

USF Sarasota-Manatee

UNIVERSITY OF SOUTH FLORIDA - 2004/2005 UNDERGRADUATE CATALOG

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

USF's Sarasota-Manatee campus is located on the county line about 60 miles south of Tampa. Situated on the beautiful Sarasota Bay and adjacent to the Sarasota-Bradenton Airport, the campus is a convenient and easily accessible location for students coming from the surrounding counties. USF Sarasota-Manatee offers upper division (junior and senior) undergraduate, graduate, and certification programs including the new School of Hotel and Restaurant Management. Full and part-time students are provided with a flexible schedule of daytime, evening, and weekend classes to accommodate commitments to work, family and community.

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

In 1974, USF began offering evening courses in education, business and liberal arts at some of the public schools in Sarasota and Manatee counties. In less than a year, the USF Sarasota-Manatee campus opened, providing courses for upper level undergraduates, graduates, and continuing education students. Nearly 30 years later, USF Sarasota-Manatee attracts more than 2,700 students annually to an expanded and growing schedule of offerings that includes 34 degree programs. In recognition of its strategic location, USF decided to locate its School of Hotel and Restaurant Management on this campus.

A defining moment for USF Sarasota-Manatee:

Now offering more degree programs, more scholarships, with more students graduating with honors, and with a retention rate of 92% from fall to spring semester, our students are happy with their experience. Many say the reasons for choosing USF were small class size and convenient close-to-home location. USF has expanded the market to finish degrees here on the Sarasota-Manatee campus thus more effectively serving the needs of the community.

New programs include the school of hotel and restaurant management, master's degrees in social work, special education, and criminal justice administration. The first graduates of the MBA program have completed their studies and the MA in educational leadership now meets 100 percent of the local needs for school principals and assistant principals.

New USF Sarasota-Manatee South County classes offered at MCC Venice:

USF Sarasota-Manatee will offer classes at Manatee Community College (MCC) Venice for the first time starting in January 2004, thanks to a grant given by the Gulf Coast Community Foundation of Venice. USF Sarasota-Manatee will offer classes in business, elementary education and interdisciplinary social science to students who will now be able to obtain a bachelor's degree.

List of Majors and Programs: Undergraduate Degrees

College of Arts and Sciences
Criminology
English and American Literature
History

Professional and Technical Writing (English)
Interdisciplinary Social Sciences
Psychology
Social Work

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

College of Education
Early Childhood Education
Elementary Education
Secondary English Education
Secondary Social Science*

College of Nursing
RN to BSN Nursing

College of Undergraduate Studies
School of Hotel and Restaurant Management
Hospitality Management
Information Technology
Applied Information Technology Track
Bachelor of Applied Science with concentrations in:
Business
Criminal Justice
Hospitality Management
Information Technology
Public Administration

Certificate Programs:

Hotel Management
Restaurant Management
Applied Information Technology Management
Leadership Studies

Graduate Programs

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

College of Business
Masters of Business Administration

College of Education
Adult Education
Educational Leadership
Elementary Education
MAT Elementary Education
Reading Education
Special Education

College of Nursing
MA Nurse Practitioner

Endorsement (Certificate):

Reading Education

2002-2003 Enrollment

2,536 Students

Average Age (Mean Age-Fall 2003)

Undergraduate: 29
Graduate: 36

Full-Time vs. Part-Time (Fall 2003)

45 % Full-Time
55 % Part-Time

Location

Fastest Growing Area on the Southwest Coast of Florida

Geography Diversity

Students come from Sarasota, Manatee, DeSoto, Charlotte, Lee, southern Hillsborough counties and other surrounding counties.

Points of Pride:

- USF Sarasota-Manatee is producing a trained workforce of teachers, principals, accountants, nurses, and community leaders.
- The first state school to offer a Hotel and Restaurant Management program in Florida.
- Partnerships with local business and economic development councils to remain attuned to community needs.
- Partnership with local community colleges to offer 2+2 admissions, making the transition to obtain baccalaureate degrees easier and convenient to home.

ACADEMIC DEGREE PROGRAM REQUIREMENTS

College of Arts and Sciences

- **CRIMINOLOGY (CCJ)**

The major in Criminology provides students with an in-depth exposure to the total criminal justice system including law enforcement, detention, the judiciary, corrections, and probation and parole. The program concentrates on achieving balance in the above aspects of the system from the perspective of the criminal justice professional, the offender, and society. The program provides a solid background in the theory, issues and methodology comprising Criminology.

The objective of the undergraduate program in Criminology is to develop a sound educational basis either for graduate work or for professional training in one or more of the specialized areas comprising the modern urban criminal justice system.

Recommended Prerequisites (State Mandated Common Prerequisites)

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

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

Transfer students should be aware that by university regulation they are obligated to establish academic residency by completing the equivalent of one academic year (30 semester hours) in "on-campus" courses. All undergraduate transfer students electing Criminology as their major will be required, moreover, to take a minimum of 30 credit hours in major coursework at the University of South Florida. The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Requirements for the Major in Criminology

A minimum of 36 semester hours is required of all undergraduate majors in Criminology including:

1. Each of the following core courses:
CCJ 3024 (3)* CCJ 3610 (3)*
CCJ 3701 (3)** CCJ 4934 (3)
2. At least two of the following substantive courses:
CJL 3110 (3) CJE 4114(3)
CJL 4410 (3) CJC 4010(3)
CJE 4010 (3)
3. 18 semester hours of electives within the major.

* These are gateway courses and are required for all other coursework in the major or minor; therefore, they need to be taken first.

**Students who plan to continue on to graduate school must also take CCJ 4700 as one of their electives within the major.

NOTE: No more than six (6) hours of CCJ 4900, CCJ 4910 or any combination of the two will be accepted toward the minimum number of hours in the major.

These residence requirements are designed to ensure that transfer students who subsequently receive their baccalaureate degree from the University of South Florida with a major in Criminology will have been exposed to the same body of knowledge in their major as those students who complete all or a major portion of their coursework at the University of South Florida.

Any student who receives a grade of "D" or lower in more than one USF CCJ course will be automatically barred from continuing as a Criminology major.

Requirements for the Minor in Criminology

The Department of Criminology offers a minor in Criminology. The minor consists of:

1. Two required courses:
CCJ 3024 (3) CCJ 3610 (3)
2. The selection of four of the following 3 hour courses for a total of 18 semester hours:
CJL 3110 CCJ 3621
CJE 4114 CJL 4410
CJC 4010 CJE 4010

Students must receive approval from the Department prior to starting their minor work. A minimum of 9 semester hours must be completed at USF. Students minoring in Criminology are subject to the Department's "2 D" Rule.

- **ENGLISH (ENG)**

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

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

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

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

ENC 1101 Composition I

ENC 1102 Composition II

or

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

Suggested electives:

AMH 2010 American History I 3

AMH 2020 American History II 3

EUH 2021 Medieval History I 3

EUH 2022 Medieval History II 3

Upper-level coursework in the English Major:

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

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

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

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

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

Option I: English and American Literature

Twelve courses (36 hours) as follows:

1. Two of the following:

AML 3031 American Literature to 1860

AML 3032 American Literature 1860-1912

AML 3051 American Literature 1912-1945

2. Four of the following:

ENL 3015 British Literature to 1616

ENL 3230 British Literature 1616-1780

ENL 3251 British Literature 1780-1900

ENL 3273 British Literature 1900-1945

ENL 3331 Early Shakespeare or

ENL 3332 Late Shakespeare

3. Five of the following, at least two of which must be from Group A:

Group A

AML 4111 19th Century American Novel

AML 4121 20th Century American Novel

ENL 4122 British Novel through Hardy

ENL 4132 British Novel: Conrad to the present

ENL 4311 Chaucer

ENL 4338 Advanced Studies in Shakespeare

ENL 4341 Milton

LIT 3101 Literature of the Western World Through the Renaissance

LIT 3102 Literature of the Western World Since the Renaissance

Group B

AML 3031 American Literature to 1860

AML 3032 American Literature 1860-1912

AML 3051 American Literature 1912-1945

AML 3604 African-American Literature

AML 4261 Literature of the South

AML 4330 Selected American Authors

ENG 4060 History of the English Language

ENL 3015 British Literature to 1616

ENL 3230 British Literature 1616-1780

ENL 3251 British Literature 1780-1900

ENL 3273 British Literature 1900-1945

ENL 3331 Early Shakespeare

ENL 3332 Late Shakespeare

ENL 4303 Selected British Authors

LIN 4671 Traditional English Grammar

LIN 4680 Structure of American English

LIT 3022 Modern Short Novel

LIT 3043 Modern Drama

LIT 3073 Contemporary Literature

LIT 3144 Modern European Novel

LIT 3374 Bible as Literature

LIT 3410 Religious and Existential Themes

LIT 3700 Survey of Poetry

LIT 4930 Selected Topics in English Studies

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

OPTION II: PROFESSIONAL AND TECHNICAL WRITING

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

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

1. *Composition requirements:*

Five of the following:

CRW 2100 Narration and Description

ENC 2210 Technical Writing

ENC 3213 Professional Writing

ENC 3310 Expository Writing

ENC 4260 Advanced Technical Writing

ENC 4311 Advanced Composition

ENC 4931 Selected Topics in Professional and Technical Writing

2. *Literature requirements:*

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

• HISTORY (HTY)

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

Requirements for the Major in History

A minimum of 32 semester hours is required for a major in history. A minimum grade of "C" or better must be attained in each course counted toward the 32-hour requirement. However, grades of "D" or "F" in history coursework will be used in calculating the major GPA unless the course is retaken under the grade forgiveness policy.

Prerequisites (State Mandated Common Prerequisites)

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

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

Lower-level Course Requirements for the Major

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

Upper-level Course Requirements for the Major

A minimum of 20 hours of course work from the 3000-4000 level is required to fulfill the 32-hour minimum requirement. Two of these courses, the Pro-Seminar and the Theory of History courses are required for all majors. These courses may only be taken in the last two semesters prior to graduation and may not be taken during the same semester. The remaining 12 hours of credit may be chosen from the department offerings each semester. It is recommended that history majors take ENC 3310, "Expository Writing," SPC 2600, "Public Speaking," and LIS 2937, "Library/Internet Research Skills." Additional hours can be profitably drawn from the following disciplines: Africana Studies, American Studies, Anthropology, Classics, Economics, Geography, Government and International Affairs, Psychology, Philosophy, Religious Studies, Sociology, Women's Studies, Literature, the Humanities, and the Fine Arts. Majors intending to pursue graduate work should take a minimum of two years of classical or modern foreign language.

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

Requirements for the Minor

The minor in History entails a 15-hour program organized and contracted by the student and the department around the specific needs of the student's major program. A minimum of 8 hours must be completed at the University of South Florida and the student must maintain a 2.0 GPA in the minor. A minimum grade of "C" or better must be attained in each course. One lower-level sequence is required, earning 6 credit hours. The department will supervise certification of the minor. Students interested in a minor in history are encouraged to see the History department advisor as early in their undergraduate program as possible.

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

• INTERDISCIPLINARY SOCIAL SCIENCES (ISS)

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

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

Recommended Prerequisites (State Mandated Common Prerequisites)

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

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

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

Some of the following courses if available, during the program of study at the community college, and when feasible in General Education/Gordon Rule courses, could count toward the ISS degree. A grade of "C" is the minimum acceptable grade.

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

Interdisciplinary Core Courses

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

Coursework required for Interdisciplinary Social Sciences Majors

- Required core courses for the major are:

ISS 3010	Introduction to Social Sciences	(3)
ISS 4935	Seminar in the Social Sciences -MW	(3)
STA 2122	Social Sciences Statistics -6A QM	(3)
- The ISS student chooses between two cognate areas and completes twelve hours in each. In addition, three special electives emphasize cultural diversity.
- Students should work out a program of study at the onset of their junior year, particularly before too many courses are completed in the College of Arts and Sciences. **No student should assume that courses already completed will automatically count toward the ISS degree.**

- The completion of 42 approved hours of course work from the College of Arts and Sciences (CAS), with a minimum of 30 hours at the 3000 or above level.
- Students must maintain a minimum grade point average of 2.0 in ISS to graduate.
- ISS majors must satisfy two semesters of a foreign language in order to graduate.
- Other personal curricula may be tailored for those highly motivated students, with a minimum grade point average of 3.2, developed with the approval of the advisor. This course of study will be directed toward the special educational interests of these students. An in-depth Honors Research Paper will be required of students taking this option.

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

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

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

• **PSYCHOLOGY (PSY)**

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

Requirements for the Major in Psychology

Prerequisites (State Mandated Common Prerequisites)

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

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

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

PSY X012 Introduction to Psychology **and** any other lower level Psychology course within the Psychology inventory
STA XXXX Any level Statistics course (X000 - X099)

BSC XXXX Any level General Biology course (or BSC X200-X209, or ZOO X010)

Majors must complete at least 34 semester hours in the field. A minimum grade of "C-" or better must be attained in each course in the major, except for PSY 3044 and PSY 3213, where a C or better is required. Although a C- is allowable for individual courses, a major GPA of 2.0 minimum is required for graduation. All majors must complete:

Requirements for Psychology Majors

- 2000/3000 Level Requirement (6 semester hours)
 - PSY 2012 Psychological Science I (if not already taken at a community college)
 - PSY 3044 Psychological Science II
- Methods Course Requirement (7 semester hours)
 - PSY 3213 Research Methods
 - and one of the following:
 - CLP 4433 Tests and Measures
 - PSY 4205 Experimental Design and Analysis
 - or another methods course approved by the undergraduate advisor in Psychology.
- 4000 Level Requirement (21 semester hours)
 - Courses in categories 1 and 2 must be completed before any 4000 level courses are attempted. Successful completion of 7 additional Psychology courses numbered at the 4000 level selected as follows: At least two courses from each of the two groups below:

Group I

- EXP 4204C Perception
- EXP 4404 Psychology of Learning
- PSB 4013C Physiological Psychology
- EXP 4304 Motivation
- EXP 4523C Cognitive Psychology

Group II

- CLP 4143 Abnormal Psychology
- INP 4004 Industrial Psychology
- SOP 4004 Social Psychology
- DEP 4005 Developmental Psychology
- PPE 4004 Personality

and any 3 additional courses numbered at the 4000 level.

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

- PSY 4913 Directed Study
- PSY 4970 Honors Thesis.

PSY 4932 may not count toward the major. Nor may EAB 4715 (Supervised Practicum) count towards the major for those in the Applied Behavior Analysis program.

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

A prerequisite for all 4000-level courses is a grade of "C" or better in both PSY 3044 and PSY 3213, not "C-". For students minoring in Psychology, a grade of "C" or better in any college-level statistics course will substitute for the PSY 3213.

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

Requirements for the Minor in Psychology

A minor in Psychology consists of a minimum of 15 credit hours, comprising PSY 2012, PSY 3044, and any three 4000-level psychology courses except PSY 4913. Students minoring in Psychology must also obtain a "C" or better in any college level statistics course in lieu of PSY 3213, or must complete PSY 3213 with a "C" or better. A GPA of 2.0 or better in the minor is required for certification. The purpose of the minor is to help students majoring in other disciplines to obtain an appropriate psychology background that will complement their work in their major. See the Psychology Department Undergraduate Advisor for suggested minor programs for students majoring in various fields.

Concentration in Applied Behavior Analysis

Undergraduate majors working toward the B.A. in psychology may complete a structured sequence of coursework and practicum in Applied Behavior Analysis. Students are admitted to the program in the junior or senior year, after completing EXP 4404, Psychology of Learning and CLP 4414, Behavior Modification with a grade of B or better. Admission requirements further include a minimum overall USF GPA of 3.0 or better, GPA of 3.2 for Psychology coursework, completion of at least 75 hours, and three letters of recommendation. Admissions are made in the fall of each academic year. Successful completion of the concentration prepares students for employment opportunities in a variety of settings, for advanced study in Applied Behavior Analysis, and eligibility for completion of the Florida Certification Examination for Associate Behavior Analysis. Detailed information regarding the program and the admission process may be obtained from the undergraduate advisor or the program secretary.

Psychology Honors Program

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

• SOCIAL WORK (SOK)

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

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

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

In preparing the B.S.W. graduate for beginning professional practice, the curriculum provides the student with an opportunity to develop a knowledge base and skill base as a "generalist" practitioner. The student will develop an understanding of various methods of intervention and skills in their application to a variety of client systems. For example, interventive methods may take the form of individual and group counseling, resource development, consultation, teaching, advocacy, etc. Client systems may be individuals, families, groups, organizations, or communities. The student will develop an understanding of the dynamics of human behavior in individual, group and organizational contexts and the influences of the sociocultural environ-

ment upon those behaviors. The student will learn about the development of social welfare systems and institutions and the social, economic, and political processes affecting policy development and program implementation. The student will develop an understanding of the utilization of basic social research skills particularly related to the processes of problem-solving, planning, and evaluation.

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

Enrollment in the B.S.W. program is limited. Students may apply for admission to the School for the B.S.W. program after having satisfied the admission criteria described below.

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

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

A social work major receiving a grade of less than "C" in a core course will be required to repeat the course. A grade of "C-" is not considered acceptable and a student receiving a "C-" in a core course must repeat the course. Furthermore, no student will be allowed to enter field placement with a "C-" grade or below in any SOW core courses, even if the student's GPA is 2.75 or above with the inclusion of the a "C-" grade of below.

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

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

1. A student must have completed a minimum of one semester as a provisional social work major.
2. A student must have completed required common prerequisites and provisional courses (see listing).
3. A student must complete an application for full admission and file it with the School of Social Work before the beginning of the semester in which admission is sought; dates will be announced in provisional courses.
4. A student may be asked to complete an admission interview with a favorable action from the Undergraduate Committee.

5. A student must achieve a grade of "B" or better in SOW 3302, "Introduction to Social Work" and SOW 3203, "The American Social Welfare System," to be considered for full admission. A grade of "B-" is not acceptable in either "Introduction to Social Work" or "American Social Welfare."
6. A student must have successfully completed CLAST. A student must achieve a GPA of 2.75 in all Social Work courses to enroll in field placement and subsequently graduate with the B.S.W. degree.

Requirements for the Major in Social Work

Prerequisites (State Mandated Common Prerequisites)

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

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

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

SOW 3302 Introduction to Social Work and SOW 3203 American Social Welfare must be taken at USF or another accredited institution and must be completed, earning a grade of "B" or better. A grade of "B-" is not acceptable as a passing grade for either course.

State Mandated Common Prerequisite Courses (P)

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

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

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

American Government

- POS 2041 American National Government (3)
- POS 2112 State and Local Government and Politics (3)
- POS 3182 Florida Politics and Government (3)

Biology

- BSC 1005 Principles of Biology for Non-majors (3)
- BSC 2022 Biology of Aging (3)
- BSC 2025 Food: Personal & Global Perspectives (3)
- BSC 2035 Sex and Today's World (3)
- WST 2600 Human Sexual Behavior (3)

Economics:

- ECO 1000 Basic Economics (3)

Psychology:

- PSY 2012 Psychological Science I (3)
- PSY 3044 Psychological Science II (3)

Sociology:

- SYG 2000 Introduction to Sociology (3)
- SYG 2010 Contemporary Social Problems (3)
- SYD 4800 Gender and Society (3)
- SYO 3530 Poverty, Inequality, and Stratification (3)

- SYP 3000 Social Psychology (3)
- SYP 4510 Sociological Aspects of Deviance (3)

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

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

African American Studies:

- AFA 2000 Introduction to the Black Experience [In Africa and Its Diaspora] (3)
- AFA 4333 African Diaspora: Blacks in the Construction of the Americas (3)
- AFA 4335 Black Women in America (3)
- AFS 2250 Culture and Society in Africa (3)
- AMS 3700 Racism in American Society (3)

Anthropology:

- ANT 2000 Introduction to Anthropology (3)
- ANT 2410 Cultural Anthropology (3)
- ANT 3005 The Anthropological Perspective (3)
- ANT 4316 Ethnic Diversity in the USA (3)
- ANT 4432 The Individual and Culture (3)

Sociology:

- SYD 3700 Racial and Ethnic Relations (3)

Women's Studies:

- AMH 3561 American Women I (4)
- AMH 3562 American Women II (4)
- LIT 3383 The Image of Women in Literature (3)
- PUP 4323 Women and Politics (3)
- SOP 3742 Psychology of Women (3)
- WST 3015 Introduction to Women's Studies (3)
- WST 3311 Issues in Feminism (3)
- WST 4262 Literature by American Women of Color (3)
- WST 4410 Third World Women Writers (3)

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

- SOW 3203 American Social Welfare System (3)
- SOW 3302 Introduction to Social Work (3)

Social Work Core Courses

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

Summary:

Core Courses	29 hours
Field Experience	9 hours
TOTAL	38 hours

COLLEGE OF BUSINESS ADMINISTRATION

Undergraduate Admission to the College

Admission to the College of Business Administration is based upon availability of faculty and space within each discipline. The College is an upper-level, limited access college, which means that it has admission requirements **in addition** to those of the University in general. Students interested in pursuing a degree in the areas offered by the College of Business

must complete the required prerequisites for entering the college in addition to other related criteria listed in 1-4 below.

Requirements for Entering the College of Business

1. Before declaring a major in the College, students must satisfy the following criteria:
 - a. Minimum of 60 semester hours of college credit earned.
 - b. Minimum of 2.5 cumulative grade point average on all college-level work and a minimum 2.0 on all credit attempted at USF, including any prior to renewal.
 - c. Completion of the following State Mandated Common Prerequisites (or equivalents) with a grade of C or higher:
 - ACG X021 Financial Accounting
(or ACG X001 & ACG X011)
 - ACG X071 Managerial Accounting
(Accounting majors are not required to take ACG 2071 and may enroll in ACG 3103 upon completion of ACG 2021 and admission to the College of Business Administration)
 - CGS X100 Computers in Business
(or acceptable substitute)
 - ECO X013 Principles of Macroeconomics
 - ECO X023 Principles of Microeconomics
 - MAC X233 Elementary Calculus or MAC 2230
 - STA X023 Introductory Statistics or QMB X100
 - d. In computing entry grade point average all business and economics courses taken for S or U grades will be converted to C or F, respectively.
2. Students working toward meeting the limited access criteria will be permitted to enroll in all foundation courses in Business (listed below) except GEB 4890 provided they have completed 60 semester hours and have met course prerequisites.
3. A minimum score of 550 on paper and pencil or 213 on computerized TOEFL is required, when applicable.
4. Students must be admitted to the College of Business Administration at least one term before their anticipated graduation date.

Transfer Students

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

Florida public junior/community college students enrolled in an Associate of Arts (AA) program should normally complete the general education requirements and the State Mandated Common Prerequisites at the junior/community college. As a rule, AA students should avoid taking any business courses at the junior/community college that are listed as 3000 and 4000 level courses at USF. Normally, courses in finance, marketing, management, and accounting, as well as other business administration and economics courses, taken at the lower division level that are offered as upper division courses at USF will not be accepted for upper division credit in business administration or economics. Exceptions to this policy will be made only upon proper validation of such courses. Validation consists of written examinations prepared and administered by the College of Business Administration or by successfully completing specified advanced courses in the discipline.

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

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

information regarding course transferability and degree articulation.

BACCALAUREATE LEVEL DEGREE PROGRAMS

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

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

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

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

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

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

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

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

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

Degree Requirements

NON-BUSINESS (54 hrs. minimum)	Semester Hours
1. General Education Requirements*	
a. English Composition	6
b. Quantitative Methods (Calculus is required)	6
c. Natural Sciences	6
d. Social Sciences	6
e. Historical Perspectives	6
f. Fine Arts	3
g. African, Latin American, Middle Eastern, or Asian Perspectives	3
Total	36
2. Liberal Arts Exit Requirements*	
a. Major Works and Major Issues	6
b. Literature and Writing	3
Total	9
*See Liberal Arts Requirements for more details	
3. Speech/Writing Requirements for Business Majors	
a. SPC 2600 Public Speaking	3
or	
COM 3110 Communication for Business and the Professions	

b. ENC 3213 Professional Writing or ENC 3310 Expository Writing or equivalent	3
Total	6
4. Additional elective credits Students may or may not need to take additional hours to meet the minimum of 54 non-business credits (see "Electives" heading below for a suggested course)	
Total non-business credit hours	54

BUSINESS (60-69 hrs. minimum)

1. Foundation Courses in Business Required - a minimum grade of C- in each foundation course with an overall 2.0 GPA	
ACG 2021 Principles of Financial Accounting	3
ACG 2071 Principles of Managerial Accounting	3
ECO 2013 Economic Principles: Macroeconomics	3
ECO 2023 Economic Principles: Microeconomics	3
QMB 2100 Business & Economic Statistics I	3
BUL 3320 Law and Business I	3
FIN 3403 Principles of Finance	3
ISM 3011 Information Systems in Organizations	3
QMB 3200 Business & Economic Statistics II	3
MAN 3025 Principles of Management	3
MAR 3023 Basic Marketing	3
GEB 4890 Strategic Mgmt/Decision Making	3
Total	36
2. Major Requirements (specific courses for each major are listed in the "Departments and Programs" section below.)	18-27
3. Business Electives (sufficient electives to meet 60 credit hour minimum in Business)	0 -6
Minimum Business Credits	60-66

ELECTIVES IN BUSINESS OR NON-BUSINESS

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

USF Campuses and Teaching Sites

Due to limited enrollment and faculty, only the following majors are regularly offered at the regional campuses:
St. Petersburg: Accounting, Finance, General Business Administration, Management, Management Information Systems, and Marketing
Sarasota: Accounting and General Business Administration
Lakeland: General Business Administration
North Pinellas Teaching Site (at St. Petersburg College, Clearwater): offers the General Business Administration program.

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

Student Advising and Records

The Office of Undergraduate Advising and Programs (located in Ferguson Hall, BSN 1406) provides the following services for College of Business Administration students:

1. Processing of student admission applications for the College of Business.
2. Academic advising and program information.
3. Orientation for undergraduate pre-business students.
4. Evaluation of undergraduate transcripts of transfer students.
5. Maintenance of academic advising records for all admitted students.
6. Certification of graduation.

Advising Offices

Tampa Campus: Students who have fewer than 30 credit hours should contact the Center for Academic Advising, SVC 2011, (813) 974-2645. Potential majors with more than 30 credit

hours should visit BSN 1406, (813) 974-4290 or schedule an advising appointment on-line: <http://www.coba.usf.edu/services/ugrad/index.html>.

St. Petersburg Campus: DAV 134, (727) 553-1511
Sarasota Campus: USS 805D, (941) 359-4331/4330
Lakeland Campus: LLC 2100, (863) 667-7063

Office Hours

Tampa Campus: 8am-6pm Monday-Thursday. 8am-4pm on Fridays.
 St. Pete Campus: 8am-6pm Monday-Thursday. 8am-5pm on Fridays.
 Sarasota Campus: 8am-6pm Monday-Thursday. 8am-5pm on Fridays.
 Lakeland Campus: 9am-6pm Monday-Thursday. 8am-5pm on Fridays.

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

Academic Dismissal

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

DEPARTMENTS AND PROGRAMS

• **GENERAL BUSINESS (GBA)**

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

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

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

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

1. The course requirements are as follows:

ACG 3074 Managerial Accounting for Non-Business Majors*	3
ECO 1000 Basic Economics**	3
FIN 3403 Principles of Finance	3
MAN 3025 Principles of Management	3
MAN 4XXX Managerial Applications (see advisor)	3
MKT 3023 Basic Marketing	3
Total	18
2. A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
3. At least 12 hours of the required 18 credit hours must be taken in residence at USF.

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

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

• ACCOUNTING (ACC)

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

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

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

Requirements for the B.A./B.S. Degree: In addition to the non-business and business foundation courses listed in the General Requirements section, students must complete a minimum of 27 hours of upper-level accounting courses, of which 18 credit hours must be taken in residence at USF.

Required Accounting Courses:

ACG 3103 Intermediate Financial Accounting I	3
ACG 3113 Intermediate Financial Accounting II	3
ACG 3341 Cost Accounting and Control I	3
ACG 3401 Accounting Information Systems	3
ACG 4632 Auditing I	3
TAX 4001 Concepts of Federal Income Taxation	3

Electives (9 hours selected from):

ACG 4123 Intermediate Financial Accounting III	3
ACG 4351 Cost Accounting and Control II	3
ACG 4642 Auditing II	3
ACG 4931 Selected Topics	3
ACG 5201 Advanced Financial Accounting	3
ACG 5501 Governmental/Not-for-Profit Accounting	3
ACG 5675 Internal and Operational Auditing	3
TAX 5015 Federal Taxation of Business Entities	3

Total 27

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

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

Accounting majors must earn a "C" (not C-) grade in each of the sequential upper-level accounting courses before being allowed to go on to the next course: i.e., ACG 3103, ACG 3113, ACG 3341, ACG 4632, and TAX 4001.

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

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

• FINANCE (FIN)

The Finance major provides a broad-based, analytical program for students anticipating a career in the management of both large and small organizations. Finance provides a good background for students seeking general careers in business.

Finance majors can elect to follow tracks that prepare them for entry and advanced careers in

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

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

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

The major is designed to ensure that graduates are familiar with the tools of financial decision-making and that they possess the skills to stay abreast of the developments in the field. Finance graduates will understand the functions and operations of financial markets, become familiar with computer applications in finance, and know how to access and utilize financial information. Course content is designed to provide majors with an appreciation of cooperative work skills and to enhance their verbal and written communication skills.

Requirements for the B.A./B.S. Degree: Within the 120-semester-hour program listed in the General Requirements section, students must complete a minimum of 18 hours of upper-level finance courses beyond FIN 3403. At least 12 hours must be taken in residence at USF.

Required Finance Courses:

FIN 4303 Financial Institutions and Markets	3
FIN 4414 Advanced Corporation Finance	3
FIN 4504 Principles of Investments	3

Additional upper-level Finance electives 9-15
Total 18-24

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

Corporate Financial Management

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

Management of Financial Institutions

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

Investments

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

Financial Services

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

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

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

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

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

Requirements for the B.A./B.S. Degree: Within the 120-semester-hour program listed in the General Requirements section, students must complete a set of 6 required MIS courses and 2 approved MIS electives. MIS majors must earn a "C" or higher (not C-) in the six required MIS courses and must have a 2.0 or higher GPA in the major; they can use grade forgiveness for only one upper-level MIS course. At least 15 hours must be taken in residence at USF.

- Required MIS Courses:
- | | |
|--|---|
| ISM 3232 Business Application Development* | 3 |
| ISM 3113 Systems Analysis and Design* | 3 |
| ISM 4212 Database Administration | 3 |
| ISM 4220 Business Data Communications | 3 |
| ISM 4300 Managing Information Resources | 3 |
- One of the following:
- | | |
|--|---|
| ISM 4234 Object Oriented Design and
Development (C++) | 3 |
| ISM 4141 Web Application Development (Java) | 3 |

Plus Approved MIS Electives** 6
Total Hours Required for B.A./B.S. Degree 24

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

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

Requirements for a Minor in MIS (for Business majors only): Students majoring in Business Administration may minor in MIS. The requirements are

- | | |
|--|----|
| 1. ISM 3232 Business Application Development | 3 |
| ISM 3113 Systems Analysis and Design
(PR/CR ISM 3232) | 3 |
| ISM 4212 Database Administration | 3 |
| Approved MIS Elective | 3 |
| Total MIS hours | 12 |
- A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
 - At least 9 hours of the required 12 credit hours must be taken in residence at USF.

• **MANAGEMENT (MAN)**

The undergraduate degree in the Department of Management prepares students for entry level positions in human resource management, general and small business management. It also prepares students for entry into graduate programs, such as the Master of Science in Management and the Master of Business Administration.

Requirements for the B.A./B.S. Degree: Within the 120-semester-hour program listed in the General Requirements section, students must complete 18 hours of management beyond MAN 3025. At least 12 hours must be taken in residence at USF.

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

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

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

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

• **MARKETING (MKT)**

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

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

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

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

Requirements for the B.A./B.S. Degree: Within the 120-semester-hour program listed in the General Requirements section, students must complete a minimum of 18 hours in marketing beyond MAR 3023. At least 12 hours must be taken in residence at USF.

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

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

Undergraduate students in the College of Business not majoring in Marketing can greatly enhance their attractiveness to employers by taking a minor in Marketing or taking selected courses from the Marketing curriculum to broaden their backgrounds. Marketing is particularly complementary for College of Business students majoring in Information Systems, Finance, and Management. For non-business majors, Marketing is very complementary with degrees such as communications, liberal arts, and engineering.

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

- The requirements are:
1. MAR 3823 Marketing Management 3
Any 3 upper level Marketing courses with a MAR prefix (excluding MAR 4824) 9
Total Marketing Hours 12
 2. A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
 3. At least 9 hours of the required 12 credit hours must be taken in residence at USF.

Undergraduate Admission to the College

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

Requirements for Entering the College of Business

1. Before declaring a major in the College, students must satisfy the following criteria:
 - a. Minimum of 60 semester hours of college credit earned.
 - b. Minimum of 2.5 cumulative grade point average on all college-level work and a minimum 2.0 on all credit attempted at USF, including any prior to renewal.
 - c. Completion of the following State Mandated Common Prerequisites (or equivalents) with a grade of C or higher:
 - ACG X021 Financial Accounting
(or ACG X001 & ACG X011)
 - ACG X071 Managerial Accounting
(Accounting majors are not required to take ACG 2071 and may enroll in ACG 3103 upon completion of ACG 2021 and admission to the College of Business Administration)
 - CGS X100 Computers in Business
(or acceptable substitute)
 - ECO X013 Principles of Macroeconomics
 - ECO X023 Principles of Microeconomics
 - MAC X233 Elementary Calculus or MAC 2230
 - STA X023 Introductory Statistics or QMB X100
 - d. In computing entry grade point average all business and economics courses taken for S or U grades will be converted to C or F, respectively.
2. Students working toward meeting the limited access criteria will be permitted to enroll in all foundation courses in Business (listed below) except GEB 4890, provided they have completed 60 semester hours and have met course prerequisites.
3. A minimum score of 550 on paper and pencil or 213 on computerized TOEFL is required, when applicable.
4. Students must be admitted to the College of Business Administration at least one term before their anticipated graduation date.

Transfer Students

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

Florida public junior/community college students enrolled in an Associate of Arts (AA) program should normally complete the general education requirements and the State Mandated Common Prerequisites at the junior/community college. As a rule, AA students should avoid taking any business courses at the junior/community college that are listed as 3000 and 4000 level courses at USF. Normally, courses in finance, marketing, management, and accounting, as well as other business administration and economics courses, taken at the lower division level that are offered as upper division courses at USF will not be accepted for upper division credit in business administration or economics. Exceptions to this policy will be made only upon proper validation of such courses. Validation consists of written examinations prepared and administered by the College of Business Administration or by successfully completing specified advanced courses in the discipline.

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

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

College of Education

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

Preliminary Requirements for Students Entering Teacher Education Programs

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

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

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

1. Completion of a College of Education application form.
2. Completion of the University's General Education requirements (36 cr. hrs.). (See "Liberal Arts Requirements" section of the catalog.) **Note:** Students should contact an academic advisor to make certain they are enrolled in courses appropriate to their intended major.

3. Completion of all portions of the CLAST with passing scores. No exemptions or waivers accepted.
4. Although no longer required for admission to the College of Education, students are still encouraged to take the ACT or SAT. Many existing scholarships still require these scores.
5. Completion of State Mandated Common Prerequisites **Note:** The following prerequisites are required for all education majors who enter as freshmen in Fall 2003, but students should consult their intended majors (listed under "Departments and Programs," below) for a list of other specific course prerequisites and requirements beyond these listed below.:
 - EDF X005 Introduction to Education 3
 - EDG 2701 Teaching Diverse Populations 3
 - EME 2040 Introduction to Educational Technology 3
 - Nine (9) semester hours in English to include writing, literature, and speech
 - Nine (9) semester hours in science to include earth science, life science, and physical science, with a minimum of one associated laboratory
 - Nine (9) semester hours in mathematics to include college algebra or above and geometry
 - Twelve (12) semester hours in social sciences to include American history and general psychology
 - Six (6) semester hours of courses with an international and/or diversity focus (in addition to EDG 2701). If these courses are taken elsewhere, the institution transferring credit to USF must certify that the course content satisfies the international/diversity focus requirement. Refer to the list below for courses *that satisfy both the General Education and the international and/or diversity course requirements.* (Consult an education advisor for approved, upper-level courses in Africana Studies, Geography, International Studies, Political Science, and Business Administration that meet the requirement but are not included below.)

International/Diversity Courses Credits

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

6. Minimum GPA: An overall minimum GPA of 2.50 on all attempted hours.
7. Additional criteria as may be established by each program. Credit requirements in each major include courses in the following categories: Professional Education Core (25-30 cr. hrs.), Teaching Specialization Preparation (27-49 cr. hrs.), and Liberal Arts Exit Requirements (6 credit hours). For questions concerning General Education and Liberal Arts Exit Requirements, refer to the Liberal Arts Requirements section of the catalog. See specific requirements for each major listed in "Departments and Programs" below.

Time Limitations

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

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

Qualifications for Internship Experience

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

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

1. Admission to the College of Education.
2. Completion of General Education, "Gordon Rule," and all other program prerequisites (includes passing all sections of the CLAST and the General Knowledge Test).
3. Completion of an application for the final internship by the deadlines noted. Applications for final internship are made through the Student Academic Services website (www.coedu.usf.edu/sas/). Please contact the office. Applications for Fall Semester are due the preceding January 15. Applications for Spring Semester are due the preceding June 15.
4. Elementary, Early Childhood and Physical Education programs require completion of all professional education and specialization course work except for EEX 4070. Special Education programs require completion of all professional education and specialization coursework. Secondary and Vocational Education Programs require completion of the professional course sequence except for EEX 4070/EDF 4430 and a minimum of two thirds of the specialization coursework.
5. Elementary, Early Childhood, and Physical Education programs require a combined grade point average of 2.5 in professional education and specialization coursework as well as an overall USF GPA of 2.5. Special Education programs require an overall USF GPA of 2.5. Secondary and Vocational Education programs require a minimum GPA of 2.5 in professional education and specialization coursework or an overall USF GPA of 2.5.
6. Students must earn a "C-" grade or higher in their required major courses. S/U grades will not apply toward qualifying for internship.

College Requirements for Graduation

To be certified by the College of Education for graduation, a student must have earned a minimum of 120 semester hours credit and successful completion of all program requirements for ESOL endorsement. A minimum overall USF grade-point

average of 2.5 or a minimum GPA of 2.5 in teaching specialization courses and a minimum GPA of 2.5 in the Professional Education sequence is required. The Physical Education, Elementary and Early Childhood programs require a combined grade point average of 2.5 in professional education and specialization as well as an overall USF GPA of 2.5. Satisfactory completion of the internship is also required. In order to graduate the student must pass both the Subject Area (SAE) for the appropriate area and the Professional Education (PEd) sections of the Florida State Teacher Certification Examination (FTCE) and pass the General Knowledge Test, prior to the completion of internship. A student must also have completed the major requirements in a state-approved teacher education program (which includes general preparation, teaching specialization, and professional preparation). A minimum of 8 credits in professional courses in addition to internship and 12 credits in specialization courses must have been earned at USF. The student must complete a minimum of 30 hours after admittance to an upper-level program and must meet all University requirements.

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

Department of Childhood Education

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

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

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

Early Childhood and Elementary Education Programs

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

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

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

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

Early Childhood Program

Students may complete a state-approved program to be eligible for licensure in Early Childhood Education Pre-Kinder-

garten/Primary (age 3 - Grade 3). The current program of studies includes both coursework and extensive field experiences in early childhood settings to enable students to integrate theory with teaching practice. Upon successful completion of the required courses and the associated internships, Early Childhood majors will be eligible for certification in Pre-Kinder-ergarten/Primary (age 3 - Grade 3).

Early Childhood Education with ESOL Endorsement

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

Elementary Education Program

Students may complete a state-approved program to be eligible for certification in Elementary Education (Grades K-6). Degree and certification requirements are subject to change in accordance with state mandates. The current program of studies includes both coursework and extensive field experience in elementary school settings to enable students to integrate theory with teaching practice.

Elementary Education with ESOL Endorsement

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

• EARLY CHILDHOOD EDUCATION: Pre-Kinder-ergarten/Primary

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

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

EDF X005 Introduction to Education
EDG 2701 Teaching Diverse Populations
EME 2040 Introduction to Educational Technology

- Nine (9) hours of Mathematics (to include College Algebra or above and Geometry)*
- Twelve (12) hours of Social Science (to include American History and General Psychology)
- Nine (9) hours of Natural Science (to include an Earth Science course, a Life Science course and a Physical Science course)
- One (1) Natural Science Course must have a lab component
- Six (6) hours of International or Multicultural Focus

- Nine (9) hours of English (to include Writing, Literature and Speech)
- Six (6) hours Humanities (to include Philosophy and Fine Arts)

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

For additional prerequisites see program requirements below.

Professional Education Core (33 cr. hrs.):

EDF 4111 Child Growth and Learning	3
EEC 4940 Senior Internship and Seminar	10
EEC 4936 Senior Seminar	2
EEC 4941 Field Experience I	3
EEC 4942 Field Experience II	3
EEC 4943 Field Experience III	3
EDG 4909 Young Children With Special Needs	3
EDG 4909 Assess., Eval., Reporting Progress	3
EDG 4909 Second Language Acquisition	3
FLE 4316 Language Principles and Acquisition	2
FLE 4317 Teaching LEP Students K-12	3

Specialization (30 cr. hrs.):

EEC 4008 Literature in Early Childhood Education (Exit)	3
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OR

LAE 4414 Children's Literature	3
EEC 4203 Programs for Young Children	3
EEC 4211 Integrated Curriculum: Science and Mathematics	3
EEC 4212 Integrated Curriculum: Social Sciences/Humanities & Art	3
EEC 4300 Cognitive Experiences for Young Children	3
EEC 4303 Creative and Affective Experiences for Young Children	3
EEC 4408 Child, Family & Teacher Relations	3
EEC 4706 Language and Emerging Literacy	3
HSC 3301 Health, Safety, Nutrition and Motor Skills for the Young Child	3
RED 4310 Early Literacy Learning Literacy Course	3
Classroom Management Course	3

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

• ELEMENTARY EDUCATION

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

Prerequisites (State Mandated Common Prerequisites):

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

EDF 2005 Introduction to Education
EDG 2701 Teaching Diverse Populations
EME 2040 Introduction to Educational Technology

- Nine (9) hours of Mathematics (to include College Algebra or above and Geometry)*
- Twelve (12) hours of Social Science (to include American History and General Psychology)
- Nine (9) hours of Natural Science (to include an Earth Science course, a Life Science course and a Physical Science course)

- One (1) Natural Science Course must have a lab component
- Six (6) hours of International or Multicultural Focus
- Nine (9) hours of English (to include Writing, Literature and Speech)
- Six (6) hours Humanities (to include Philosophy and Fine Arts)

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

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

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

Professional Education (35-36 credit hours):

EDF 3122 Learning and the Developing Child	3
EDF 3604 Social Foundations of Education (Exit)	3
EDG 4620 Curriculum and Instruction	3
EDF 4430 Measurement for Teachers	3
EEX 4070 Integrating Exceptional Students in the Regular Classroom	2-3
FLE 4316 Language Principles and Acquisition	2
FLE 4317 Teaching LEP Students K-12	3
EDG 4909 Second Language Acquisition and Literacy	3
EDE 4940 Internship	12

Specialization (40 credit hours):

EDE 4301 Classroom Management, School Safety, Ethics, Law, and Elementary Methods	3
EDE 4941 Childhood Education Internship Level I	3
HLP 4722 Health and Physical Education for the Child	2
EDE 4942 Childhood Education Internship Level II	6
LAE 4314 Teaching Writing	3
LAE 4414 Teaching Literature in the Elementary Schools	3
MAE 4310 Teaching Elementary School Mathematics I	3
MAE 4326 Teaching Elementary School Mathematics II	3
RED 4310 Reading and Learning to Read	3
RED 4511 Linking Literacy Assessment to Instruction	3
SCE 4310 Teaching Elementary School Science	3
SSE 4313 Teaching Elementary School Social Studies	3
EDG 4909 Creative Experiences for the Child	3

Department of Secondary Education

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

- English Education
- Social Science Education

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

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

• ENGLISH EDUCATION with ESOL Endorsement

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

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

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

EDF 2005 Introduction to Education
EDG 2701 Teaching Diverse Populations
EME 2040 Introduction to Educational Technology

- Nine (9) hours of Mathematics (to include College Algebra or above and Geometry)*
Suggested courses: MGF 1105, 1106, or 1107; STA 2022
- Twelve (12) hours of Social Science (to include American History and General Psychology)
Suggested courses: AMH; AML 3453; ENL 3323, 3823; PSY 2012
- Nine (9) hours of Natural Science (to include an Earth Science course, a Life Science course and a Physical Science course)
- One (1) Natural Science Course must have a lab component
- Six (6) hours of International or Multicultural Focus
- Nine (9) hours of English (to include Writing, Literature and Speech)
Suggested courses: LIT 2000; SPC 2000
- Six (6) hours Humanities (to include Philosophy and Fine Arts)
Suggested courses: FIL 2001; PHH 2000

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

Recommended Courses:

Literature Course (3 hours) - select from LIT, AML, ENL (LIT 2000 or ENL 3323 recommended)
English Electives (9 hours) - to include advanced composition and mediacy
(CRW 2100 or CRW X111 and MMC 2100 or ENC X310 and LIT 2046 or LIT X301 recommended)

Professional Education (26 credit hours):

EDF 3604 Social Foundations of Education (Exit)	3
EDF 3214 Human Development and Learning	3
EDG 4620 Curriculum and Instruction	3
EDF 4430 Measurement for Teachers	3
EEX 4070 Integrating Exceptional Students in the Regular Classroom	2
FLE 4316 Language Principles and Acquisition	3
FLE 4317 Teaching LEP Students K-12	3

Literacy Course	3
Classroom Management Course	3

Specialization (45 credit hours):

ENC 3310 Expository Writing	3
One of the following:	
LIT 3103 Great Literature of the World (Exit)	3
WST 4410 Third World Women Writers (Exit)	3
LAE 4469 Teaching World Literature to Middle and Secondary Students	3
One of the following:	
AML 3031 American Literature to 1860	3
AML 3032 American Literature 1860-1912	3
AML 3051 American Literature 1912-1945	3
One of the following:	
ENL 3015 British Literature to 1616	3
ENL 3230 British Literature 1616-1780	3
ENL 3251 British Literature 1780-1900	3
ENL 3273 British Literature 1900-1945	3
One of the following:	
LIT 3383 The Image of Women in Literature	3
LIT 4386 British and American Literature by Women (Exit)	3
One of the following:	
LIN 3010 Introduction to Linguistics	3
ENG 4060 History of the English Language	3
One of the following:	
LIN 3670 English Grammar and Usage	3
LIN 4680 Structure of American English	3

Additional Specialization (24 credit hours):

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

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

• SOCIAL SCIENCE EDUCATION

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

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

EDF X005 Introduction to Education
EDG 2701 Teaching Diverse Populations
EME 2040 Introduction to Educational Technology

- Nine (9) hours of Mathematics (to include College Algebra or above and Geometry)*
- Twelve (12) hours of Social Science (to include American History and General Psychology)
- Nine (9) hours of Natural Science (to include an Earth Science course, a Life Science course and a Physical Science course)

- One (1) Natural Science Course must have a lab component
- Six (6) hours of International or Multicultural Focus
- Nine (9) hours of English (to include Writing, Literature and Speech)
- Six (6) hours Humanities (to include Philosophy and Fine Arts)
- Three (3) hours American Government¹
- Three (3) hours Anthropology²
- Three (3) hours Cultural Geography³
- Three (3) hours Economics⁴
- Three (3) hours History
- Three (3) hours Psychology
- Three (3) hours Sociology⁵

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

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

- ¹ POS 2041 American National Government
or
POS 2080 American Political Tradition
- ² ANT 2000 Introduction to Anthropology
or
ANT 2410 Cultural Anthropology
- ³ GEA 2000 Global Geography
- ⁴ ECO 1000 Basic Economics
or
ECO 2013 Macroeconomics
- ⁵ SYG 2000 Introduction to Sociology
or
SYG 2010 Contemporary Sociology

Professional Education Core (20 credit hours):

- EDF 3214 Human Development and Learning 3
- EDF 3604 Social Foundations of Education (Exit) 3
- EDG 4620 Curriculum and Instruction 3
- EDF 4430 Measurement for Teachers 3
- EEX 4070 Integrating Exceptional Students in the Regular Classroom 2
- FLE 4365 ESOL Competencies and Strategies Classroom Management 3

Social Sciences Specialization (48 credit hours):

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

One of the following:

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

One of the following:

- ANT 2000 Introduction to Anthropology 3
- ANT 2410 Cultural Anthropology 3

One of the following:

- ECO 1000 Basic Economics 3
- ECO 2013 Macroeconomics 3

One of the following:

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

Social Science Education (27 credit hours):

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

*SSE 4333 or SSE 4334 must be successfully completed prior to SSE 4335.

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

COLLEGE OF NURSING

• NURSING PROGRAM (FOR REGISTERED NURSES)

The registered nurse sequence is designed so that registered nurses can enroll in the nursing major on a full-time or on a part-time. Registered nurses who enroll as full-time students may complete requirements for the bachelor's degree in three semesters. If they enroll as part-time students, the degree requirements can be completed in six semesters.

Registered nurse students are admitted to the College each semester and may apply according to University admission deadlines. Registered nurse students desiring to transfer from other nursing programs are eligible for admission to the College on a space available basis. To be considered for transfer into the nursing major, applicants must meet University eligibility requirements. Registered nurse students are admitted to the College contingent upon completion of transcript evaluation and completion of admission requirements.

For more specific information contact the College of Nursing, Office of Student Affairs for overall requirements (974-9305) or visit the College of Nursing web site at <http://www.hsc.usf.edu/nursing>.

NURSING COURSES - REGISTERED NURSE SEQUENCE

Registered nurse students are required to take the following courses:

- NUR 3806 Educational Transitions for RN 3
- NUR 3064 Physical Examination & Assessment 2
- NUR 3064L Clinical Experiences in Health Assessment - RN 1
- NUR 3125 Pathophysiology for Nursing Practice 3
- NUR 3145 Pharmacology in Nursing Practice 3
- NUR 4636 Community/Public Health: Population Focus Nursing 3
- NUR 4636L Community/Public Health Nursing Clinical for the RN 3
- NUR 4838 Leadership and Management in Professional Nursing Practice 3
- NUR 3829 Ethical Legal Aspects Nursing/Health Care 3
- NUR 4165 Nursing Inquiry 3
- Nursing Elective 3

In addition to the requirements listed, the RN student must also meet all university graduation requirements as listed in the catalog.

UNDERGRADUATE STUDIES

• Bachelor of Science in Hospitality Management

Program Email: hospitality@sar.usf.edu Location: Sarasota/Manatee Campus, PMD 223

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

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

Students should have 60 transferable hours and an overall GPA of 2.0 prior to admission to the University of South Florida.

Admission to the School of Hotel and Restaurant Management

The School of Hotel and Restaurant Management is located on the Sarasota-Manatee campus of USF. USF Sarasota-Manatee is an upper-level campus offering junior and senior level courses. Students should have completed 60 transferable hours with an overall GPA of at least a 2.0 along with completing the prerequisites below. Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements, thereby transferring maximum hours to the university. If students transfer without an A.A. degree and have fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements, including ACT or SAT test scores, GPA, and course requirements.

Admission to the School of Hotel and Restaurant Management is open to all students who have been accepted to the University of South Florida and declare the major of Hospitality Management. Students who have credit from other institutions may need to provide copies of course descriptions from the catalog for purposes of determining credit towards the Hospitality Management major requirements at USF. Students should contact the Office of Student Services on the Sarasota-Manatee campus, USS 805D (941-359-4330) for assistance.

Prerequisites (State Mandated Common Prerequisites)

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

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

Students should complete the following lower level **prerequisite courses** listed below prior to entering the university. If these courses are not taken at the community college, they must be completed before the degree is granted.

(no grade lower than a C-):

- ACG X021 Principles of Financial Accounting
- ACG X071 Principles of Managerial Accounting
- ECO X013 Macroeconomics
- ECO X023 Microeconomics

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

Business Courses (12 Credits)

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

Hospitality Courses (36 Credits)

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

*Please note that the prerequisites for this course are: ACG 2021, ACG 2071, and CGS 2100 or CGS 1000.

Communications Courses (6 Credits)

- COM 3110 Communication for Business and the Professions or SPC 2600 Public Speaking
- ENC 3310 Expository Writing or ENC 3213 Professional Writing

Non-Credit Major Requirement

In addition to completion of HTF 4945, students must complete an additional 700 documented working hours in the hotel and/or restaurant industry before graduation.

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

1. The Hospitality Management major requires at least 120 credit hours.
2. General Education Requirements can be satisfied by completing the university's general education requirements or completing an AA degree from a Florida public community college.
3. All transfer work will be reviewed by the advising office and the Director of the School of Hotel & Restaurant Management.
4. Students must satisfactorily pass the College Level Academic Skills Test (CLAST) and complete the writing and computation course requirement of 6A-10.30 (Gordon Rule).
5. Students must complete the Foreign Language Entrance (FLENT) Requirement as mandated by the university catalog.
6. Nine hours of Liberal Arts exit courses must be taken at USF as defined in the university undergraduate catalog.
7. At least 50 percent of Hospitality coursework must be taken at USF.
8. Students must earn an overall, USF, and major GPA to be certified for graduation.
9. The university provides advising tools and services to assist the student; however, it is the responsibility of the student to meet all graduation requirements and deadlines.

• Bachelor of Science in Applied Science (APS)

Location/Phone: SVC 2002; (813) 974-4051
Office Hours: 8 a.m. – 5 p.m., Monday through Friday
Web Address: <http://www.ugs.usf.edu/bsas.htm>

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

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

Requirements for the Major in Bachelor of Science in Applied Science

Recommended Prerequisites (State Mandated Common Prerequisites)

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

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

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

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

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

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

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

** Elective credit hours may vary slightly, but will not normally

require students to exceed a total of 120 credit hours for completion of the BSAS degree.

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

- a minimum of 48 credit hours of upper-level (3000-4000) courses
- at least 30 hours of the last 60 credit hours at USF
- CLAST requirements
- foreign language requirement (can be satisfied by two years of high school foreign language credit or 8 college credit hours in a single foreign language)

Areas of Concentration

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

(Only available through Lakeland or Sarasota campuses)

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

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

ACG 3074 Managerial Accounting for Non-Business Majors	(3)
ECO 1000 Basic Economics	(3)
FIN 3403 Principles of Finance	(3)
MAN 3025 Principles of Management	(3)
MAN 4XXX Managerial Applications	(3)
MAR 3023 Basic Marketing	(3)

Hospitality Management Concentration (AHM) consists of 18 hours: (Only available through Sarasota campus)

Prerequisites – 12 hours:	
ACG 2021 Financial Accounting	(3)
ACG 2071 Managerial Accounting	(3)
MAN 3025 Principles of Management	(3)
MAR 3023 Basic Marketing	(3)
HFT 3000 Intro to Hospitality and Tourism	(3)
FSS 3220 Intro to Food Production and Mgmt	(3)
HFT 3423 Hospitality Information Systems	(3)
HFT 3503 Hotel Marketing and Sales	(3)
HFT 4221 Human Resources Management	(3)
HFT 4253 Lodging Management	(3)

Public Administration Concentration (APU) consists of 18 credit hours: (Only available through Sarasota campus)

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

Contact the BSAS Program for additional BSAS Concentrations that may have developed since the publication of this catalog.