team and as such share in the full responsibilities of The University School faculty. Small stipends may be available for selected interns.

The student must follow the University requirements for the major selected. A minimum of thirty-six credits is required for the master's degree. Although most majors require a larger number of credits, several of these are met through competency-based courses. Six credits are earned through the practicum in which modern technology is used to solve a meaningful educational problem. The remaining courses are taken through Graduate Education Modules (GEM) in the Center for the Advancement of Education.

The program is designed so that it can be completed in one year plus a summer. Normally, students will take at least a nine-credit module during the summer prior to The University School internship. They will then take modules and competency-based courses during the fall and winter semesters. Remaining modules will be completed during the summer following the internship. Some students apply early so they can complete several courses before the school year begins.
The University School is not responsible for the tuition for any course taken after the internship unless special arrangements are made in advance with the headmaster of The University School and the M.A.T. program director. Students who incur additional costs because of late registration, withdrawal from a course, etc., will be responsible for the extra costs involved.

Teacher certification is awarded by the state and is not automatic upon receipt of a master's degree. Every student comes to the program with a different background. It is the students' responsibility to determine if they will meet the requirements of the state for the certification desired. Depending on their backgrounds, students may have to take additional course work at their own expense in order to obtain certification. In Florida, to achieve certification, applicants must pass a state competency exam and participate in the beginning teacher program.

Application for the program should be made directly to the director of the M.A.T. program at the Center for the Advancement of Education.
COMPETENCY-BASED COURSES*

Competency-based courses are designed for students with B.A. degrees who do not have the basic education courses needed for teacher certification. These courses are offered in a competency-based format with The University School serving as an assessment center.

CB 511 Social Studies in the Secondary School/3 sem. hrs. This course covers investigation, analysis, and application of methods, materials, techniques, and practices in the teaching of social sciences at the secondary level.

CB 512 Sciences in the Secondary School/3 sem. hrs. This course comprises investigation, analysis, and application of contemporary methods and materials in addition to content and programs for teaching the physical and biological sciences at the secondary level.

CB 513 Music in the Secondary School/3 sem. hrs. This course covers the investigation and application of fundamentals, content, program, and special methods of teaching music and its instruments at the secondary level.

CB 514 Art in the Secondary School/3 sem. hrs. Investigation and application of fundamentals, content, methods, and materials utilized in the development of projects applied to the teaching of art at the secondary level constitute this course.

CB 515 Physical Education in the Secondary School/3 sem. hrs. Investigation and application of effective methods, materials, and programs of teaching physical education at the secondary level are emphasized.

CB 516 Mathematics in the Secondary School/3 sem. hrs. Investigation and application of contemporary methods, materials, and practices in the teaching of arithmetic, algebra, geometry, trigonometry, and calculus at the secondary level are covered.

CB 517 Languages Other than English in the Secondary School/3 sem. hrs. Investigation, analysis, and application of methods, materials, and practices for the teaching of fundamentals, development, and expression of foreign languages at the secondary level are covered.

CB 518 English in the Secondary School/3 sem. hrs. Investigation, analysis and application of methods, materials, and practices for teaching English grammar, composition, and literature at the secondary level are covered.

CB 519 Business Education in the Secondary School/3 sem. hrs. Investigation, analysis, and application of methods, materials, evaluation, resources, and classroom skills in the teaching of business education at the secondary level constitute the elements of this course.

CB 520 Speech in the Secondary School/3 sem. hrs. Investigation, analysis, and application of methods, materials, and practices in teaching fundamentals of speech, debate or discussion, dramatics or oral interpretation, and phonetics at the secondary level are covered.

CB 5281 Science/Math in the Elementary School/3 sem. hrs. This course emphasizes investigation and application of contemporary methods, materials, and practices in the teaching of science and math to elementary school children.

CB 5282 Social Studies in the Elementary School/3 sem. hrs. Investigation, analysis and application of methods, materials, and practices in the teaching of the social sciences to young children are covered in this course.

CB 540 Background of American Educational Practices/3 sem. hrs. American educational practices, values, and institutions from their origin to the present day are investigated through readings and seminars.

CB 541 Creativity in the Classroom/3 sem. hrs. This course is the investigation and application of basic methods of teaching based on the creative and physical needs of young children.

CB 575 The Role of Children's Literature in the Elementary School/3 sem. hrs. Analysis, selection, and use of children's books and story-telling in the elementary school constitute the elements of this course.

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CB 710 Science Teaching at the Elementary School Level Participants will investigate and observe alternative methods, materials, and techniques used to teach science to elementary school children. They will then design and teach a science unit at the elementary school level.

CB 720 Math Teaching at the Elementary School Level Following an investigation and observation of various methods, materials, and techniques for the teaching of math in the elementary school, participants will develop and teach a unit of elementary mathematics.

ELE 595 Practical Experience in Teaching 3/6 semester hours Full-time supervised internship emphasizing the elementary school level.

ELE 688 Practicum in Elementary Education 3/6 semester hours A practical problem solving project utilizing innovative techniques to improve education at the elementary level.

SEC 595 Practical Experience in Teaching 3/6 semester hours Full-time supervised internship emphasizing the secondary school level.

SEC 688 Practicum in Secondary Education 3/6 semester hours A practical problem solving project utilizing innovative techniques to improve education in the student's area of specialization at the secondary level.

*Descriptions of other courses taken by MAT interns are located on the preceding pages. (GEM Course Descriptions)

Grading Since students are expected to produce quality, graduate level work a grade-point average of at least 3.0 (B) must be maintained for retention in the program. Incomplete grades must be made up within four months of the ending date of the module.

The evaluation system includes:

- A = Excellent achievement
- B = Good achievement
- C = Below expectations for a graduate student
- D = Poor achievement
- F = Failure
- I = Incomplete

C B Courses are graded on a Pass-Fail basis.
ED.D. PROGRAM IN EARLY AND MIDDLE CHILDHOOD

The Ed.D. Program in Early and Middle Childhood was created in 1972 to provide responsible leadership for the growing need in this field. The program was designed to foster increased academic and leadership competencies for persons who had made a genuine commitment to the field of early childhood and who had demonstrated exceptional capabilities within the field. As of January 1, 1984, the program will take a new direction. It will include goals, content and skills appropriate to both the early and middle childhood years. Employed professionals who directly impact the quality of life for children (birth-age 12) are best suited for this program.

The Cluster Concept The Ed.D. in Early and Middle Childhood program is a field-based program. Formal instruction occurs in Saturday cluster seminars. Each cluster is a cohort of 20-30 early and middle childhood professionals who live and work in variety of settings but within geographic proximity. Students in each cluster begin the program at the same time and progress through the program components (study areas, practicums, and summer institutes).

The cluster is intended to serve as both an administrative and education vehicle for the program. For example, communication and decision-making frequently take place through the cluster structure. In addition, the cluster format provides opportunities for sharing the expertise of individual cluster members. Clusters form study groups which meet between seminars to initiate and complete assignments. Program funds are available for arranging for guest lecturers, for hosting special educational events, for initiating community related activities, and for other educational activities designed by the cluster.

Each cluster operates locally under the direction of a cluster coordinator. The coordinator is a manager of many administrative cluster details, facilitator of cluster activities, ombudsperson for students, and counselor to students.

Program Overview During the three-year program students receive instruction through a variety of mechanisms. The major program components, however, are the study areas, the practicums, and the Summer Institutes.

STUDY AREAS—There are five areas of study in the program, each representing a core of knowledge and including a series of related academic experiences deemed necessary for the development of childhood professionals.
Each study area is designed to involve students in five to seven months of intensive seminars, readings, structured activities, and evaluation procedures. Each study area is under the direction of a senior faculty member who, using a study guide, outlines and interrelates the academic experiences of the study area, provides suitable evaluation procedures to be used during and at the conclusion of the area of study, coordinates the activities of national guest lecturers, and finally, provides evaluative commentaries on each student's performance in that area of study. Study areas meet one Saturday per month for eight hours of instruction. Attendance is expected at all meetings.

PRACTICUMS—Nova University practicums are actions taken to improve a system, program, or product in early and middle childhood. Students take an active part in improving their professional setting through direct involvement in a solution designed to solve an identified problem. The concept of the practicum stems directly from the belief that leadership in all sectors requires action as well as reflective thought. Practicums require identification of a significant problem, designation of a solution strategy, and implementation and evaluation of the strategy.

Two practicums are required, the second one being a major project in which students study problems of extensive scope in early and middle childhood. Instruction on the practicum component is organized into two day-long cluster sessions. One of these sessions occurs about three months after the cluster begins the program; the second occurs halfway through the program.

SUMMER INSTITUTES—The event in the program which brings students from all clusters together is the annual summer institute. This conference provides an opportunity for interaction among students from all clusters, faculty, cluster coordinators, central staff, and invited lecturers and guests. The institutes have national focus and provide for a broad perspective concerning early and middle childhood issues. A theme is selected and experts in related areas are present for formal presentations, small group sessions, workshops, and individual discussions.

Each Nova student must attend two summer institutes. These are "live-in" experiences and students are responsible for their travel, room, and meal costs. The 1980 summer institute was in St. Petersburg, Florida; 1981, on the southeast coast of Florida; 1982, in Washington, D.C.; 1983, at Mills College in Oakland, California.
Grading and Student Evaluation Students in the Ed.D. Program in Early and Middle Childhood must achieve a Pass grade in each study area to remain in the program. Evaluative commentary on the student’s performance is provided by each faculty member.

Incomplete grades may be fulfilled by a Request for Time or Contract for Alternative. Readmission following academic dismissal is not possible in this program.

Admission Requirements The Ed.D. Program in Early and Middle Childhood seeks competent, experienced childhood professionals actively involved in the field. It serves practitioners who demonstrate leadership abilities and who are committed to improving the quality of life for children and families.

Specific requirements for enrollment and admission into the program include:

- A master’s degree in education or a child-development related field from a regionally accredited institution.
- Evidence that the applicant has the academic competence to be successful in the program. This judgment will be based on previous academic records, academic activities since obtaining the master’s degree, letters of recommendation, a personal or telephone interview, and written responses to questions dealing with the field of early and middle childhood.
- The applicant must occupy a position that requires or allows him/her to work independently.
- Three years of work experience in an early or middle childhood affiliated setting.
Credits and Certification  The program does not attempt to meet state certification requirements for any specific positions. These requirements vary from state to state to such an extent that any attempt to train for specific positions would defeat the purpose and nature of the program. The registrar will work with participants seeking certification to the extent that any specific requirements are compatible with the program.

Credits are awarded for work as it is completed.

- Year One  24 credits (first and second study areas and the introductory practicum proposal)
- Year Two  27 credits (third and fourth study areas and the introductory practicum report)
- Year Three  21 credits (fifth study area and the major practicum)

Because the Nova program differs in so many fundamental ways from traditional programs, there simply is no equivalent course work for which credit could be transferred. Transfer credits are therefore not accepted in fulfillment of the Ed.D. requirements.

Information Retrieval Service  The Information Retrieval Service was designed to provide Nova students with an opportunity to acquire resources that might not otherwise be available to them. Its function is to supply students with some of the resources (i.e., computer searches, ERIC microfiche, and consultation services) needed for performing practicums or for other research interests.

The result of a computer search is a printout that contains the full bibliographic citation of all documents and journal articles related to the requested search. The computer printout amounts to an annotated bibliography. Using the data in the printout, students can locate complete copies of desired materials.

Faculty and Visiting Lecturers  The Ed.D in Early and Middle Childhood is administered by Drs. Diana Marcus and Mary Ellen Sapp. A part of the Center for the Advancement of Education, which is under the guidance of Dr. Richard Goldman, the program seeks to promote maximum student-faculty interaction. Adrienne Garcia, Polly Peterson, Marilyn Segal, Jeri Sorosky, Julie Sugarman, and Jethro Toomer, Jr., act as study area faculty. Richard Goldman, Georgianna Lowen, Polly Peterson, JoEllen Salce, Jeri Sorosky, and Paul Wessen are the practicum review staff. Among the outstanding national lecturers who visit cluster meetings are Larry Krafft (Temple University), Alice Honig (Syracuse University), Betty Carnes (Division of Child Development, S. Carolina), Nicholas Anastasiow (Hunter College), Paul Kleine (University of Oklahoma). These prominent guests have excellent qualifications and bring to the cluster participants expertise in a variety of areas related to early and middle childhood.
**Program Costs**  
Tuition for the Ed.D. in Early and Middle Childhood is $3,200 per year for each year of the three-year program. A single payment of $1,000 is charged to participants requiring a fourth year to complete the program. Students may receive a six-month extension beyond the fourth year with the permission of the student affairs committee. A $500 fee is charged for this additional period.

OTHER FEES—A one-time, non-refundable application fee of $25 is required and must accompany the completed application.

A $25 graduation fee is required and must be paid prior to graduation. If a graduate wishes to participate in commencement exercises, there is an additional cap and gown fee.

OTHER PROGRAM EXPENSES—Program students will be responsible for the purchase of textbooks as well as other typical needs associated with advanced study.

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**TUITION PAYMENT PLANS**

**PRE-PAYMENT IN FULL**—Students may pay one year’s full tuition at the first cluster meeting thus avoiding service fees.

**INSTALLMENT PLAN**—Students may pay their tuition in three payments over the year. Those choosing this payment plan will be billed once a year and are responsible for adhering to the payment dates outlined in the billing. A breakdown of fees and dates for each year follows:

<table>
<thead>
<tr>
<th>DATE</th>
<th>YEAR 1</th>
<th>YEARS 2&amp;3</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be paid before the first official cluster meeting</td>
<td>$225 (deposit* &amp; application fee)</td>
<td>$1,200 (tuition)</td>
</tr>
<tr>
<td></td>
<td>$1,000 (tuition)</td>
<td></td>
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<tr>
<td></td>
<td>$1,225</td>
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</tr>
<tr>
<td>To be paid on or before the first day of the 4th month following the first official cluster meeting</td>
<td>$1,025 (tuition &amp; $25 service fee)</td>
<td>$1,025 (tuition &amp; service fee)</td>
</tr>
<tr>
<td>To be paid on or before the first day of the 8th month following the first official cluster meeting</td>
<td>$1,025 (tuition &amp; $25 service fee)</td>
<td>$1,025 (tuition &amp; service fee)</td>
</tr>
</tbody>
</table>

*Program Deposit—A $200 deposit is required prior to the first official cluster meeting. The deposit and any paid tuition will be refunded if the applicant notifies the Director before the start of the cluster that she/he does not wish to begin the program, or if the cluster does not form, or if the applicant is not admitted to the program.
LATE PAYMENT PENALTIES—All payments must be met according to this schedule. No exceptions will be made for students in the process of obtaining loans. A late payment penalty of $50 will be assessed each time a payment date is missed. Repeated late payments will result in the student’s being dropped from the program.

REFUNDS—Students will receive a full refund of tuition paid if they withdraw before the first official cluster meeting; the total tuition less the first payment if they withdraw before the first day of the fourth month following the first official cluster meeting; the total tuition less the first and second payment if they withdraw on or before the first day of the eighth month following the first official cluster meeting.

All students must notify the program director in writing of their intention to withdraw. Refunds and liabilities are calculated from the date the director receives written word of the student’s intentions. Students paying on the installment plan must notify the director of their withdrawal before entering a new payment period, or they will be liable for an additional payment.

Re-entry into the program following withdrawal or as a result of being dropped for non-payment must be discussed with the program director. A $100 reinstatement fee will be charged and the student will be subject to the tuition schedule in effect at the time of reinstatement.

STUDENT LOANS—Federally Insured Student Loans are available for eligible students. For more information, contact Nova’s Office of Financial Aid or our student loan office at 475-7409.

Student Rights and Responsibilities Student dismissal for reasons of non-professional behavior will be determined by an Appeals Committee comprising graduates, peers, and faculty.

Grievance When questions about procedures, decisions, or judgments occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. An appeals policy is available upon request from the Student Affairs Department.
THE STUDY AREAS

Year 1

CHILD GROWTH AND DEVELOPMENT STUDY AREA

EC 606 The Child and the Family (3) This course focuses on the child within his total life space—his family, community, society, and culture. Major emphasis is given to a study of the changes that are taking place in the American society and the impact of these changes on the family.

EC 625 Social and Emotional Development in Children (3) Beginning with a study of early bonding and attachment behavior in the infancy period, this course examines social and emotional development in children. Particular emphasis is placed on theory and research relating to the development of both aggressive and prosocial behavior.

EC 630 Observing and Assessing the Young Child (3) This course familiarizes the candidates with the characteristics and capabilities of young children. It familiarizes the student with instruments and techniques that are used to measure and record physical, perceptual, intellectual, social, and emotional development. Candidates are required to participate in settings where they have opportunities to acquire and demonstrate observation and assessment skills. At the end of the course, the candidate is expected to have developed skills in the use of a variety of formal and informal instruments and to recognize the usefulness and limitations of testing.

EC 635 Trends and Issues in Exceptional Child Education (3) Investigation of current practices in the identification, diagnosis, categorization, and education of exceptional children. Special attention is given to controversial issues relating to mainstreaming, interpretation of least restrictive environment, definition of specific learning disability, labeling practices, and parental involvement.

EC 700 Practicum Orientation Workshop (3) This intensive workshop develops student understanding of the practicum concept and skills related to the problem solving process. These skills include problem identification, diagnosis, and documentation; literature review; goal setting and assessment; and selection of solution strategies. Completion of this course requires an approved Practicum I Proposal.

RESEARCH AND EVALUATION STUDY AREA

RS 610 Descriptive and Inferential Statistics (3) This course provides for development of understanding of the basic analytic tools of quantitative inquiry. Focus is on development of a sound understanding of probability theory and inferential techniques. Considerable attention is provided to demonstration of interpretive skills.

RS 712 Research Methodology and Design (3) A skill building course in the selection and utilization of appropriate research design and analysis. Student experiences include understanding of basic design concepts, conducting critiques of actual research designs, and utilization of research methodologies to attack student generated problems.

AS 505 Evaluation for Administrators (3) This course will prepare administrators to evaluate the full range of activities for which they are responsible. Techniques will range from informal in-house methods to those for the more sophisticated researcher.

Year 2

PROGRAM DEVELOPMENT STUDY AREA

CU 500 Modern Curriculum Design This course covers curriculum and materials design based on a pre-determination of the performance required for achieving curriculum objectives. It requires the development of instructional systems for an existing curriculum.

EDU 655 Grantsmanship (1) Participants become familiar with the grantsmanship vocabulary, the basic components of proposal development, and the resources available for funding proposals focusing on problems in early and middle childhood.

CU 665 Theories of Learning and Effective Teaching This course examines both modern and traditional theories and their relationship to effective learning behaviors. Also included are new brain-based learning concepts such as lateralization of function. An effort is made to evaluate the implications and significance of learning research for the childhood professional.
CU 666 Curriculum: Theory and Practice (3) Participants examine the historical antecedents to early and middle childhood curricula. They track the effect of numerous persons (e.g., Aristotle, Rousseau, Pestalozzi, Froebel, Dewey, Montessori, Piaget) on current curriculum practice in learning environments. A culminating activity involves the participants in observing numerous early and middle childhood environments. From those observations and interviews with staff, the participants infer relationships between the ideas of the historical leaders in early and middle childhood and practice, e.g., what actually occurs in childhood environments.

EC 701 Practicum 1 (6) This practicum involves the exposure to a sequential series of experiences designed to insure that students master the problem-solving process. Through participation and involvement, students develop skills in identifying and diagnosing problems in actual childhood settings. Students assume a leadership role in solving the identified problem; they implement a solution and evaluate its effectiveness. The proposal approved in EC 700 is tested and a written report prepared.

MANAGEMENT AND LEADERSHIP STUDY AREA

AS 525 Human Relations in Educational Change (3) This course focuses on models of organizational health. Special emphasis is given to working in committees and achieving results with and through other people. Image management and using the potential of good communication to facilitate educational change are included.

EC 516 Budget as a Management Tool (2) The course introduces students to the basic concepts and procedures of budgeting. It is a skill building course in which program budgets are actually designed, critiqued, and modified to achieve given objectives. The course introduces budgeting techniques appropriate to small and large scale operations and to private and public programs.

AS 551 Overview of Educational Administration (3) This is a course designed to provide the essential understanding of administration in America's public education on federal, state, intermediate, local, and individual levels. Concepts, processes, or organization; decision-making; and the roles of administrators and teachers are explored.

SU 605 Supervision in Educational Settings (3) This course emphasizes the basic theoretical foundations of supervisory techniques and the utilization of skills essential for effective supervision of educational personnel.

Year 3

POLITICAL PROCESSES AND SOCIAL ISSUES

AS 651 Policy and Political Processes in the American System (3) This is a basic graduate course in the dynamics of the American political system. Students are expected to gain familiarity with basic concepts of government and policy making as they are revealed in ongoing political systems. The development of policy related to human services provides a focal point for study of national, state, and local political systems.

EC 567 Policy Analysis in Early and Middle Childhood (3) In this course students are required to gain and demonstrate skill in analysis of specific policies related to early and middle childhood. Classical as well as contemporary analytic models are introduced as tools for policy analysis, and study of the strengths and limitations of each model is required.

EC 612 Socio-Political Setting in Early and Middle Childhood (3) This course provides a historical and sociological perspective about the development of programs in early and middle childhood. While the focus is on the development of such programs in significant historical periods in the United States, cross-national experiences are studied as well. Specific attention is paid to the historical shifts in basic conceptions of the child and family.

EC 702 Major Practicum (12) A problem of significance in childhood education or child development is identified, documented, and an appropriate solution carried out. After approval of a proposal by an administrator in the student's work setting and by practicum staff, the student implements and evaluates the improvement process. The student is observed and supervised by practicum staff.
Faculty for Ed.D. Early and Middle Childhood

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- M.S. Queens College
- Ph.D. University of Connecticut

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Ph.D. PROGRAM IN APPLIED DEVELOPMENTAL PSYCHOLOGY

The Program Nova University’s Ph.D. Program in Applied Developmental Psychology is designed to develop experienced professionals who can fill roles in a variety of settings: school systems, social service agencies, child and family centers, mental health programs, hospitals, colleges, and universities. The program is interdisciplinary, with students taking course work in education and psychology.

Students’ programs are built around sets of competencies developed for the required knowledge base in developmental psychology and for specific skills in assessment, program management, program development and evaluation, research, counseling, and administration of child and family programs. Skill areas are directly related to internship experiences, either through Nova’s Family Center and The University School or at appropriate off-campus sites. Major internships will be of sufficient duration and responsibility for inclusion on the students’ professional vitas.

Course work is offered on Nova’s main campus in Fort Lauderdale, Florida. At least one year in full-time residence is required. Three to four years is the normal time requirement, beyond the baccalaureate degree, for completion of the doctoral degree. Applicants who have completed graduate courses in psychology or education relevant to the requirements of the program may be able to apply up to a maximum of 30 transfer credits toward their doctoral program.

The Curriculum The curriculum and related internship experiences are in the following general categories:

- Administration of Children’s Programs
- Program Development and Evaluation
- Development Assessment
- Child Development
- Research Methodology
- Clinical Interviewing and Counseling
- Parent/Child and Family Programs

A minimum of 90 credit-hours, including the dissertation, are required for completion of the program.
A Typical Sequence*

Year 1, Fall
Child Development 6 credits
Child Development Research:
Observing and Recording Behavior 3 credits
Internship I 6 credits

Year 1, Spring
Child Development 6 credits
Child Development Research:
Statistical Analysis 6 credits
and Computer Lab
Internship II 3 credits

Year 1, Summer
Administration of Children’s 9 credits
Programs

Year 2, Fall
Curriculum, Program Development 6 credits
and Evaluation
Developmental Assessment 9 credits
Internship III 3 credits

Year 2, Spring
Child Development Research:
Research Design 3 credits
Parent-Child and Family Programs 6 credits
Internship IV 6 credits

Year 3
Dissertation 12 credits

*Individual courses are listed on page 63.
Prerequisites

1. A recent course or appropriate experience in educational measurement or psychometrics. Undergraduate courses are acceptable.
2. A recent course or appropriate experience in beginning statistics. Undergraduate courses are acceptable.
3. A recent course or appropriate experience in exceptional child education. Undergraduate courses are acceptable.

Persons not having these prerequisites must acquire them before beginning their course work in the program. The prerequisites may be made up through Guided Study (off-campus independent study) courses offered by Nova’s Center for the Advancement of Education before coming to the Nova campus. These Guided Study courses carry master’s degree level credit. They may not be applied toward credit for the program.

Admission Requirements

Requirements for admission to the Ph.D. Program in Applied Developmental Psychology are:

1. A baccalaureate or higher degree from a regionally accredited institution.
2. An academic record that indicates ability to pursue advanced study and research. The applicant’s official transcript must be submitted directly from the degree-granting institution.
3. Three letters of recommendation from instructors or professional associates that indicate potential for research and academic achievement in the chosen area.
4. Scores from the Miller Analogies Test, administered by The Psychological Corporation, 304 East 45th Street, New York, N.Y. 10017. (Graduate Record Examination Scores will be accepted in lieu of MAT Scores if the student wishes.)

Persons considering a career change or wishing to return to graduate study are encouraged to make application to the program. Applications will be reviewed in terms of the following criteria:

1. Does the applicant provide evidence of the competencies required to pursue advanced study and research?
2. Does the applicant give evidence of commitment to, and interest in, working with children and families?
3. Is Nova’s doctoral program in Applied Developmental Psychology appropriate to the applicant’s career goals?
4. Does the applicant have adequate previous academic background in psychology and/or education to undertake the basic doctoral level course work?
Student Evaluation and Grading  

Students in the Ph.D. Program in Applied Developmental Psychology are required to maintain a minimum grade point average of 3.0. Doctoral students receiving more than two C grades will be terminated from the program unless they can show cause that a special exception should be made. Incompletes may be given for course work but may not be carried for more than one year. Course work in the program is assigned the following grades:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>ACHIEVEMENT RATING</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Marginal pass</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
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Student Evaluation Procedure  

Students in the doctoral program are evaluated on a number of occasions in each course in which they are enrolled. In addition to these course evaluations, each January a formal evaluation of students is coordinated by the director of the program. The purpose of this evaluation is to provide students with relevant and timely feedback concerning their overall performance in course work and in internships and to serve as a screening procedure in order to ensure standards of high quality. A progress report, with recommendations from the faculty, will be sent to each student.
Degree Completion Requirements

The Ph.D. Program in Applied Developmental Psychology is a full-time, on-campus program requiring one year of residency. Enrollment in the summer session does not count toward the residency requirement. A student must complete all requirements for the degree within seven years of the date of admission.

A full-time graduate student, for purposes of classification for tuition, financial aid or veterans benefits, is defined as a student registered for nine hours; however, in their first year in the program, students are required to register for at least 12 hours of coursework during the spring and fall semesters. The typical semester course load of students in the program is about 12 to 15 credit hours. Enrollment in more than 18 credit hours in any one semester must have the approval of the director. Summer session registration in the program is limited to three courses, not to exceed nine credit hours per session.

When a student’s advisors feel the student is ready to begin his dissertation, a Dissertation Committee will be formed. The Dissertation Committee will consist of a minimum of three professors, one of whom may be on the faculty of another institution.

The student will be admitted to candidacy for the degree when the dissertation proposal has been successfully defended before the Dissertation Committee. The student must satisfactorily pass a review of the completed dissertation before the Dissertation Committee. All course work must be completed before the formal review of the completed dissertation.

Tuition Policy

Tuition is charged for full-time students at a rate of $2,500 per semester during the fall and spring semesters. Students who have completed their residency requirement and who register for fewer than nine credits during the fall or spring semester pay $225 per credit hour. These tuition rates are subject to change without notice.

1. All students must pay a registration fee of $25.
2. All graduating students must pay a graduation fee of $15.
3. Students are expected to pay tuition in full at the time of registration for each semester.
4. A student may not register if there is an outstanding balance against previous tuition.
Tuition Refund Policy  Any student in good standing wishing to withdraw because of illness or some other satisfactory reason must notify the director of the program in writing. Adjustment of tuition will be computed from the date on which the written notice is received.

1. No part of the application fee or the registration fee will be refunded upon withdrawal.

2. The refundable percentage of total tuition (paid or due) will be computed in accordance with the following schedule:
   - Prior to the first class meeting: 100%
   - Prior to the expiration of the first 15 calendar days of the semester: 80%
   - During the 15th through 21st calendar days: 60%
   - During the 22nd through 28th calendar days: 40%
   - During the 29th through 35th calendar days: 20%
   - No refunds will be payable for any withdrawals after the 35th calendar day

3. The semester is deemed to begin on the day classes begin.

Financial Aid  Nova University operates several programs of student financial aid in order to assist the greatest possible number of its students in meeting direct and indirect educational expenses. Its financial aid programs derive from federal, state, and private sources. Details of the various programs are available from the Office of Financial Aid, Nova University, telephone number 305/475-7409.

Interruption of Studies  Students are expected to maintain continuous registration in the program. A leave of absence may be granted to a student who must interrupt his/her studies for an adequate reason, such as sustained illness. Leave should be for a stated period of time and should not exceed one year. Students desiring leave should discuss the matter with their academic advisor and thereafter should apply in writing to the director of the program.

Grievance  When questions about procedures, decisions, or judgments occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. An appeals policy is available upon request from the Office of Student Affairs.
**Course Descriptions**

**PSY 7100 Human Development and Individual Differences; Birth through Adolescence (6 credits)** This course combines a chronological with a topical approach to human development, birth through adolescence. Topics for special study include: inborn differences in temperament; theoretical interpretations of attachment behavior; sex-related differences in personality and cognitive style; early development of social skills; peer group interaction in the middle years; the culture of adolescence.

**PSY 7200 Developmental Neuropsychology (3 credits)** This course focuses on the background information required by persons who will be performing developmental assessments of infants and children. Normal patterns in neural, motor, and perceptual development are covered. Common abnormalities in neural development and their etiology and prognosis are surveyed.

**PSY 7300 Human Development Research: Systematic Observation of Behavior (3 credits)** This course surveys methods of collecting behavioral data, including traditional child study techniques, interaction analysis, anthropological techniques, and ecological techniques. Students utilize the various techniques in field research.

**PSY 7400 Cognitive and Affective Bases of Behavior; Birth Through Adolescence (6 credits)** This course examines theory and research in intellectual development and the development of personality and behavior from birth through adolescence. Major theorists covered include Piaget, Kohlberg, Erikson, Freud, Adler, Maslow, Lewin, Skinner, and Bandura.

**PSY 7500 Human Development Research: Statistical Analysis and Computer Laboratory (6 credits)** This course covers inferential statistics from correlation through analysis of variance and selected techniques, including nonparametric techniques, frequently used in human development research. A short review of descriptive statistics and hypothesis testing is included. In the computer laboratory students learn how to use a remote terminal, build data files, and use basic library programs.

**PSY 7701 Developmental Assessment I. (3 to 6 credits)** This course provides an overview of the etiology and manifestations of developmental disabilities among children and of developmental assessment techniques appropriate for use with children from birth through age four. Training on selected observational and test instruments and field practice in their use is provided. (Prerequisite: Graduate or upper division course in tests and measurement or permission of instructor.)

**PSY 7702 Developmental Assessment II. (3 credits)** This course provides an overview of the etiology and manifestations of developmental disabilities among children and of developmental assessment techniques appropriate for use with children from age four through middle childhood. Training on selected observational and test instruments and field practice in their use is provided. (Prerequisite: Graduate or upper division course in tests and measurement or permission of instructor.)

**PSY 8000 Independent Study (3 to 9 credits)** Students wishing to investigate special topics or research areas not covered in a specific course, or who wish to read intensively in a specific area, may contract to do so under the supervision of a faculty member. (An independent study cannot be used to meet basic course requirements.)

**PSY 8001 Internship (3 credits)**

**PSY 8002 Internship (3 credits)**

**PSY 8101 Supervised Field Placement (3 credits)**

**PSY 8102 Supervised Field Placement (3 credits)**

**PSY 8103 Supervised Field Placement (9 credits)**

**PSY 8200 Supervised Clinical Internship (9 credits)**

**PSY 8300 Dissertation (12 credits)**

**CCM 502 Counseling and Intervention Techniques for Children’s Programs (3 credits)** This course is an overview of counseling and intervention techniques and practices in use in residential, treatment, and community-based programs for children and youth.

*Additional coursework is taken in other Nova programs.*
CCM 504 Curriculum, Program Development, and Program Evaluation (3 credits) This course provides an overview of various approaches to curriculum development and implementation including individualized educational plans. Various techniques for evaluating the impact of educational programs are covered.

CCM 505 Child and Family Intervention and Support Programs (3 credits) This course provides an overview of the design and implementation of various types of family intervention and support programs and provides students with training in the following skills: interviewing, referral, basic group counseling techniques.

Learning Resources Nova University provides appropriate learning resources at each of its academic centers. In addition, many resources within the broader community are utilized to enrich the learning environment of the students.

Library Resources The Albert and Birdie EINSTEIN LIBRARY is located in the Mailman-Hollywood Building on the main campus and houses Nova University’s major collection of books and periodicals. This collection encompasses the disciplines of the behavioral sciences, the humanities, public administration, computer sciences, business administration, and education.

Several special library services are available to Nova University students through the librarian at the Einstein Library. These services include computer searches through the DIALOG Information Retrieval Service, Interlibrary Loan service to locate materials not immediately available at Nova’s Library, and access to several area university libraries through the Southeast Florida Educational Consortium.

This facility contains individual study carrels, a media room, and microform readers and a printer. The Einstein Library is open for research more than 80 hours per week. For further information, call 475-7496.

Also located on the main campus in the Parker Building is the GEORGE ENGLISH LIBRARY. This specialized collection of books and periodicals reflects and supports the teaching of the life sciences. This library is open for research and study more than 65 hours per week. For more information, call 475-7326.

The UNIVERSITY SCHOOL MEDIA CENTER is located in the University School Building for preschool through middle school students. High school students are provided a collection of books and periodicals located in the Parker Building Library. This media center has an integrated collection of print and nonprint materials designed to provide curriculum enrichment resources for students from preschool through high school. Student and faculty involvement in media production is an integral part of the media center.
The William Springer RICHARDSON LIBRARY, housed at the Port Everglades site of the Oceanographic Center, contains a specialized collection of books and periodicals related to research in physical, biological, and chemical oceanography. The Richardson Library may be reached for information at 475-7487.

The LAW LIBRARY is housed in the Leo Goodwin, Sr., Law Building at 3100 S.W. 9th Avenue, Fort Lauderdale. The library collection, now over 100,000 volumes, contains the standard materials required for legal study and research: English, American, and state court reports and statutes; administrative rulings, legal encyclopedias, periodicals, treatises, and looseleaf services. In addition to this basic collection, the library includes extensive materials in the areas of taxation, land use planning and international law. It is one of the few collections designated as a depository for United Nation's documents. The Law Center also houses a majority of the United States Government documents which are deposited with Nova University.

The combined holdings of the University library system contain extensive collections in the basic sciences, applied mathematics, and computing sciences. Through computer terminals, the Nova Libraries are connected with the DIALOG Information Retrieval System and other national data bases.

Through special cooperative arrangements, Nova University students have access to other libraries in the South Florida Educational Complex such as the Broward Community College Library. A unique community-university arrangement exists at Coral Springs, where the local branch of the Broward County Public Library and Nova University at Coral Springs have a joint “Communiversity” library facility. Believing in maximum interchange of community educational resources, Nova University also maintains cooperative arrangements with other academic libraries in the area including the Professional Library of the Broward County Public Schools.

The Library Media Services provides a complete non-print media service, including educational materials and equipment in the following formats: 16mm film, videotape, audiotape, recordings, tape/slide presentations, sound filmstrips, and transparencies.

The Library Media Services also provides a complete range of media production services, enabling students and faculty to prepare video recordings, films, slides, audio cassettes, and transparencies for use in class.

Information Retrieval Service provides computer searches for students in all programs of the Center for the Advancement of Education. The students have direct access to more than 200,000 ERIC documents.
Learning Technology Laboratory Consisting of a TV studio equipped to video record in color, a well equipped audio studio, and a graphics room, the laboratory provides good media production services for students and faculty. The video recording facilities of the studio are used regularly as a means of enriching student learning.

Learning Technology houses a growing library of instructional materials such as 16mm films, videotapes, filmstrips, slide/tape presentations, audio tapes and kits for students and faculty use. Full A/V equipment services are also available through the department.

Computing Facilities The University Computing Facility provides data processing facilities and services for meeting the instructional, research, and administrative needs of the University. The central site is located on the main campus in the Mailman-Hollywood Building. Access to the facility is through terminals and other computer systems located both on the main campus and at the Port Everglades site. Time-sharing services are available through the local telephone system. This facility is available to qualified students and faculty for research and for computer-oriented course work.
NOVA UNIVERSITY POLICIES
GOVERNING STUDENT RELATIONS

General Nova University, hereinafter referred to as Nova, has established specific policies, procedures, and guidelines defining its relationship with its students. The term student as used herein means the student, or parents of the student if the student qualifies as a dependent under the provisions of the Internal Revenue Code.

Institutional and Academic Information Nova and its composite academic units publish, periodically, bulletins or catalogs describing Nova and its academic programs. These bulletins are available to enrolled and prospective students through the various admissions offices associated with the academic units or from the Office of the Registrar. Each academic unit, group of units, and/or the Office of the Registrar, maintains at least one full-time employee to assist all students in obtaining information.

Financial Aid Nova participates in various governmental and private financial aid programs for the benefit of its students. Details of these aid programs are available through the Financial Aid Office. Nova academic programs are approved by the Coordinator for Veterans Approval, State of Florida, Department of Education, for veterans' educational benefits. The Financial Aid Office, located in the Parker Building, will assist veterans in applying for benefits.

Housing Located on the main campus is the Nova Cultural and Living Complex. Three buildings of ninety one- and two-bedroom unfurnished apartments, are available for graduate and married students. A five-story building of ninety furnished apartments, is available for undergraduate and other students. Apartments are leased to full-time students on an annual basis. Monthly rental includes utilities and central air conditioning. Rates will be furnished to interested students who are invited to request further information from the Housing Office, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314. Housing is limited by program and availability.

Applications for housing for the fall term should be submitted prior to May 31.
Nondiscrimination Nova fully subscribes to and practices a policy of nondiscrimination in admissions and enrollment. No applicant or enrolled student shall in any way be discriminated against because of religion, sex, handicap, color, or national or ethnic origin. The University Registrar is designated as the policy coordinator to assure compliance with all federal, state and local laws and regulations relative to nondiscrimination.
**Educational Records and Privacy** Nova maintains a system of student records which includes, but is not limited to, application forms, letters of recommendation, transcripts of prior academic achievement, standardized test scores, evidence of professional standing, and other admissions credentials as well as progress records (transcripts) of the student's studies at Nova.

Nova requires written consent of the student to disclose any personally identifiable information. Said consent shall specify the record to be released, to whom, and for what purpose.

Nova shall release records or components thereof without the written consent of the student only:

1. for purposes of audit and evaluation of Federal and State programs
2. to authorized representatives of:
   a. the Comptroller General of the United States
   b. the Secretary of the U.S. Dept. of Education and Commissioner of Education or their deputies
   c. state educational authorities
3. to Nova personnel deemed to have a legitimate educational interest
4. to persons or organizations providing financial aid or determining financial aid decisions concerning eligibility, amount, condition and enforcement of said aid
5. to accrediting organizations in carrying out their functions
6. to parents of students who have established the student as a dependent according to the provisions of the Internal Revenue Code
7. to persons in compliance with a judicial order or lawfully issued subpoena
8. to persons in an emergency, if the knowledge of the information, in fact, is necessary to protect the health or safety of the student or other persons
Nova may release without written consent information which it may
deeem as directory information for currently enrolled students provided:
1. the student is notified of the categories designated as directory
   information
2. the student is given the opportunity to refuse disclosure of any or all
   of the categories
3. the student is given a reasonable period of time in which to submit
   said refusals in writing

Nova may release without written consent of the student information
expressly limited to the facts as to whether or not the student is currently
enrolled.

Nova may release without written consent information which it may
deeem as directory information for students no longer enrolled.

Nova shall not provide access to the student of any admission records
of that student unless and until that student shall be enrolled as a student.

Nova shall provide the opportunity for the student to seek correction of
the information contained in the student records and to add explanatory or
rebuttal information.

Nova shall advise any party provided with identifiable student
information, that such information is not permitted to be disclosed without
the prior written consent of the student.

STUDENT RIGHTS AND
RESPONSIBILITIES

Academic Rights and Responsibilities Nova University
as a community of women and men, is committed to furthering scholarship,
academic pursuits, and service to our society. As an institution, our purpose
is to assure every student an equal opportunity to fulfill her or his potential
as a student at the highest standard of excellence.

Certain rights and obligations flow from membership in the academic
community including:
1. the rights of personal and intellectual freedom which are
   fundamental to the idea of a university
2. a scrupulous respect for the equal rights of others
3. a dedication to the scholarly and educational purposes of the
   University and participation in promoting and assuring the
   academic quality and credibility of the institution

The University expects its students to manifest a commitment to
academic integrity, and to that end, a definition of original work is presented
for each student’s information, instruction, and acceptance.
Original Work at Nova University  Assignments such as course preparations, exams, tests, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another, but if this is the case, those ideas or words must be indicated by quotation marks or other accepted reference devices.

Work is not original which has been submitted previously by the author or by anyone else for academic credit. Work is not original which has been copied or partially copied from any other source including another student unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an expressed part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

Referencing the Works of Another All academic work submitted to Nova University for credit or as partial fulfillment of course requirements must adhere to the accepted rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another are used. It is recommended that students acquire a style manual appropriate to their program of study and become familiar with accepted scholarly and editorial practice.

Reservation of Power Nova shall reserve the right to amend, modify, change, add or delete such rules and regulations which may affect its relations with its students, as may be prescribed by law or deemed necessary by the administration.

Further, Nova reserves the right to change academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes shall be required.
Personnel
THOMAS BEEBE  
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M.S. Southern Illinois University  
Ph.D. Southern Illinois University  

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Center For the Advancement of Education  

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ROBERT A. STELLE, Vice President
W. TINSLEY ELLIS, Secretary
ALEXANDER SCHURE, Chancellor
ABRAHAM S. FISCHLER, President
MORRIS BROAD
JAMES FARQUHAR, Chairman Emeritus
RAY FERRERO, JR.
LENNARD GOODMAN
GEN. BRUCE K. HOLLOWAY, U.S.A.F. (Ret.)
LEONARD J. KNUTH
JACK L. LA BONTE
MARSHALL B. LYTLE II
AUGUST C. PAOLI
DAVID H. RUSH
DAVID G. SALten
MRS. HENRY SCHIFF
EDWIN F. SHELLEY
EDWIN E. SHERIN
JOHN T. THEOBALD
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ROBERT O. BARBER, Honorary Trustee
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HAMILTON FORMAN, Honorary Trustee
WILLIAM D. HORVITZ, Honorary Trustee
L. C. JUDD, Honorary Trustee
LOUIS W. PARKER, Honorary Trustee
MYRON I. SEGAL, M.D., Honorary Trustee
J. WALLACE WRIGHTSON, Honorary Trustee
Nova University Degree Offerings

**Doctoral and Professional Degrees**

Doctor of Arts (D.A.) in Information Science
Doctor of Business Administration (D.B.A.)
Doctor of Education (Ed.D.) in Early and Middle Childhood Higher Education Leadership in Adult Education School Administration Vocational, Technical, and Occupational Education Juris Doctor (J.D., Law)
Doctor of Philosophy (Ph.D.) Applied Developmental Psychology Clinical Psychology Oceanography
Doctor of Psychology (Psy.D.) in Clinical Psychology
Doctor of Public Administration (D.P.A.)

**Master’s Degrees**

Master of Accounting (M.Ac.)
Master of Arts in Teaching (M.A.T.)
Master of Business Administration (M.B.A.)
Master of Public Administration (M.P.A.)

**Specialist Degrees**

Counseling Specialist (C.S.) in Mental Health Counseling Educational Specialist (Ed.S.) in Computer Education Education (23 majors) Microcomputer Applications in Higher Education Microcomputer Applications in Leadership in Adult Education Microcomputer Applications in Vocational, Technical, and Occupational Education School Psychology
Bachelor's Degrees
Bachelor of Science (B.S.) in
  Accounting
  Administrative Studies
  Business Administration
  Computer Engineering
  Computer Information Systems
  Computer Science
  Computer Systems
  Elementary Education
  Exceptional Education
  Health Care Services
  Life Science
  Professional Management
  Psychology—Community,
    General, and Organizational
  Secondary Education

Special Undergraduate Programs
Bachelor of Arts in Leadership Studies
Bachelor of Science in General Studies
Computer Education Specialty
Latin American and Caribbean Studies Specialty
Law School Preparation
Medical School Preparation
The provisions set forth in this bulletin are not to be regarded as an irrevocable contract between the student and Nova University. The regulations and requirements herein, including tuition and fees, are necessarily subject to change without notice at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon the discovery of the fraud, and the student is not entitled to any credit for work which he may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova University will be considered receivable and will be collected.

A transcript of a student’s academic record cannot be released until all his/her accounts, academic and non-academic, are paid.

Nova University maintains a system of records which includes application forms, letters of recommendation, admission test scores and transcripts of students’ previous academic records and Nova University transcripts. These records may be made available upon written request through the Office of Registrar. The law limits access and disclosure to a third party. Such access is given only upon consent of the student or if required by law. A person does not have the right of access to educational records until he or she has been admitted and has actually begun attending Nova University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents’ federal income tax forms.

Parents or eligible students will be provided a hearing by Nova University if they wish to challenge the content of the record. If still not satisfied, the parents or eligible student may add explanatory or rebuttal matter to the record. If the student or parents are denied access to a hearing or if records are alleged to have been illegally disclosed to a third party, the student or parents may file a complaint with the Family Educational Rights and Privacy Act (FERPA) Office, U.S. Department of Health, Education and Welfare, Washington, D.C. 20201.

Nova University does not discriminate on the basis of handicap, sex, race, religion, national or ethnic origin in admission, access or employment for any of its programs and activities. The University Registrar and Director of Personnel have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of the applicable laws and regulations relative to non-discrimination. Nova University programs are approved by the coordinator for Veterans Approval, State of Florida, Department of Education, for veterans’ educational benefits.

The school is authorized under Federal Law to enroll non-immigrant alien students.

The Nova University general policies on Student Relations are on file in the office of the registrar.
I would like more information about the following Nova University programs. 

Choose only one of the levels indicated

Preschool through high school

_____ The University School—(A Private School)
_____ Davie— Coral Springs

Bachelor's Degree Programs

_____ Bachelor of Science (B.S.)
  _____ Accounting
  _____ Administrative Studies
  _____ Business Administration
  _____ Computer Engineering
  _____ Computer Information Systems
  _____ Computer Science
  _____ Computer Systems

Special Undergraduate Programs

_____ Bachelor of Arts in Leadership Studies
_____ Bachelor of Science in General Studies
_____ Computer Education Specialty

_____ NOVA UNIVERSITY AT CORAL SPRINGS
_____ CENTER FOR SCIENCE AND ENGINEERING
  _____ Computer Engineering
  _____ Computer Information Systems

Master's Degree Programs

Select no more than three

_____ Master of Accounting (M.Ac.)
_____ Master of Arts in Teaching (M.A.T)
_____ Master of Business Administration (M.B.A.)
_____ Master of Public Administration (M.P.A.)
_____ Master of Science (M.S.)
  _____ Applied Psychology
  _____ Child and Youth Care Administration
  _____ Coastal Studies
  _____ Computer Education
  _____ Computer Management
  _____ Computer Science
  _____ Counseling
  _____ Criminal Justice
  _____ Education (23 majors)
  _____ Engineering Management
Specialist Degree Programs

- Counseling Specialist (C.S.) in Mental Health Counseling
- Educational Specialist (Ed.S.) in Computer Education
- Education (23 majors)
- Microcomputer Applications in Higher Education

Doctoral and Professional Degree Programs

- Doctor of Arts (D.A.) in Information Science
- Doctor of Business Administration (D.B.A.)
- Doctor of Education (Ed.D.) in Early Childhood
- Higher Education
- Leadership in Adult Education
- School Administration
- Vocational, Technical, and Occupational Education

- Juris Doctor (J.D., Law)
- Doctor of Philosophy (Ph.D.) in Applied Developmental Psychology
- Clinical Psychology
- Oceanography
- Doctor of Psychology (Psy.D.) in Clinical Psychology
- Doctor of Public Administration (D.P.A.)

Nondegree Programs, Institutes, and Public Services

Select no more than three

- FAMILY CENTER
- INSTITUTE FOR BANKING AND FINANCIAL INSTITUTION STUDIES
- INSTITUTE FOR RETIRED PROFESSIONALS
- INSTITUTE FOR SOCIAL SERVICES TO FAMILIES
- INSTITUTE FOR SURVIVAL TECHNOLOGY

INTENSIVE ENGLISH PROGRAM
POST.DoCTORAL INSTITUTE IN PSYCHOLOGY
CULTURAL EVENTS
PSYCHOLOGICAL CLINICS
FINANCIAL AID

Please fill in the following information. (Please Print)

NAME ________________________________

ADDRESS __________________________________________

CITY ___________________________ STATE ___________ ZIP __________

HOME PHONE ( ) __________________ BUSINESS PHONE ( ) _____________

Mail this form to: The Office of University Relations, Nova University 3301 College Avenue, Ft. Lauderdale, Florida 33314