

# CATALOG

**2022-2023**



**Emmanuel**  
**C O L L E G E**

*Georgia • 1919*

**EMMANUEL COLLEGE**  
**FRANKLIN SPRINGS, GEORGIA 30639**

Emmanuel College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master's degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Emmanuel College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

# ACADEMIC CALENDAR

## FALL SEMESTER

2022

DUAL ENROLLMENT ORIENTATION	JULY 25
FACULTY WORKSHOP	AUGUST 1-2
INTERNATIONAL STUDENT ARRIVAL DATE	AUGUST 3
COMMUTER ACTIVATION DEADLINE	AUGUST 4
TESTING AND REGISTRATION/MOVE-IN FOR NEW STUDENTS NOT REGISTERED	AUGUST 5
NEW RESIDENT STUDENT MOVE-IN AND CHECKLIST COMPLETION	AUGUST 5-6
RETURNING STUDENT MOVE-IN AND CHECKLIST COMPLETION	AUGUST 6 and 8
SUNDAY, CLOSED	AUGUST 7
ORIENTATION EVENTS	AUGUST 7-8
CLASSES BEGIN	AUGUST 9
DROP-ADD PERIOD	AUGUST 9-15
ALPHA WEEKEND	AUGUST 11-14
CENSUS DAY	AUGUST 23
WITHDRAWAL DEADLINE (5-WEEK CLASSES)	AUGUST 29
LABOR DAY BREAK (NO CLASSES)	SEPTEMBER 5
WITHDRAWAL DEADLINE (1 <sup>ST</sup> 7-WEEK CLASSES)	SEPTEMBER 7
WITHDRAWAL DEADLINE (9-WEEK CLASSES)	SEPTEMBER 15
MID-TERM	SEPTEMBER 27
VISION 4 EDUCATION (FORMERLY FEAST OF INGATHERING)	OCTOBER 7
E. C. BOARD MEETING	OCTOBER 7-9
LAST DATE TO WITHDRAW WITH A "W"	OCTOBER 4
FALL BREAK (NO CLASSES)	OCTOBER 13-16
WITHDRAWAL DEADLINE (2 <sup>ND</sup> 7-WEEK CLASSES)	NOVEMBER 1
LAST DAY OF CLASS	NOVEMBER 17
FALL GRADUATION	NOVEMBER 19
FINAL EXAMINATIONS	NOVEMBER 18-22
CHRISTMAS BREAK	NOVEMBER 23 – JANUARY 3
WINTER TERM	NOVEMBER 30-DECEMBER 14

## SPRING SEMESTER

2023

FACULTY WORKSHOP	JANUARY 4-5
RESIDENCE HALLS OPEN	JANUARY 6-7
FINAL REGISTRATION	JANUARY 9
NEW STUDENT ORIENTATION/REGISTRATION	JANUARY 9
CLASSES BEGIN	JANUARY 10
DROP-ADD PERIOD	JANUARY 10-17
MLK HOLIDAY (NO CLASSES)	JANUARY 16
NEW BEGINNINGS WEEKEND	JANUARY 19-22
CENSUS DAY	JANUARY 24
WITHDRAWAL DEADLINE (5-WEEK CLASSES)	JANUARY 31
WITHDRAWAL DEADLINE (1 <sup>ST</sup> 7-WEEK CLASSES)	FEBRUARY 8
WITHDRAWAL DEADLINE (9-WEEK CLASSES)	FEBRUARY 16
MID-TERM	FEBRUARY 28
SPRING BREAK	MARCH 4-12
LAST DATE TO WITHDRAW WITH A "W"	MARCH 14
E.C. BOARD MEETING	MARCH 24
HOMECOMING WEEKEND	MARCH 24-26
WITHDRAWAL DEADLINE (2 <sup>ND</sup> 7-WEEK CLASSES)	MARCH 30
EASTER BREAK	APRIL 7-10
MONDAY CLASSES MEET ON TUESDAY	APRIL 11
ACADEMIC SHOWCASE	APRIL 26
LAST DAY OF CLASSES	APRIL 28
FINAL EXAMINATIONS	MAY 1-4
HONORS NIGHT	MAY 5
GRADUATION	MAY 6

**SUMMER SEMESTER**

**2023**

REGISTRATION/CLASSES BEGIN SUMMER TERM (1 <sup>st</sup> 4-WEEK, 8-WEEK CLASSES BEGIN)	MAY 10
WITHDRAWAL DEADLINE (4-WEEK CLASSES)	MAY 25
MEMORIAL DAY HOLIDAY (MONDAY)	MAY 29
FOUR-WEEK CLASSES END	JUNE 7
2 <sup>ND</sup> FOUR-WEEK CLASSES BEGIN	JUNE 8
WITHDRAWAL DEADLINE (8-WEEK CLASSES)	JUNE 13
WITHDRAWAL DEADLINE (2 <sup>ND</sup> FOUR-WEEK CLASSES)	JUNE 23
INDEPENDENCE DAY HOLIDAY (TUESDAY)	JULY 4
2 <sup>ND</sup> FOUR-WEEK AND EIGHT WEEK CLASSES END	JULY 6
3 <sup>rd</sup> FOUR-WEEK CLASSES BEGIN	JULY 7
WITHDRAWAL DEADLINE (3 <sup>RD</sup> FOUR-WEEK CLASSES)	JULY 24
3 <sup>RD</sup> FOUR-WEEK CLASSES END	AUGUST 3

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# I. HISTORY OF THE COLLEGE

Emmanuel College opened on January 1, 1919 under the name Franklin Springs Institute (FSI). Rev. George Floyd Taylor was the founder and first president of FSI. The school continued to operate under the leadership of Rev. Taylor until his resignation in 1926 to further his own education. In the interim, Rev. Arthur Taylor and Rev. Byon Jones sought to lead the school until Rev. Taylor returned in 1929.

As the opening of the fall term of 1931 approached, President Taylor recognized that the devastation caused by the Great Depression would force the closing of FSI. Two years later, Franklin Springs Institute reopened under the leadership of Rev. Thomas Aaron, the new president. Aaron was a natural leader who possessed incredible drive and vision, which included transforming Franklin Springs Institute into a high-quality institution of higher learning.

By 1939, FSI emerged as a modern, influential junior college, and the name was changed to Emmanuel College, meaning “God with us”, now the school’s motto. The years of World War II affected enrollment, but numbers resurged after the war. President Aaron oversaw major developments in the physical plant as well as in the curriculum. Aaron continued to lead the school until his death in 1951.

Woodard G. Drum, former dean of the college, stepped into the presidency. As the fifth president of Emmanuel, Drum was determined to continue President Aaron’s vision for the College to become accredited by the prestigious Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). To achieve this, he knew he had to strengthen the faculty, and as a result, he hired some of the most outstanding faculty to ever teach at Emmanuel College, among them Dr. Culbreth Melton. Melton was effective in helping Drum improve the College and meet the standards of accreditation with SACSCOC at the junior college level in 1967.

President Drum retired in 1970, and Dr. Culbreth Melton became the next president. In 1973 under Melton’s leadership, the School of Christian Ministries

(SCM) was established to offer the College’s first four-year degrees. The SCM was accredited in 1975 by the American Association of Bible Colleges. During Melton’s tenure, the Shaw-Leslie Learning Resources Center was constructed as well as a new residence hall named in honor of President Drum.

Dr. David R. Hopkins was installed as president in 1983 after Dr. Melton retired. Hopkins led the College for twenty-two years and launched a successful effort in 1992 to become a SACSCOC accredited four-year college, which was achieved the following year. As the curriculum underwent major upgrades, the College experienced an unprecedented seventy-three percent enrollment growth. The campus was enhanced by a number of new buildings, including the acquisition and renovation of the John W. Swails Center and the construction of the Wellons Science Resource Center.

Upon the retirement of Dr. Hopkins, the Board of Trustees selected Michael Stewart as the eighth president of Emmanuel College. Under his leadership, the College constructed a cluster of four new residence halls named Roberson Commons and the multimillion-dollar Shaw Athletic Center. Also, the College gained admission to the prestigious Council of Christian Colleges and Universities (CCCU) as a full member. Since 2012, the College has been named a Tier One Best Regional College in the South by *U.S. News & World Report*.

Dr. Ronald G. White was named president in 2014. The College was facing numerous financial challenges and a heavy debt burden. Counter to logic that would predict enrollment declines during a period of severe financial distress, the College grew by fourteen percent from the fall of 2013 to the fall of 2018. In fact, enrollment records were surpassed each year with the largest enrollments on record until the pandemic of 2020. By April 2018, the College had achieved a financial breakthrough by reducing its debt more than seventy-five percent. In addition, the College’s accreditation was reaffirmed by SACSCOC in June 2018. The following month, Emmanuel College was accepted as a full member of the NCAA Division II.

Since the founding of Emmanuel College in 1919, the heartbeat of the institution has been to bring faith and learning to life. From the beginning, President Taylor believed that there should be a place for young men and women to receive a Christ-centered education. That belief has continued throughout the College's 100-year history. In addition, the College has constantly improved the quality of its academic programs. The achievements of our alumni reflect this quality as they serve the nation and around the world in a myriad of careers and professions. Emmanuel College provides students with academic and spiritual values that enrich their lives, and in turn, lead them to enrich the lives of others in the highest Christian tradition.

## II. THE COLLEGE

Emmanuel College has been meeting the needs of students for over 100 years and today is equipped better than ever to prepare men and women for the future. Graduates of Emmanuel can be found around the world serving in diverse professions.

As a private, non-profit, co-educational, four-year college, Emmanuel strives to nurture and cultivate the unique qualities of each student through a challenging curriculum in an inspiring environment under the leadership of exemplary faculty and staff.

Excellence in instruction, quality resources, a friendly atmosphere, and exciting activities are just a few of the strengths of Emmanuel's environment. Class size is small ensuring that students receive individual attention. In addition, there are multiple opportunities for spiritual growth ranging from stimulating lecture programs with nationally acclaimed speakers to gospel concerts with award-winning artists.

Compared to the national average of costs for private college education in America, Emmanuel's low tuition saves students thousands of dollars over the course of a college education. Also, the majority of students at Emmanuel are eligible for a wide variety of student financial aid. Financial resources include the major federal and state programs as well as numerous institutional aid funds.

College students are active people, and Emmanuel has many clubs and organizations that encourage student involvement. There are intercollegiate and intramural athletics, swimming, mission's groups, ministry organizations, student government and more.

In today's world, the benefits of a college education are priceless. Emmanuel College is committed to helping students reach their fullest potential and, in doing so, is producing leaders for a better tomorrow.

### PHILOSOPHY

Emmanuel College is an academic community dedicated to intellectual, physical, personal, and spiritual growth within the context of a liberal arts education and an environment of Christian concern. We believe that God is the personal Creator and Ruler of all time, space, and matter and that a true understanding of all things must involve a knowledge of His revealed purposes. We further believe that the fullest information concerning God comes from the person of Jesus Christ and the revelation of His redemptive works as recorded in the Holy Bible through the inspiration of the Holy Spirit. All creation derives value and significance from God revealed in Christ. Through Jesus Christ people are able to live as redeemed, regenerated, and cleansed members of society through the indwelling of the Holy Spirit.

We believe that education based upon these principles is the best possible method of preparing students for and involving them in lasting service to God and others—service noted for integrity, intelligence, and devotion. We further believe that a college experience in a Christian environment will enable students to develop lifelong spiritual and social values. We believe that all truth is God's truth and that opportunities should be provided for students to integrate faith and learning, to synthesize their understanding of God's purpose in Christ with their view of the worth of persons as well as the worth of the scientific method in improving life.

### INSTITUTIONAL MISSION

Emmanuel College is a community of Christ-centered higher learning that integrates faith, learning, and living within a biblical worldview and fosters spiritual, intellectual, and professional growth.

### CORE VALUES

#### 1. We value the body of Christ.

- We seek to love Christ supremely and love others unconditionally, as Christ loves us.
- We practice a lifestyle of worship, including repentance and confession of sin.
- We acknowledge the importance of prayer, both private and corporate.
- We seek to cultivate the spiritual formation and



growth of all believers.

- We encourage the diversity of gifts within the body of Christ.
- We acknowledge individual differences and honor diverse traditions among Christians who are seeking to follow biblical truth.

**2. We value the worth of each person as a unique creation of God.**

- We respectfully listen to the opinions of others, seeking first to understand and then be understood.
- We endeavor to help everyone discern and fulfill God's calling upon their lives.
- We demonstrate integrity with each other, confronting rumors, disagreements, and controversy with openness, honesty, and compassion.
- We promote a commitment to a life of Christian service, and we provide opportunities for students and employees to serve locally and globally including a compassionate focus on helping the poor and other marginalized populations.
- We affirm the biblical truth that all people are created equal in the image of God, and therefore reject and renounce hatred and racism in any form.

**3. We value Christ-centered higher education that integrates faith and learning.**

- We acknowledge Jesus Christ as the ultimate truth and the source of all knowledge.
- We expect personal integrity within the learning environment and practice personal and professional ethics based on biblical principles in order to reach our full spiritual and intellectual potential.
- We pursue excellence in our academic and co-curricular programs while promoting the spiritual formation of individuals.
- We value teaching and learning as our commitment to God's calling in our lives.
- We recognize the place of the liberal arts in our varied educational programs as a necessary building block to developing students as holistic individuals in society.
- We promote critical thinking, speaking, and

writing clearly, using technology effectively, and developing interpersonal skills based on a biblical worldview.

- We mentor others through our character, actions, and speech.

**4. We value our Evangelical/Pentecostal tradition and heritage.**

- We believe in the Bible as the fully inspired word of God.
- We believe in the necessity of repentance and a personal relationship with Jesus Christ as the basis of salvation.
- We are committed to advance God's kingdom on earth through the person and work of Jesus Christ.
- We train and mentor the future leadership of the International Pentecostal Holiness Church and those from other Christian traditions.
- We influence, engage, and transform the culture through our commitment to biblical truth, independent of societal norms as reflected in our Statement of Faith and Lifestyle expectations.

**STATEMENT OF FAITH**

Emmanuel College was established and continues to operate on the basis of several fundamental tenets of the Christian faith. All that we do is driven by what we believe about God, His Son, the Holy Spirit, and His Word. Throughout our campus we would expect one to see the evidence of these beliefs lived out in our classrooms, in our relationships, and in our service.

- We believe the books of the Old and New Testament constitute the Holy Scriptures, which are the divinely inspired and fully authoritative Word of God and are the supreme authority for faith and practice. (2 Timothy 3:14-17; Hebrews 4:12; 2 Peter 1:19-21)
- We believe in one God who has eternally existed as three equally divine persons: Father, Son, and Holy Spirit. While the persons of this triune Godhead, or Trinity, share equal status and nature, they remain distinct from one another. (Nehemiah 9:6; Isaiah 6:3; Matthew 28:18-20; John 14:9-11, 25-26; Romans 11:33-36; 1 Corinthians 8:6; Colossians 1:9-20; 1 Peter 1:1-5)

- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Mark 1:1; Luke 1:26-35; 1 Peter 2:21-22; Acts 2: 22-24; Philippians 2:5-11; John 3:16-17; 1 Corinthians 15:20; Acts 1:9; Hebrews 10:10-12; 1 Thessalonians 4:16)
- We believe in the sinfulness of mankind and the need for all people to be reconciled to God. God’s salvation is freely offered to all and is received by the grace of God through an expression of genuine repentance of sin and faith in Jesus Christ, who through his perfect life, atoning death, and glorious resurrection paid the price to remove the penalty and power of sin (which is death) and make people children of God. (Romans 3:21-26; 5:1; 2 Corinthians 5:17; Ephesians 2:4-9; Titus 3:4-7)
- We believe that all Christians are to grow in their relationship with God through the power of the indwelling Holy Spirit. Disciples of Jesus Christ are to live in total reliance upon and full surrender to the Holy Spirit in every area of life, whether it be in the home, the church, or the marketplace. (John 14:15-17, 25-26; 16:13; Acts 2:1-4; Romans 5:10-11; 8:11-14; 12:1-2; 1 Corinthians 12:12-27; Galatians 6:7-10; Ephesians 5:25; 6:4; James 2:23)
- We believe the church is a local community of baptized followers of Christ who are unified through their common faith in and union with Christ. The local church is committed to the obedience to and declaration of the teachings of Christ in love and the proclamation of the gospel to a lost and dying world. (John 15:4-5; 17:20-21; Acts 2:47; Romans 12:5; 1 Corinthians 12:12-27; Galatians 3:28; Ephesians 4:1-6, 14-16; Hebrews 10:23-25)
- We believe that God creates and values all human life from conception to final breath. (Genesis 1:26-28; 2:7; 9:6-7; Job 14:5; 33:4; Psalm 8:3-5; 116:15; 139:13-16; Isaiah 44:24; Jeremiah 1:4-5; Matthew 6:26; Romans 5:8; 1 Corinthians 3:16-17)

## **LIFESTYLE EXPECTATIONS**

The biblical foundation for Emmanuel College also leads to a set of lifestyle expectations. Practices that are known to be morally wrong by biblical teachings are not acceptable for members of the Emmanuel College community (Galatians 5:16-21). Such practices include

but are not limited to specific behaviors such as drunkenness, stealing, use of slanderous or profane language, cheating, dishonesty, and sexual sins such as premarital sex, adultery, and homosexual behavior.

The College also recognizes that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful or is offensive to others. Consequently, the College has chosen to adopt certain rules which will contribute to an environment that is appropriate to its objectives and goals and expects members of the Emmanuel College community to refrain from gambling, drinking alcoholic beverages, the use of tobacco products, the use of illegal drugs, and the abusive use of legal drugs.

Emmanuel College views biblical truth, not societal trends, as the basis for establishing moral and ethical norms. As Christ-followers we are called to be salt and light in the world, to be influencers of culture rather than being influenced by it. To this end we strive to be in the world, not of it, and to impact our culture through the promotion of biblical truth, expressed in love, as the means of determining lifestyle choices and expectations.

## **CIVIC VALUES**

We recognize there is a difference between biblical truth and civic values, and although the Bible does not endorse any specific form of government, we are instructed in scripture to obey governing authorities and to be good citizens (Romans 13:1-7). Because Emmanuel College is established in the United States, we acknowledge and support the Constitution of the United States and our national, state, and local governments. We respect other nations and recognize that Christians in other countries have their respective governing authorities to support.

It is our commitment as responsible citizens who serve first, our God and second, our country and communities to teach and instill the ideals of our democracy with our students in ways that God enables us. Among these are to . . .

- Support the blessings and freedoms provided by our democratic system, including freedom of religion,
- Follow the Christian principles of our faith without undue intrusion by governments,

- Support pure forms of capitalism and free enterprise that are devoid of exploitation and that promote opportunity, independence, free markets, and fair play as a means for people to achieve economic freedom,
- Protect the individual and unalienable rights as stated in the Declaration of Independence and as guaranteed in the Bill of Rights, and
- Advance the cause of freedom throughout the world so that all people live without fear of tyranny and oppression.

### **INSTITUTIONAL AIMS**

More specifically, in accordance with this overall mission and philosophical framework, Emmanuel College seeks to fulfill the following institutional aims:

1. To provide strong Christian witness to students and to the constituents who are served and to help students develop Christian values and character which are demonstrated in their lives.
2. To provide the following programs:
  - a. Associate degree programs in General Education, Allied Health, and Business Administration for students planning to enter four-year programs at Emmanuel College or other colleges.
  - b. Baccalaureate programs in Biology, Business Administration, Christian Ministries, Communication, Criminal Justice, Diversified Agriculture, Early Childhood Education, English, Graphic Design, Health and Physical Education, History, Kinesiology, Mathematics, Middle Grades Education, Pre-Law, Psychology, Sports Management, Worship Ministry, and Secondary Education (Business, English, History, Mathematics).
  - c. Evening or specially designed courses which respond to the needs of residents of the surrounding counties and cities of Northeast Georgia.
3. To provide opportunities for students to develop the general competencies necessary for earning a livelihood and functioning in society as productive citizens.
4. To provide developmental opportunities in reading, writing, and mathematics for marginally prepared students.
5. To provide opportunities for students to develop intellectual curiosity, an enduring desire for knowledge, the habit of diligent, honest inquiry and critical thinking, and a genuine interest in spiritual, intellectual, and aesthetic matters sufficient to motivate continuing self-education.
6. To provide cultural enrichment for the student body and surrounding community through scheduled courses, lectures, art exhibits, and musical performances.
7. To provide opportunities for students to participate in creative experiences through in-class and out-of-class activities.
8. To provide experiences which enhance students' understanding of responsible citizenship, knowledge of and participation in government, and active involvement in improvement of the political system in America and the world.
9. To provide multicultural experiences for students to acquire an understanding of and an appreciation for diverse cultures and values so that students can better evaluate and appreciate their own values and communicate more effectively with people from other cultural perspectives.
10. To provide classroom and extra-class activities which promote biblical family values such as parental responsibility for the welfare and unity of the family.
11. To provide a full student-life program as resources permit which will offer spiritual, recreational, interpersonal, cultural, and leisure-time experiences that will enrich campus life, help students to develop a disciplined life, and make more meaningful use of time.
12. To provide physical activities directed toward the maintenance of physical wellness and recreation for the present and throughout life.

### **EDUCATIONAL GOALS**

1. An educated person has competence to communicate effectively through writing, speaking, reading, and listening.
2. An educated person has computational skills necessary for effective functioning in contemporary society.
3. An educated person understands how physical fitness is needed for work and leisure activity and has knowledge of the basics necessary for health and fitness for the present and future.

4. An educated person has knowledge of civilization through the study of various traditions, history, religion, government, social institutions, and world cultures.

5. An educated person is aware of key aspects of Biblical history and literature since the Bible constitutes a significant cornerstone in Western spiritual, intellectual, and literary traditions.

6. An educated person has the ability to think critically about important matters, particularly about those fundamental issues related to personal and social moral decision-making within a contemporary world in pluralism and relativism.

7. An educated person has a knowledge of the basic Biblical principles of responsible relationships and for establishing and maintaining a home.

8. An educated person has an acquaintance with the arts and a knowledge of significant literary works.

9. An educated person has an understanding of the scientific method and the findings of scientific inquiry.

10. An educated person has a knowledge of one's own personal qualities, goals, and creativeness, and the forces which have shaped these.

11. An educated person seeks personal discipline and maintains an appropriate balance between work and leisure as a productive member of society.

12. An educated person has a commitment to lifelong learning.

#### **ACCREDITATION**

Emmanuel College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master's degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Emmanuel College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Inquiries regarding anything other than accreditation status (such as admission standards or financial aid)

should be made directly to the appropriate Emmanuel College office.

#### **COMPLIANCE WITH FEDERAL STATUTES**

Emmanuel College ("Emmanuel" or "the College") is committed to maintaining an environment that is free of unlawful harassment and discrimination. In accordance with federal law and its commitment to a fair and open campus environment, the College cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex (including sexual harassment & pregnancy), color, religion, national origin, genetic information, age, disability, veteran's status, or any factor that is a prohibited consideration under applicable law.

As a recipient of federal funds, Emmanuel is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission, and employment. Under certain circumstances, sexual misconduct constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator in the Office of Student Development, or to the U.S. Department of Education's Office for Civil Rights.

#### **CHURCH AFFILIATION**

The College is sponsored by the International Pentecostal Holiness Church, Inc., with General Headquarters in Oklahoma City, Oklahoma.

The College is a full member of the Council of Christian Colleges and Universities with headquarters in Washington, DC.

#### **LOCATION AND TRANSPORTATION**

Emmanuel College is located in Franklin Springs in Northeast Georgia near the Blue Ridge Mountains, 2 miles south of Royston, Georgia, on U.S. Highway 29 and approximately 15 miles from U. S. Interstate 85. The College is about 30 miles north of Athens, Georgia, 35 miles south of Anderson, South Carolina, and about 100 miles northeast of Atlanta, Georgia.

All mail should be addressed to P.O. Box 129, Franklin Springs, Georgia 30639. Those from outside the

Franklin Springs area who desire to communicate with college personnel by telephone should contact the College through the toll-free number: 1-800-860-8800 (Local calls: 706-245-7226).

The College web site contains much relative information for prospective students and other interested persons: [www.ec.edu](http://www.ec.edu).

### III. ADMISSIONS

**Admissions Policies contained herein will apply to those applicants for admission to Emmanuel College from August 1, 2022 to July 31, 2023.**

#### **ADMISSIONS**

Students are admitted to Emmanuel College without discrimination on the basis of race, color, nationality, creed, or sex, providing they agree to abide by the academic and behavioral standards of Emmanuel College.

#### **ADMISSION CLASSIFICATIONS**

All applications will be reviewed by Admissions staff. Acceptance is granted under one of the following classifications: full, conditional, or provisional. Please contact the Office of Admissions if you have any questions about your eligibility to enroll.

#### **DEPOSIT**

After acceptance in any classification, all students are required to pay a tuition and/or housing deposit to secure enrollment. The deposit for fall enrollment is non-refundable after May 1 and deposits for spring enrollment are non-refundable after December 1.

All students are required to pay a \$100 tuition deposit and all students wishing to stay in the residence hall must pay an additional \$100 housing deposit. Housing is limited and students should plan to pay the deposit within 60 days of acceptance.

Room assignments are available only after receipt of the full tuition and housing deposit. Payment of deposit does not guarantee room assignment, assignments are first-come, first-served based on date of deposit. Deposit cannot be made until after acceptance.

New Residential Students: \$200  
New Commuting Students: \$100

#### **HIGH SCHOOL GRADUATES**

Emmanuel considers multiple factors for admission, including high school GPA, previous course work, and

standardized exams (SAT/ACT upon approval by Institution). Admission decisions are based on an Admissions Index (AI) calculated through a combination of high school GPA and standardized test scores. All high school students must submit the following documentation and meet the minimum standards noted to be considered for admission:

1. Emmanuel College Application
2. Application fee of \$25 (waived for those who visit and apply on campus)
3. Official high school transcript showing grade point average (GPA), class rank, and graduation date. Final transcript must be received within two-weeks of graduation and prior to the first day of class attendance.
  - Minimum GPA of 2.0 (College Prep or General Diploma)
  - Minimum GPA of 2.5 (Vocational Prep or Tech. Prep)
4. Official SAT or ACT scores.
5. Official transcript(s) from each college (if any) where courses were taken for dual enrollment. Final college transcript must be received within two-weeks after last enrollment period.

#### **Full Acceptance**

Full acceptance is offered to any student with an AI of 3200 or higher. The student can deposit and plan to enroll in the desired semester.

#### **Conditional Acceptance**

For applicants who do not meet the minimum Admissions Index (AI) required for full acceptance or for whom the high school GPA falls below minimum standards, conditional acceptance is still possible. Students with an AI less than 2050 are not eligible for conditional acceptance.

Additional documentation required for conditional acceptance include a signed Conditional Acceptance

Contract (provided to the student by the Admissions Office at the time of acceptance).

Students admitted conditionally are in good academic standing though their academic load for the first semester will be limited to 12-14 hours. Students may be required to enroll in one or more developmental studies courses and continued enrollment will be dependent upon adherence to the Conditional Acceptance Contract.

### **Provisional Acceptance**

Students who meet all other admissions criteria but are missing one required document may be extended provisional admittance. The missing documents must be submitted prior to the start of the semester or admittance may be revoked. Students who meet all other admissions criteria but have not yet taken the SAT/ACT may be provisionally accepted if the last national testing date before the semester begins has already passed and the high school GPA is 3.0 or higher.

Provisionally accepted students must submit the required missing documentation in order to be fully accepted. For students missing test scores, the student must register and provide proof of registration for, and take, either the SAT or ACT at the first national test date during their first semester of enrollment. The presented SAT or ACT score may result in the student being changed to conditionally accepted status. Students who fail to complete testing during the first term of attendance will not be permitted to enroll in the next term until official test scores have been received.

Provisional acceptance may also be extended when unofficial or in-progress documents have been submitted if proof is provided that official documentation has been requested.

### **Appeal Process**

For applicants who do not meet the minimum Admissions Index (AI) required for full or conditional acceptance an appeal for admission is required. Additional documentation required for admission consideration includes:

- a. Recommendation from minister (or other character reference, if not available)
- b. Two academic recommendations

- c. A signed, 500-word essay to the following prompt: "Why I want to attend Emmanuel, why I haven't been academically successful in the past, and how I plan to change that in the future."
- d. A personal or phone interview with the applicant may be required before making an admission decision.
- e. Signed Conditional Acceptance Contract

Students admitted through the appeal process are in good academic standing though their academic load for the first semester will be limited to 12-14 hours. Students may be required to enroll in one or more developmental studies courses and continued enrollment will be dependent upon adherence to the Conditional Acceptance Contract.

### **CREDIT BY EXAMINATION (AP/CLEP)**

Credit is granted for acceptable scores on tests administered through the College Level Examination Program (CLEP) and Advanced Placement Program (AP) of the College Board. An official score report from the College Board is required for granting credit. A maximum of 24 semester hours of credit may be acquired through this process.

Credit will be granted only for courses offered by Emmanuel College and in accordance with guidelines set forth by the American Council on Education (ACE) for the granting of credit through CLEP, AP, and other advanced placement agencies. No duplicate credits will be awarded. Additional information regarding credit by examination may be obtained from the Registrar's Office.

### **HOME SCHOOL STUDENTS**

Students who have been home-schooled must be at least 16 years old to apply for admission. Home school students are subject to the same documentation requirements as high school students, with the following clarification.

1. If an official transcript is unavailable, the following must be provided:
  - a printed list of classes taken through home school
  - the grade in which they were taken, the grade the student made in the class and the curriculum used, if available
  - transcripts must be signed by the primary teacher of the student (most likely a parent)

2. GED scores can be submitted in lieu of a final high school transcript of graduation requirements were not met.

## **TRANSFER STUDENTS**

Emmanuel College's academic integrity demands that the quality of the coursework from other institutions be equivalent to that provided by its faculty. Therefore, a student in good standing at another regionally accredited institution of higher education will be admitted, and credit granted for courses which are comparable to courses offered by Emmanuel College. A minimum of 35 semester hours must be completed at Emmanuel College for a transfer student to earn an associate or a baccalaureate degree from Emmanuel College. Student classification (freshman, sophomore, etc.) will be determined once all college transcripts have been received and evaluated.

The following materials must be submitted for transfer admission:

1. Emmanuel College Application
2. Application fee of \$25 (waived for those who visit and apply on campus)
3. Official transcript(s) from each college/university attended. Final college transcripts must be received within two-weeks after last enrollment period and prior to the first day of class attendance.
4. Transfer Eligibility Form completed by the Dean of Students or the administrative officer in charge of student discipline at the last postsecondary school attended, regardless of length of time passed since enrollment. Please be advised that information disclosed on this required form may impact acceptance to Emmanuel College.

Students with less than 24 transferable hours will be required to provide additional documentation:

5. Official final high school transcript showing grade point average (GPA), class rank, and graduation date.
6. Official SAT/ACT scores.

## **Full Acceptance**

Full acceptance is offered to transfer students with a cumulative GPA and most recent term GPA of 2.0 or higher. The student can deposit and plan to enroll in the desired semester.

## **Conditional Acceptance**

Transfer students who have been placed on academic probation/dismissal or whose last term GPA is below 2.0 at their previous institution will be admitted conditionally. Additional documentation required for academic alert include:

Signed Conditional Acceptance Contract (provided to the student by the Admissions Office at the time of acceptance).

Students admitted conditionally are in good academic standing though their academic load for the first semester will be limited to 12-14 hours. Students may be required to enroll in one or more developmental studies courses and continued enrollment will be dependent upon adherence to the Conditional Acceptance Contract.

## **Provisional Acceptance**

Provisional acceptance may be extended to transfer students when unofficial or in-progress transcripts have been submitted if proof is provided official documentation has been requested and will be received prior to enrollment. Students must have a "Full" or "Conditional" acceptance status prior to attending. Students that experience extenuating circumstances with regard to delays in documentation should contact the Admissions Office to appeal for admittance.

## **FULL AND ACCURATE DISCLOSURE**

Students who have attended another college or university must disclose that information and submit transcripts from every school previously attended. Failure to report and submit all transcripts or paperwork from previous institutions by the start of the drop/add period of the student's first semester and/or submission of fraudulent transcripts may result in dismissal from Emmanuel College.

Emmanuel College reserves the right to deny admission to any student based on transcripts which are received from institutions deemed "degree mills" by the US Department of Education Council for Higher Education Accreditation [www.chea.org](http://www.chea.org).



## TRANSFERABLE HOURS

### Non-Collegiate Work:

Credit for veterans' training, AP, CLEP, and DANTES is given in accordance with the credit recommendations published by the American Council on Education (ACE).

### Transfer of D's:

Emmanuel will post to student transcripts only courses in which a "C" or higher has been earned. Students may petition the registrar to transfer in "D" grades up to 25% of the total number of transfer hours. "D" grades may not be used to satisfy requirements in Freshman Composition I or II, CM 130, or any course required in the major or minor.

### Liberal Arts Core: Christian Ministries Requirements

Students entering Emmanuel College with sophomore standing (30 or more semester hours) will be required to complete one Bible survey course (BI 112), Gospel of John (BI 300), and Christian Ethics (TH 237) at Emmanuel College unless these courses have already been completed successfully at a previous institution in order to graduate from Emmanuel College. This includes individuals who are seeking a second degree.

### Non-Accredited Schools/International Institutions:

Course work from an institution that is not accredited by a regional accrediting agency will be considered on a case-by-case basis. Furthermore, Emmanuel College reserves the right to deny admission to any student based on transcripts which are received from institutions deemed "degree mills" by the US Department of Education Council for Higher Education Accreditation [www.chea.org](http://www.chea.org).

Work from non-accredited schools may be considered for transfer credit subject to the following conditions:

1. The satisfactory completion of 12 credit hours of coursework at Emmanuel, with a grade point average of 2.0 or better.
2. The credit is applicable toward a degree or program that the student is pursuing at Emmanuel College.

### Experiential Learning:

With the exception of granting credit for ED101 to education paraprofessionals, Emmanuel does not typically grant college credit for experiential learning within the traditional college programs.

### Transfer Course Evaluation:

Transfer coursework will be evaluated by the registrar in consultation with the appropriate division chairs (as needed). Transfer students assume responsibility for the submission of an official transcript from EACH of the institutions previously attended. A copy of the enrolled coursework must be submitted if this is not included on the transcript from the current college/university. (See Full and Accurate Disclosure statement above.)

## SECOND BACHELOR DEGREE

Students transferring to Emmanuel College who have completed a Liberal Arts Associate Degree, Bachelor of Arts or a Bachelor of Science at another regionally accredited institution must have the following courses completed in order to waive portions of the Liberal Arts Core:

English Composition I	1 course
English Composition II	1 course
Intro to Communication	1 course
Mathematics	1 course
History	1 course
Social/Behavioral Science (not History)	1 course
Literature	1 course
Humanities	1 course
Natural Science with lab	1 course
PE Activity Course/Health	1 course

If these course requirements have not been met, the student must complete these requirements in order to graduate from Emmanuel College. Transfer credit will be granted for courses completed at a previous institution that meet these requirements. Credits earned outside of these requirements will not generally be granted for Liberal Arts Core courses for students with a BA/BS degree. The Christian Ministries course requirements of BI 112, BI 300, and TH 237 must be completed unless equivalent course credits have been earned at a previous institution.

## **GED OR ADMITTANCE BY EXAM**

Adults whose high school preparation is incomplete may be admitted on the basis of their scores on the General Education Development Test (GED) provided that the official score report shows the student has successfully passed the exam and each GED section score is 150 or higher.

The following materials must be submitted by students who are entering by examination or by special approval:

1. Emmanuel College Application Form
2. Application fee of \$25 (waived for those who visit and apply on campus)
3. Official results of GED test
4. High school transcripts which show work completed
5. SAT or ACT scores (required if the applicant is 22 years of age or less) **(NOTE: this requirement is currently waived under COVID protocols.)**

## **DUAL ENROLLMENT**

High school students may attend Emmanuel College and receive credit for college coursework to meet high school graduation requirements. Dual enrollment must be approved by a high school official prior to application for admission to Emmanuel. Students admitted under the dual enrollment classification must apply for regular acceptance if they desire to attend full-time or enter a degree program after high school graduation.

**Dual Enrollment students must be at least 16 years of age and in the 11<sup>th</sup> or 12<sup>th</sup> grade.**

The following materials must be submitted by students who are applying as dual enrollment students:

1. Emmanuel College Dual-Enrollment Application
2. Application fee is waived
3. Official high school transcript showing grade point average (GPA). Minimum GPA of 3.00.

4. Official SAT or ACT scores. SAT/ACT scores will determine the student's eligibility for enrollment in certain courses. Not all courses are available without SAT/ACT scores and required grades from the high school transcript.

5. Official transcripts from other institutions of higher learning from which dual-enrollment credits have been earned.

6. Meningococcal Vaccine Verification form

## **Georgia Residents Dual Enrollment Program**

The Dual Enrollment Program provides college enrollment opportunities for Eligible High School and Home Study students in Georgia. These students earn postsecondary credit hours and simultaneously meet their high school graduation or Home Study completion requirements as Dual Credit Enrollment students.

State revenues provide funding for this program. The award amount received by eligible students and the total amount of funds appropriated for the program is established each year by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year.

High school students in their junior or senior year may, with the approval of their high school counselor, enroll in a combined number of high school and college courses per semester in the Dual Enrollment program.

Home school students are also eligible to participate in the Dual Enrollment program and should contact the Georgia Student Finance Commission for details at [GAFutures.org](http://GAFutures.org).

Dual Enrollment classes do not count against the HOPE Scholarship hours cap and are not calculated in the student's grade point average for HOPE Scholarship after high school.

Public school and home school juniors or seniors who wish to enroll concurrently at Emmanuel College should submit the following materials:

### **Dual Enrollment Application**

The high school counselor will assist in completing all necessary paperwork if the student is eligible for the

Dual Enrollment program from the Georgia Department of Education. This paperwork must be submitted online directly to the Georgia Department of Education by the student at: <https://www.gafutures.org>.

- Students who attend a public or private Eligible High School and Home School students must complete the online Dual Enrollment Application.
- Students may enroll in Dual Enrollment for three semesters per year: fall, spring, and summer.
- There is a funding cap for student of a maximum of 30 semester hours
- Hours are NOT counted as Attempted-Hours nor are they included in the Combined Paid-Hours limit for the purposes of HOPE Scholarship or Zell Miller Scholarship eligibility.
- Tuition and fees are paid by the State directly to the College.
- Books are provided by the College for all approved Dual Enrollment courses.
- Students may enroll in non-dual enrollment approved courses but will be charged tuition at a reduced rate.

For further information, please contact the Registrar's Office of Emmanuel College at 706-245-2818.

### **INTERNATIONAL STUDENTS**

International students who wish to enroll at Emmanuel College must submit the following materials:

1. Emmanuel College Application Form  
A copy of the student's passport must be attached.
2. Application fee of \$100 US
3. Financial Statement: Proof of Financial Support for one year (\$32,028 for 2022-23), minus any awarded scholarship or grant money.
4. TOEFL (Test of English as a Foreign Language) scores if English is not primary language. Students may be accepted if they have earned a TOEFL score of 550 or higher on a paper exam; a computer TOEFL score of 213; or an internet based TOEFL exam score of 80 or higher or an IELTS score of 6.5 or higher. SAT or ACT scores may be submitted in lieu of the TOEFL if the student's primary language is English and must be equivalent to

scores required for acceptance of non-international students.

5. Proof of equivalent high school graduation and/or college work through official transcripts.

International Students must have all transcripts evaluated by an accredited service such as IEE (International Education Evaluation at [myiee.org](http://myiee.org)) or Josef Silny & Associates, ([translation@jsilny.org](mailto:translation@jsilny.org)) or a similar translation service at their own expense. **Emmanuel College recommends IEE as the preferred vendor. Evaluation must include Date of Graduation and Grade Point Average.**

6. Official transcript(s) from each college/university attended with a current class schedule if enrolled at the time of application to Emmanuel College.

Final college transcripts must be received within two-weeks of last enrollment period and prior to first day of class attendance.

7. Transfer Eligibility Form: Completed by the dean of students or the administrative officer in charge of student discipline at the last postsecondary school attended as a student, regardless of length of time passed since your enrollment. Please be advised that information disclosed on this required form may impact your acceptance to Emmanuel College.

8. Transfer Authorization Form. Completed by the International Student Office at the last postsecondary school attended as a student.

No international applications for admission will be considered until all required documents have been received. International applicants may not consider themselves admitted to Emmanuel College until they have received an official letter of acceptance and an I-20 form for submission to the appropriate INS officials.

### **READMISSION**

Students who wish to re-enroll after an absence of one semester or more will be considered for enrollment after submission of the following to the Office of the Registrar:

1. Intent to Re-Enroll Application

2. Letter of Appeal to the SAP Committee if student was academically suspended in their last term of attendance.

3. Official transcript(s) from each college/university attended since leaving Emmanuel College

The student will not be registered for classes until the application has been reviewed and approved by appropriate college personnel.

If any questions arise which are not satisfactorily addressed in the readmit process, an interview with the SAP Committee may be requested by the registrar to determine the student's eligibility to re-enroll. As part of this interview, additional documentation and/or testing may be requested of the student to help the committee in its decision-making process. The decision of the SAP Committee to allow/not allow the student to re-enroll is final.

Once the student has been approved for re-enrollment to Emmanuel College, the student will then be registered for classes by the registrar or his/her designee.

Students accepted for re-enrollment who have been away from Emmanuel College two years (four consecutive semesters) or more will re-enroll under the program of study curriculum as reflected in the Emmanuel College *Catalog* in effect at the time of their re-entry.

## **NON-DEGREE SEEKING STUDENTS**

### **Audit/Non-Credit Student**

Applicants who wish to enroll in classes on an audit/non-credit basis must submit an application for non-credit with personal information. No other application materials will be required.

### **Transient Student**

Students who wish to enroll at Emmanuel College as a transient student from another college should contact the Registrar's Office at their current institution and request a Transient Letter of Permission. This should be sent directly to the Registrar's Office at Emmanuel College. No other application materials will be required.

## **PLACEMENT TESTING**

Emmanuel College uses an index for placement into Freshman Composition courses. This index combines the student's high school grade point average with the SAT/ACT score in a formula which is used to determine placement. Placement into mathematics courses is also determined by SAT/ACT/CLT scores and the mathematics courses required in the student's chosen major.

For Fall 2022 and Spring 2023, due to COVID-19, placement testing will be used for English and mathematics for any student who does not provide SAT/ACT scores.

## IV. ACADEMIC POLICIES AND SERVICES

### ACADEMIC INTEGRITY

During their first registration, each student must agree either electronically or by physical signature to abide by the principles set forth in the Code of Honor, which is part of the Statement of Academic Integrity.

#### **Academic Integrity Policy**

##### **Introduction**

Honesty, trust, and integrity are fundamental to all human relations. This statement on academic integrity—developed by Emmanuel College students, staff, and faculty—shows the essential place of integrity in our academic pursuits, our personal character, and our lives together in a college community. Formal academic disciplines and interpersonal relationships can only function in an atmosphere of Emmanuel College is committed to seeking the highest standards of academic honesty and integrity, not only in the academic community honesty, trust, and integrity. This principle emerges from the college's core values: the emphasis on being Christ-centered with respect to the integration of faith and learning, the worth of individuals and the community, and our Pentecostal-Evangelical heritage.

Emmanuel College is committed to seeking the highest standards of academic honesty and integrity, not only in the academic community, but in all areas of our lives. While the principles, policies, and procedures described below focus on academic situations, the college expects that these same principles will inform all behavior. Every college member must remain aware that he or she is a representative of Emmanuel College, whether on or off campus, and must therefore behave with honesty and integrity so as to bring respect to himself or herself and the college.

Every student who matriculates at Emmanuel College agrees to abide by the principles set forth in the following Statement of Academic Integrity.

##### **Student Pledge to Abide by College**

##### **Academic Integrity Policy**

Personal integrity in scholarship and citizenship is a hallmark of any academic endeavor. With this goal, a student at Emmanuel College agrees to exemplify high academic standards and Christian commitment as reflected in the following statements:

- A. I agree to act in accordance with the philosophy and Institutional Mission Statement of the College.
- B. I agree to exhibit academic integrity in all that I say and do; therefore, I pledge to accept and abide by the definitions of and procedures for handling all violations of academic misconduct as set forth within the Emmanuel College Academic Integrity Policy.
- C. I agree to behave in a manner that demonstrates concern for the academic worth and integrity of all members of the community; therefore, I pledge to respect the intellectual property of others and the academic integrity of Emmanuel College.

##### **Organization, Authority, and Resources**

Responsibility for the adoption or amendment of this Academic Integrity Policy shall rest in the faculty of Emmanuel College, under the leadership of the Vice president for academics (VPA) or his or her designee. This Academic Integrity Policy shall be binding upon all students. The VPA or his or her designee shall have the authority to appoint each year the members of the Academic Integrity Review Committee (AIRC) to adjudicate matters pertaining to this policy, as set forth below. The AIRC shall consist of a faculty chair, two additional faculty members, and two students. Robert's Rules of Order, Newly Revised Edition shall govern the affairs of the AIRC, as well as the Academic Integrity Appeals Committee (AIAC) (see below). It is expected that members of the AIRC shall recuse themselves from a particular hearing if there is the likelihood that their objectivity may be compromised. Under such

circumstances, the VPA or his or her designee shall appoint any necessary replacements.

In the event a decision of the AIRC is appealed (see conditions for such below), then an AIAC shall be formed to hear this appeal. Membership of the AIAC shall be appointed by the VPA and consist of three faculty members (one of whom shall be appointed chair) and two students, none of whom serve on the AIRC nor have any involvement related to the appeal under consideration.

The VPA or his or her designee shall maintain a Master Cheating Record that logs for any given student a record of violations of this policy. This record shall be referenced as needed by faculty and/or members of the AIRC or AIAC when issuing sanctions.

### **Academic Misconduct**

The following is a non-exclusive list of actions that constitute academic misconduct. Such conduct is expressly prohibited and is a violation of this policy.

#### **A. PLAGIARISM—Definitions and Examples**

1. "Plagiarism" is defined in the Modern Language Association Handbook for Writers of Research Papers (6th ed.) as "using another person's ideas, information, or expressions without acknowledging that person's work" and/or "passing off another person's ideas, information, or expressions as your own."
2. As scholars who are part of a community of Christian intellectual integrity, it is our duty to acknowledge properly the ideas and work of others. Failure to do so, either intentionally or unintentionally, constitutes plagiarism.
3. Plagiarism can take many forms, including but not limited to turning in someone else's work, in whole or in part, as one's own.
4. Paraphrasing or restating someone else's ideas without proper and clear citation is plagiarism. Original ideas, no matter the wording, remain the intellectual property of the person who created them. Accordingly, rewording of such, even substantially, does not make it one's own.

Additionally, paraphrases are complete rewordings of the original. If the paraphrase too closely resembles the original, it borders on plagiarism.

5. Directly quoting someone else's speech or writing without putting that material in quotation marks is plagiarism. Even if one attributes such material, if it is also that person's exact wording, one must indicate so with quotation marks.
6. Improper documentation, whether intended or not, is a form of plagiarism. The source must be attributed in an appropriate scholarly documentation style. In addition, the boundaries between what is written by students and what was written by others must be clear.

#### **B. BREACHING ACADEMIC TRUST.**

Examples include, but are not limited to, the following:

1. Representing one's own writing as the work of someone else (e.g., forging doctor's or parent's notes, falsifying official documents, etc.).
2. Submission of the same work to multiple instructors unless prior approval of both instructors has been obtained. This breach of academic trust includes using an old paper or report from earlier educational experiences.
3. Submission of the same work to an instructor for a class that has been repeated by the student unless prior approval of the instructor has been obtained.
4. Cheating by using, or attempting to use, unauthorized information or materials on tests and other assignments.
5. Attempting to buy, borrow, or steal another person's work with the intention of submitting that work as one's own.
6. Lying concerning academic integrity issues.
7. Using information from the internet on exams, quizzes, or assignments without expressed prior permission.
8. Presenting of fabricated or falsified data in laboratory or field experiential contexts.

### **C. DISHONEST ACADEMIC ASSISTANCE.**

Examples include, but are not limited to, the following:

1. Allowing another student to turn in one's work, in whole or in part, for his or her own.
2. Aiding others to cheat by allowing them to use, or try to use, one's information on tests and other assignments.
3. Revealing or discussing the contents of a previously taken exam or quiz with a student who is scheduled to take the same exam.
4. Allowing, either intentionally or negligently, others to plagiarize or cheat. This includes information or material for exams, quizzes, or other assignments. It is the duty of every student to safeguard and promote academic integrity.

#### **Process for Adjudicating Instances of Academic Misconduct**

##### **I. Notification of Suspected Violation by Instructor**

- A. Students Enrolled in Class.** If the instructor suspects a student violation of this policy, he or she is free to consult with the VPA or his or her designee for guidance at any time the instructor is unsure whether a breach of academic integrity has occurred. When an instructor believes that a student may have violated this policy, he or she must notify the student via email of the alleged violation, the proposed sanction (see Sanctions below), and the student's right to appeal (see Appeals section below). *It is highly encouraged* that, where possible, the instructor meets with the student in person to discuss the alleged violations *prior to* the email notification. In that email communication, the instructor will set forth the facts underlying the alleged violation and request that the student respond via email reply three (3) business days to either accept or deny responsibility for the alleged policy violation and accompanying sanction.

Failure by the student to respond within the allotted time will constitute by default an acceptance of responsibility for the alleged

violation and accompanying sanction unless there are extenuating circumstances that prevent him or her from responding in a timely manner.

- B. Students not Enrolled in Class.** If a student is alleged to have violated this policy but is NOT currently enrolled in the class where the alleged violation occurred, the instructor will refer the student's violation to the VPA or his or her designee. Usually in these cases, but not exclusively, a student may have provided some form of unauthorized assistance to students currently enrolled in the class where the alleged violation took place. The VPA or his or her designee will work with the instructor to gather the facts surrounding the alleged violation and if the facts appear to support the accusation, the VPA or his or her designee will then notify the student via email of the alleged violation, possible sanctions that could be levied against the student (see Sanctions section below), as well as their right to appeal (see Appeals section below). In that communication, the facts underlying the alleged violation will be set forth and as well as a request for the student respond to the email within three (3) business days and either accept or deny responsibility for the alleged policy violation. An offer to meet with the student (and where necessary) the class instructor shall be made to review any alleged allegations. Sanctions for such students shall be determined later in this process.

Failure by the student to respond within the allotted time will constitute by default an acceptance of responsibility for the alleged violation unless there are extenuating circumstances that prevent him or her from responding in a timely manner.

##### **II. Student Response to Instructor Notification**

- A. Students Enrolled in Class.** In their response, the student shall either accept or deny responsibility for the alleged policy violation and/or the accompanying sanction given. If they accept responsibility for the violation and the sanction given, the violation will be noted in the Master Cheating Record and the sanction applied

by the instructor. If the student does not accept the alleged violation and/or the sanction given, within five (5) business days from the response date, the student may appeal the instructor's decision to the VPA or his or her designee and should explain in writing the reason(s) for non-acceptance as well as to provide documentation supporting their case.

Failure by the student to file an appeal within the allotted time will constitute by default an acceptance of responsibility for the alleged violation and accompanying sanction unless there are extenuating circumstances that prevent him or her from responding in a timely manner.

**B. Students not Enrolled in Class.** In their response, the student shall either accept or deny responsibility for the alleged policy violation. If they accept responsibility for the violation, the violation will be noted in the Master Cheating Record and then a meeting with the VPA shall be scheduled to determine the appropriate sanction. If they do not accept the alleged violation given, within five (5) business days from the response date, the student may appeal to the VPA or his or her designee and should explain in writing their reason(s) for non-acceptance as well as to provide documentation supporting their case.

Failure by the student to file an appeal within the allotted time will constitute by default an acceptance of responsibility for the alleged violation unless there are extenuating circumstances that prevent him or her from responding in a timely manner.

### III. Sanctions

**A. Students Enrolled in Class.** The following sanctions will be available to the instructor for any student currently enrolled in the class who takes responsibility, or if after appeal has been found responsible for the policy violation:

1. **First Violation.** If this is the first offense for which the student has accepted responsibility or has been found responsible, in addition to

placing an entry in the Master Cheating Database, the options are as follows:

- a. Give a written sanction requiring the student to participate in an activity, such as a seminar or special learning experience, to help educate and remediate the student's problem which led to the academic misconduct.
- b. Give a written sanction requiring the revision of the work to remedy the offense, if possible, and establish an appropriate grade.
- c. Give a written sanction which lowers the grade on the work in question.
- d. Give a written sanction which assigns a failing grade for the paper, exam, quiz, or assignment.
- e. Give a written sanction which assigns a grade of "F" for the course. (This sanction would supersede any attempt by the student to apply for a "W" in the course, even if such application is made before the withdrawal deadline.)

2. **Second Violation.** If this is the second offense for which the student has accepted responsibility or has been found responsible, in addition to placing an entry in the Master Cheating Database, the options are as follows:

- a. Give a written sanction which assigns a failing grade for the paper, exam, quiz, or assignment.
- b. Give a written sanction which assigns a grade of "F" for the course. (This sanction would supersede any attempt by the student to apply for a "W" in the course, even if such application is made before the withdrawal deadline.)
- c. Once the sanction has been decided by the instructor, the instructor shall then notify the student of the sanction via email within three days.

3. **Third Violation.** If this is the third offense for which the student has accepted responsibility or has been found responsible, in addition to placing an entry in the Master Cheating Database, *the matter will automatically go before the AIRC*, who will determine the appropriate sanction, up to and including



expulsion. Note: If the AIRC decides suspension is an appropriate sanction, then that simply means the student may not attend the College for a period of time determined by the AIRC and will be able to return once the suspension period is over. If the AIRC decides expulsion is an appropriate sanction, then that means the student is permanently dismissed from ever again attending the College.

**B. Students not Enrolled in Class.** The following sanctions will be available to the VPA for any student not enrolled in the class who takes responsibility, or if after appeal has been found responsible for the policy violation:

1. **First Offense.** If this is the first offense for which the student has accepted responsibility or has been found responsible, in addition to placing an entry in the Master Cheating Database, one or more of the following options may be applied:
  - a. Give a written sanction requiring the student to participate in an activity, such as a seminar or special learning experience, to help educate and remediate the student's problem which led to the academic misconduct.
  - b. Place the student on Disciplinary Academic Probation for the next semester.
  - c. Restrict participation in an extracurricular activity in which the student may be involved.
  - d. Prohibit participation in student's graduation ceremony (if a senior ready to graduate at the time of this offense).
  - e. Suspend the student for the remainder of the current semester or the next full semester (Fall or Spring).
2. **Second Offense.** If this is the second offense for which the student has accepted responsibility or has been found responsible, in addition to placing an entry in the Master Cheating Database, one or more of the following options may be applied:
  - a. Place the student on Disciplinary Academic Probation for the next year.

- b. Restrict participation in an extracurricular activity in which the student may be involved.
- c. Prohibit participation in student's graduation ceremony (if a senior ready to graduate at the time of this offense).
- d. Suspend the student for the remainder of the current semester or the next full semester (Fall or Spring).

3. **Third Offense.** If this is the third offense for which the student has accepted responsibility or has been found responsible, in addition to placing an entry in the Master Cheating Database, *the matter will automatically go before the AIRC*, who will determine the appropriate sanction, up to and including expulsion. Note: If the AIRC decides suspension is an appropriate sanction, then that simply means the student may not attend the College for a period of time determined by the AIRC and will be able to return once the suspension period is over. If the AIRC decides expulsion is an appropriate sanction, then that means the student is permanently dismissed from ever again attending the College.

#### IV. Appeals

##### A. Students Enrolled and Not Enrolled in Class

1. **Right to Appeal to AIRC.** If a student denies responsibility for the alleged violation itself and/or the accompanying sanction and the alleged violation if a first or second offense, the student may appeal in writing (via email) the decision of the instructor or VPA to the AIRC. The manner for submitting an appeal is described above.
2. **Appeal of AIRC Decision.** Only students whose appeal stemmed from a third offense, and thus had their allegation heard directly by the AIRC, may appeal the decision of the AIRC to the AIAC.
3. **AIRC or AIAC Adjudication Options.** The student should be aware that the AIRC or AIAC may:
  - a. Affirm the finding(s) of fact and sanctions imposed by the instructor, VPA, or AIRC.

- b. Affirm the finding(s) of fact but modify the sanction(s) imposed by the instructor, VPA, or AIRC. NOTE: Any sanctions revised by the AIRC or AIAC will be guided by the same sanctions available to the instructors as set forth above but may be increased depending on the severity of the offense, up to and including suspension or expulsion.
- c. Vacate the decision of the instructor, VPA, or AIRC, providing an explanation to both the instructor, the VPA, or the chair of the AIRC.

**B. Hearing Protocols for AIRC and AIAC Appeals**

1. **Gathering of Evidence.** If an alleged academic integrity violation and/or corresponding sanction is referred directly to the AIRC or AIAC, the VPA or his or her designee will then refer the case or appeal to the Committee Chair and provide them with the information gathered by the instructor or VPA, including the response of the student to the alleged violation and/or corresponding sanction and any documentation provided in support of the student's denial of the alleged violation and/or corresponding sanction. It shall be the responsibility of the Chair to disseminate such information to the Committee membership.
2. **AIRC-Hearing Location, Documents, and Witnesses.** The Chair of the AIRC will call a hearing to determine whether a violation of this policy has occurred and/or an inappropriate sanction has been given to the student. The location of the hearing shall be either a physical location to be determined by the Chair, or via teleconference should circumstances not allow for a face-to-face meeting to occur. The Committee will examine any relevant documents or other information related to the alleged violation and/or corresponding sanction. The student (referred to as the respondent below) will have an opportunity to speak on his or her behalf and address the alleged violation and/or corresponding sanction and may be questioned by members of the AIRC. The instructor (referred to as the complainant below) will also be given an opportunity to speak and may be

questioned by members of the AIRC as well. The AIRC may also request that any other person with relevant information appear before the AIRC during the hearing to be questioned by members of the AIRC.

3. **Multiple Students Committing Same Alleged Violation.** If multiple students are accused of the same violation, there will be one hearing for all students accused, unless the VPA concludes in his/her judgment that separate individual hearings are warranted. If separate individual hearings are conducted, AIRC or AIAC committee members will be distinct for each hearing conducted. Also, having one hearing does not necessarily mean that the AIRC or AIAC will reach the same decision for each individual student.
4. **AIRC—Hearing Procedures.** Below are the *hearing procedures* applicable to a hearing before the AIRC:
  - a. The Chair shall have all committee members execute confidentiality agreements.
  - b. The Chair shall call the hearing to order and state the date and time.
  - c. The Chair shall ask for identification of the parties attending the hearing for the record.
  - d. The Chair shall state the conditions of the hearing, including:
    - i. The activities of the hearing (including the final decision by the committee) shall at a minimum be transcribed in the form of minutes (not verbatim) taken by one of the committee members, with the exception of committee deliberations made in rendering a decision regarding the respondent. The hearing may be recorded at the discretion of the Chair; if such a recording is made, it shall be noted in the written record.
    - ii. The hearing shall be closed, with participation limited to the respondent(s), the complainant(s), and/or witness(es). Witnesses will remain outside the hearing until asked to provide information.
    - iii. All statements, testimony and evidence shall be restricted to matters directly relevant to the case, as determined by

the Chair. The Chair will not be obligated to follow the rules of evidence as applied in a court of law.

- iv. Any person disrupting, interfering with, or failing to abide by the rulings of the Chair may be excused from the hearing.
- v. The level of proof required to determine whether or not a respondent is responsible for the allegations shall be “clear and convincing” (*i.e.*, . . .the evidence presented by a party during the trial must be highly and more likely to be true than untrue. . .” source:  
[https://www.law.cornell.edu/wex/clear\\_and\\_convincing\\_evidence](https://www.law.cornell.edu/wex/clear_and_convincing_evidence)).  
The hearing and its final outcome shall be considered part of the respondent’s educational record, and as such shall be kept confidential, except as provided under federal and state law.
- e. The Chair shall ask the complainant(s) and the respondent(s) at this time if there are any objections to proceeding with the hearing. He/she shall be solely responsible for deciding if such objections are reasonable and/or what measures should be taken to address them.
- f. The Chair shall present the complaint and state the charge(s).
- g. The Chair shall read any response submitted by the respondent(s).
- h. The complainant(s) shall be given the opportunity to make an opening statement.
- i. The respondent(s) shall be given the opportunity to make an opening statement.
- j. The complainant(s) shall be given the opportunity to present evidence and/or call and ask questions of the witnesses. The AIRC shall then have the first option of questioning the complainant(s) and/or witness(es), followed by the respondent(s).
- k. The respondent(s) shall be given the opportunity to present evidence and/or call and ask questions of the witnesses. The AIRC shall then have the first option of questioning the respondent(s) and/or

witness(es), followed by the complainant(s).

- l. The complainant(s) shall be given the opportunity to make a closing statement.
  - m. The respondent(s) shall be given the opportunity to make a closing statement.
  - n. The Chair shall conclude the hearing.
  - o. The AIRC shall enter closed deliberations. All findings of fact and any determination(s) of violation(s) and/or corresponding sanctions shall be decided by a majority vote, based on a “clear and convincing” evidentiary standard (see definition above).
  - p. The AIRC shall determine if the respondent(s) are in violation of the policy. Determination of responsibility is decided by a majority vote. The Chair votes in case of a tie vote.
5. **AIAC-Hearing Procedures.** Below are the *hearing procedures* applicable to a hearing for the purpose of rendering a decision on an appeal by a student to the AIAC:
- b. The Chair shall have all committee members execute confidentiality agreements.
  - c. The Chair shall call the hearing to order and state the date and time.
  - d. The Chair shall state the conditions of the hearing, including:
    - i. The activities of the hearing (including the final decision by the committee) shall at a minimum be transcribed in the form of minutes (not verbatim) taken by one of the committee members, with the exception of committee deliberations made in rendering a decision regarding the respondent. The hearing may be recorded at the discretion of the Chair; if such a recording is made, it shall be noted in the written record.
    - ii. The hearing shall be closed, with participation limited to members of the AIAC.
    - iii. All statements, testimony and evidence shall be restricted to matters directly relevant to the case, as determined by the Chair. The student shall be allowed to present any new information, evidence, and/or rationale to bolster

their case. The Chair will not be obligated to follow the rules of evidence as applied in a court of law.

- iv. Any person disrupting, interfering with, or failing to abide by the rulings of the Chair may be excused from the hearing.
  - v. The level of proof required to determine whether or not a respondent is responsible for the allegations shall be based on a “clear and convincing” evidentiary standard (see definition above).
  - vi. The hearing and its final outcome shall be considered part of the respondent’s educational record, and as such shall be kept confidential, except as provided under federal and state law.
- e. The Chair shall present the information used by and from the AIRC. The AIRC shall when reviewing this information determine:
- i. If any errors were made procedurally in the adjudication process by the AIRC,
  - ii. That all findings of fact and the decision rendered against the student were correct based on the testimony or evidence presented, and/or
  - iii. That the proper sanction was administered by the AIRC.
- f. The AIRC shall enter closed deliberations. All findings of fact and any determination(s) of violation(s) and/or corresponding sanctions shall be decided by a majority vote, based on a “clear and convincing” evidentiary standard (see definitions above).
- g. The Chair votes in case of a tie vote.
6. **Final Authority.** *The decisions rendered by the AIRC are final and the student has no further appeals, except when a student chooses to appeal to the AIAC under previously stated conditions. The decisions rendered by the AIAC are final and the student will have no further appeals.*
7. **Appeal Hearings Decision Notification.** Once the AIRC or AIAC has reached a final outcome, the Chair shall notify the student and VPA within five (5) business days of the Committee’s decision and of any further right to appeal (if

any) should the decision not be in the student’s favor. The record of this hearing shall be kept in the confidential file of the VPA or his or her designee.

## **ORIENTATION AND REGISTRATION**

All new students (first time and transfer students) must report to campus on the date indicated on the academic calendar to participate in final registration and orientation to the College. Some College Orientation is conducted online and must be completed prior to arrival on campus. Links and details for Orientation are sent via e-mail and/or U.S. Mail to all students who are anticipated for enrollment.

## **LATE REGISTRATION**

No student may register for a term later than five class days after the term begins. This is the same as the Drop/Add period.

## **MAXIMUM LOAD**

A student who has earned a “C” average (or higher) with no “F’s” for the preceding semester will be permitted to register for a maximum of 18 hours. Following the first semester of enrollment, a student with a cumulative grade point average of “B” or above may register for more than 18 hours with the permission of the vice president for academics. If a student fails to maintain a “B” average, this privilege will be withdrawn. No student will be permitted to register for more than one 3-hour class for a two-week term in the summer or more than 12 hours in summer term without permission from the vice president for academics.

The number of hours for which first semester freshmen will be permitted to enroll will be determined by their qualifications as shown on their high school transcript and SAT/ACT scores.

A student living in a residence hall must maintain a minimum of 12 semester hours of coursework per semester unless approval for fewer hours is granted by appropriate personnel in the Office of Student Development.

## **DIRECTED STUDY**

Directed study is defined as a course listed in the catalog which is taken on an individualized basis with the supervising instructor providing a complete syllabus. Directed studies should begin and end at the same time as fall, winter, spring, or summer term. The course content shall be at least equivalent to that taught in the traditional classroom. Contact hours between the instructor and student should be a minimum of 1/3 of the normal contact hours for that course.

Any students wishing a directed study for the same course during the same term must be grouped together as a single directed study cohort. This also applies to students wishing to take directed studies during the summer term. Typically, when more than three students need the same directed study course during the same term, an effort will be made to offer the course on a regular schedule rather than as a directed study.

The student must submit the request to the instructor who will teach the course. If agreeable, the instructor shall complete a Directed Study Request form which must be signed by the student's academic advisor, the chair of the department in which the course is listed, and the vice president for academics. The completed form shall be submitted to the registrar before the end of the appropriate registration period in order to complete the course registration.

The cost of a directed study is in addition to the regular tuition during a full-time enrollment period. The course (whether taken in the fall, spring, or summer) will be charged at the full Directed Study rate as published in the Catalog (along with any fees that may be specified in the Catalog pertaining to that course) and those monies are payable prior to the beginning of the course/term. All Catalog policies relating to withdrawal and refunds also apply to directed studies, meaning (among other things) that a student is not officially withdrawn until the appropriate paperwork has been filed with the registrar. Any refunds will be based upon the official withdrawal date and refund policies.

Directed studies should be used only when unusual, extenuating circumstances exist and after all

other options for earning the needed credit have been exhausted. It is the responsibility of the advisor and the student to carefully follow program checklists. Directed studies are not intended to be used to correct advising problems or refusal of the student to follow advisor's recommendations.

The student must have completed at least sixty (60) semester hours of work before being permitted to take a course by directed study. A cumulative GPA of at least 2.00 is required before a request for directed study will be considered. Any exceptions to these directed study policies must be approved by the vice president for academics.

## **CLASS STANDING**

For the purpose of determining class standing, the following standards will be used.

<b>Classification</b>	<b>Semester Hours Earned</b>
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90+

## **EMMANUEL FOUNDATIONS**

All full-time/first-year students at Emmanuel College, including transfer students with fewer than 12 transferrable hours earned, will participate in ECF 101/103 Foundations. The Foundations course is designed to help students new to the Emmanuel campus connect with others and make a successful transition from home to college. Enrollment in ECF 101 Foundations, a 2-hour course, is required during the student's initial semester at Emmanuel College. ECF 103 Foundations is a 3-hour course required for Distance Learning students in the initial semester at Emmanuel College.

## **THE VIRTUOSI HONORS EXPERIENCE**

Virtuosi, Emmanuel College's honors curriculum, will initiate students into a tradition of question-posing in the classroom, in the local community, and eventually in their lives as alumni. Our endeavor promises to regain what many colleges have abandoned, the arts that befit a saved and free human being.

Virtuosi will remember at all points that the end of education is to serve neighbor and to serve God. People can serve God in all walks of life; indeed, Paul calls for the faithful to do all things as unto the Lord. Virtuosi's mandate will be to exist as intellectuals for the sake of neighbor, which is an honorable, living mode of divine service.

The intellectual life generally consists of a range of practices that the ancients called arithmetic, geometry, astronomy, logic, dialectic, and rhetoric, and which collectively they called philosophy, the love of wisdom. Medieval teachers, following Cicero's lead, called these practices the humanities (the practices of developing specifically human gifts) and the liberal arts (the practices befitting a free person). Common to all of these notions of education is a view of human nature that is at once given from Heaven and the responsibility of the mortal on earth: we human beings have the capacity to become characters as diverse as physicians, attorneys, preachers, teachers, and engineers. To become those things, we must enter into apprenticeship, learning the questions that professionals ask of reality—thus the discipline part—and, from the standpoint of disciplined practice, adjust the practices of the profession to the situation that the world presents to us—thus the liberty.

Such a life of disciplined improvisation requires virtuosity, the ability to perform excellence in a wide range of possible professional and social scenarios. Virtuosi, those who have achieved this capacity for excellence, stand to be the sorts of servants that our world, in our moment, needs in places of influence and of need.

**Elements of Virtuosi**

Virtuosi is not a college major but a seven-course alternative core-curriculum humanities sequence. All Virtuosi will take natural science, social science, Biblical studies, and other core classes as any other student does, and no elements of Virtuosi replace any elements of any of Emmanuel College's majors. Each Virtuosi student will take either VI 101 or VI 105 in his/her first semester in Virtuosi, depending on Virtuosi enrollment levels. Consult fall semester course listings for which course is available.

Students who complete only part of the Virtuosi curriculum will retain Virtuosi hours on their transcript but will become exempt from the following core courses, based on how far they progressed before leaving. Students who finish the Virtuosi course sequence will be exempt from all five courses:

<b>Virtuosi Course</b>	<b>Exempted Course</b>
VI 120	Humanities (3 Credit hours)
VI 210	TH 237 (3 Credit hours)
VI 220	EN 205 (3 Credit hours)
VI 320	Service Project (0 hours)
VI 400	SS 400 (1 Credit hour)

**Program Requirements**

Admission to the program is by invitation only, and the minimum requirements of two of the following: 1200 on the Reading and Math portions of the SAT or equivalent ACT; high school GPA of 3.5 or its equivalent; and evidence of commitment to excel in an academic setting. To remain in Virtuosi students must maintain a GPA of 3.3 while attending Emmanuel College. In addition, while in Virtuosi, students must attend classes, Virtuosi Film Series events, Virtuosi Forum events, and other required program events. Students who fail to meet any program requirements in terms of GPA or in terms of participation in program events may be placed on probation for one semester before dismissal from Virtuosi.

**E-MAIL COMMUNICATION POLICY**

**All students and employees are provided an Emmanuel e-mail account, which is one of the College's official methods of communicating important and time-sensitive information. This is also the official system through which students are to forward to faculty communication/assignments which faculty may require being e-mailed. (Faculty are not obligated to accept e-mail from any other e-mail system for official course business.) Students and employees are expected to check the e-mail sent to this account on a frequent and consistent basis, and to respond to official**

**communications from Emmanuel College personnel in a timely manner. Students and employees are responsible for monitoring this account and for the consequences of missing important and time-sensitive messages.**

**Emmanuel College utilizes the CANVAS learning management system for its online program. E-mail communications sent to the student from within the CANVAS platform are considered official communications in line with the above policy.**

## **ACADEMIC SUPPORT SERVICES**

### **REASONABLE ACCOMMODATIONS**

Emmanuel College has a desire and a legal and educational obligation to provide equal access to College resources, coursework, programs, and activities as well as employment opportunities for all qualified individuals in compliance with federal disability law, including the Americans with Disabilities Act of 1990 (ADA), Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973. These laws provide a framework for qualified individuals with documented disabilities to request reasonable accommodations needed to participate in a program or place of employment.

**The ADA/Section 504 Coordinator** is responsible for establishing disability eligibility criteria, making disability eligibility determinations, and establishing appropriate Reasonable Accommodations for students, employees, and visitors, as appropriate. The ADA/Section 504 Coordinator is also responsible for monitoring the College's compliance with ADA and Section 504 of the Rehabilitation Act.

Reasonable accommodations are defined as adjustments or modifications that enable a qualified individual with a documented disability to participate as fully as possible in an educational program or place of employment without altering the essential nature of the program or job or creating an undue hardship on the College. An accommodation is any

change to a job, the work environment, or the way things are customarily done that allows and individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace. Such accommodations may include changes to activities, programs, coursework, events, work environment, meals and/or housing. To be considered reasonable, these changes must not modify essential functions of the job or fundamentally alter academic requirements that are essential to the academic program, practice, course, or standard of instruction, or result in undue financial or administrative hardship on the institution.

An employer is not required to lower quality or production standards to make an accommodation; nor is an employer obligated to provide personal use items such as glasses or hearing aids.

Reasonable accommodations are distinguished from services of a personal nature, which Emmanuel College does not provide, but the student may choose to employ. Such services of a personal nature may include individual assistants or coaches.

Examples of covered conditions under this policy include, but are not limited to: Attention Deficit/Hyperactivity Disorder (ADHD); autism spectrum disorders (ASD); chronic medical conditions (cystic fibrosis, diabetes); learning disabilities; mental health disabilities (bipolar disorder, depression, post-traumatic stress disorder); mobility disabilities (use of wheelchair or other assistive device); neurological disorders (traumatic brain injury, epilepsy, motor or tic disorders); orthopedic disabilities (bone or muscle disorders, connective tissue disorders); and sensory disabilities (hearing, vision). Temporary Medical Conditions and Injuries (TMCI) such as injuries, acute illnesses, surgeries, pregnancy and/or related medical conditions, and breastfeeding and expelling breastmilk, may not qualify as permanent disabling conditions. However, the College does provide assistance to students and employees and guidance on working with a temporary medical condition while at Emmanuel College.

## **SHAW LESLIE LIBRARY**

The Shaw Leslie Library holdings are comprised of approximately 400,000 books available in print and electronically. Sixty (60) periodicals are also available in print on the first floor of the library. Full text electronic periodicals & abstracts are available through GALILEO (Georgia Library Learning Online) which provides access to many databases and thousands of journals. Other resources include music CDs, DVDs, and music scores. A scanner and a WEPA print station, providing black & white and color printing, are available for student use. There are twenty-five (25) HP computer workstations available throughout the library and a Mac lab with twenty (20) computers available in the evenings/weekends. A silent study room and other spaces for individual or group study are available. Information Literacy instruction is provided in a classroom setting or individually by appointment.

Emmanuel College holds membership in the Georgia On-Line Database (GOLD), an interlibrary service which enables students who are enrolled in member institutions to access the extensive resources available in libraries of participating colleges and universities. The library also participates in other cooperative agreements that enable students to borrow resources from libraries outside of Georgia when necessary. Subject guides and further information about the library and its resources can be found at <https://libguides.ec.edu/home>

## **ACADEMIC RESOURCE CENTER**

The Academic Resource Center (ARC) offers free tutoring in most subjects to all currently enrolled students, writing tutoring for students at all ability levels and at all stages of the writing process, help with research documentation, advice on time management and study skills, and test proctoring services. Appointments are encouraged, but walk-ins are welcome. More information is at <https://libguides.ec.edu/arc>

## **COMPUTER RESOURCES**

Emmanuel College is committed to providing students with access to computer resources. The computer labs in Aaron Building and the Library are available for student use. The Academic Resource

Center is also equipped with computer stations and printers.

The campus of Emmanuel College is completely wireless and Internet accessible to students in most locations via WI-FI on personal laptop computers. WEPA Printing stations are located in the library and residence halls.

## **CLASS ATTENDANCE POLICY**

### **Attendance**

The faculty of Emmanuel College believes that (in the college context) loving God with the whole mind entails faithful class attendance and that faithful class attendance promotes academic success.

### **Course Policies**

Faculty members are at liberty to develop their own attendance policies for individual courses so long as those policies are reasonable, clearly defined in the syllabus, do not conflict with guidelines within this policy, and do not reduce students' grades or fail students on account of Officially Excused Absences (defined below).

### **Officially Excused Absences**

Officially Excused Absences include officially representing the college in college-sponsored activities and other documented excused absences. Official college representation includes absences necessitated by such activities as performances, presentations, or athletic events which benefit both the student and the institution. To be excused, such absences must be verified in writing by the official college sponsor or athletic coach prior to the event.

Officially excused absences shall include student participation in the following college-sponsored activities (with verification in writing of the student's participation by the athletic coach or event sponsor at least 3 days in advance of the excused event):

1. Athletic Team games/matches
2. Musical group tour events
3. Players tour events
4. Emmanuel College Preview Events (Admissions and Campus Safety personnel only)
5. Recruiting or Development office events (Admissions personnel only)



6. Early Registration Events (Admissions personnel only)
7. EC Theater performances
8. Academic Showcase
9. Class sponsored required event (e.g., an off-campus spiritual retreat)
10. Club or education program student conferences or field trips (as approved by the club or faculty sponsor)

Officially documented excused absences shall also include those originating from:

1. Illness (with note from a doctor)
2. Family Emergencies:
  - a. Death in the family (with funeral notice and/or program)
  - b. Serious illness in the family (with a doctor or hospital note of such)
3. Mandatory court appearances (with official note from the court)
4. A call to military duty (with official notice from military service branch to the registrar)

When Officially Excused Absences prevent a student's being present in class, the student must arrange beforehand to complete any required work at the discretion of the faculty member. The student is thus responsible for completing all course work in a timely manner regardless of the nature of his/her absence. Further, the student is responsible for reporting his/her Officially Excused Absence to his/her instructor.

### **Appeals**

With the written approval of the course instructor, students may appeal course/institutional attendance policies to the instructor's school dean (who has the authority to grant exceptions). If the instructor's approval cannot be secured, if the student wishes to appeal the dean's decision, or if the definition of "officially representing the college" is in question, appeals can be made to the vice president for academics (or the VPA's designee). Appeals will only be considered if significant extenuating circumstances can be demonstrated by the student, including, but not limited to extensive documented illnesses. The decision of the VPA (or the VPA's designee) is final.

### **Coaches/Sponsors**

Coaches and sponsors of college-approved activities are required to schedule those activities so that participating students will not be forced to miss more than 20% of any class scheduled. Missing class for practice is not an excused absence.

### **Attendance Policy for Flu/Virus Outbreak**

Faculty will allow students to miss class due to the flu/virus without fear of failure provided students e-mail or call their instructors to let them know they will miss class due to the flu/virus. Students who have the flu/virus are encouraged to make every attempt to offer proof of this from a doctor, parent, or the like. Students who must miss class due to the flu/virus are also requested to notify the registrar (strictly for record-keeping purposes only).

Upon returning to classes, the student is required to make arrangements with faculty for any missed work within one week of returning to class. Students are encouraged to maintain contact with the faculty concerning their illness and attempt to complete and turn in via e-mail or the CANVAS system any available coursework while away from class.

### **CLASSROOM DISCIPLINE**

Faculty have the right to dismiss from the classroom students who are disruptive to the learning environment, make a nuisance of themselves, or refuse to cooperate. When this becomes necessary, the faculty member should arrange to meet with the student privately before the next class period to resolve any grievances in the spirit of Matthew 18:15-17. If terms on which the student can return to class cannot be satisfactorily arranged between the faculty member and the student, a meeting with the faculty member, student, and department chair should be arranged. If that fails, the school dean should be involved; if that fails, the vice president for academics should be involved as a final arbiter or "witness." The vice president for academics does have the power to administratively withdraw from a course any student who continues to disrupt the learning of other students.

### **DROP-ADD PERIOD**

The drop-add period will extend five class days from the first day of classes. During this period a

course may be dropped and/or added with the permission of the faculty advisor, the instructor, and the registrar. A charge of \$5.00 is assessed for each form processed. A student who simply stops attending class and does not complete the drop-add paperwork will receive an “F” for that course.

### GRADING SYSTEM

Letter	%	%	QP
A	90%	--100%	4.00
B	80%	- 89%	3.00
C	70%	- 79%	2.00
D	60%	- 69%	1.00
F	59%	or below	0

**I--Incomplete.** Incomplete work must be made up within five weeks of the end of the term. (See Incomplete Grade Policy.)

**W-Withdrawn** (See Withdrawal from Class and Withdrawal from College below.)

### WITHDRAWAL FROM CLASS

A student may be permitted to withdraw from a class with the approval of the instructor, academic advisor, and registrar prior to the expiration of one-week past mid-semester. A “W” will be recorded on the student’s academic record. A student who is permitted by the instructor and registrar to withdraw from a course following the expiration of one-week past mid-semester will automatically receive an “F” in the course. The student may appeal to the vice president for academics to receive a “W” in the course if satisfactory work is being done in the course at the time of withdrawal and/or the student believes there are extenuating circumstances that would warrant such a grade change. If there is an appeal made, appeals will be considered on an individual basis. The vice president for academics shall consider the merits of the appeal and make a decision based on his/her best professional judgment. The decision of the vice president for academics shall be final.

**Future financial aid eligibility may be negatively impacted by withdrawing from a class(es). Therefore, students should consult with**

**a Financial Aid Office counselor prior to making a decision regarding such a withdrawal.**

### WITHDRAWAL FROM COLLEGE

In order to withdraw from the College, a student must complete the withdrawal procedure as outlined on the form supplied by the Registrar’s Office. Completion of the form includes securing necessary signatures, starting first with the academic advisor and concluding by returning the form to the registrar for processing. A student will be entitled to no refund of monies paid or financial aid unless the proper withdrawal procedure is followed. Grades for those withdrawing from the College will be assigned on the following basis:

1. A student who withdraws from the College prior to the expiration of one-week past mid-semester will receive a “W” (withdrawn from class) in all courses.
2. If, due to unavoidable circumstances, a student finds it necessary to withdraw from the College after the expiration of one-week past mid-semester, he/she will receive a “W” in each course in which he/she is performing satisfactorily at the time of withdrawal and an “F” in each course in which his/her performance is not satisfactory. (“W’s” are not counted in the calculation of grade point averages.)
3. A student who is assigned a grade of “F” at the time of withdrawal may appeal to the vice president for academics to have that grade changed to a “W” if the student believes there are extenuating circumstances that would warrant such a grade change. The vice president shall consider the merits of the appeal and make a decision based on his/her best professional judgment. The decision of the vice president for academics shall be final.
4. Students who are mandatorily withdrawn due to expulsion or suspension will be assigned a “W” or “F” in accordance with the policy set forth in the Student Handbook and this catalog.
5. Failure to follow prescribed withdrawal procedures will result in an “F” in each course in which the student is enrolled.

**Future financial aid eligibility may be negatively impacted by withdrawing from the College. Therefore, students should consult with a Financial Aid counselor prior to making a decision regarding withdrawal from the College.**

#### **MILITARY CALL TO ACTIVE DUTY**

Students who are called to active military duty will be allowed to withdraw without penalty from Emmanuel College and receive a 100% tuition reimbursement upon presenting an original copy of their orders to the registrar. If, however, the student wishes to take incompletes and the student can secure the permission of the instructor(s) and the vice president for academics, a grade of “I” (Incomplete) will be recorded and no tuition will be reimbursed. The student will be allowed to complete the coursework according to the agreement made with the instructor(s) and the vice president for academics.

This policy is not intended for those students who wish to withdraw from College with an interest in enlisting in the military. The student must be on active duty or in the reserves at the time of enrollment.

#### **INCOMPLETE GRADE POLICY**

An incomplete grade (“I”) may be given when a student has done satisfactory work in a class but has been unable to complete all the required work **because of extenuating circumstances**, such as extended illness. An “I” may not be given to allow a student additional time for the purpose of raising a grade.

In order to receive an “I,” written permission must be obtained by the student from both the instructor and the vice president for academics and must be filed with the registrar. Under such circumstances, the work shall be made up within five full weeks from the end of the term (i.e., last day of classes) during which the incomplete occurred. Upon the student’s completion of the work, the instructor will submit an appropriate grade to the registrar. If the work is not completed in the prescribed time, the instructor will complete the Incomplete Grade Form with the appropriate grade, which may be an “F.”

Students’ financial aid PACE and Maximum Timeframe (MTF) may be impacted temporarily by an Incomplete Grade “I”.

#### **FINAL EXAMINATIONS**

Final examinations are held at the end of each semester in accordance with the published schedule. Faculty may not re-schedule final exams for one or more courses sections unless authorized by the vice president for academics and registrar. Although faculty are not required to do so, they do have the authority to schedule early/late final exams for individual students who have legitimate rescheduling needs. No students are exempt from final examinations. An unexcused absence from a final examination constitutes an exam failure and may adversely affect the final grade for the course.

#### **GRADE REPORTS**

Instructors inform students at mid-semester if they are not performing satisfactorily in a course. These notifications are recorded in the MYMANE registration system. Final Grade reports are not mailed to students at the end of each semester but are available through the student’s personal information page within the MYMANE registration system. Grades are assigned by instructors according to the system outlined under the section of this Catalog entitled Grading System.

#### **STUDENT ACADEMIC COMPLAINTS AND GRIEVANCES**

From time to time, a given student may have complaints or grievances regarding, but not necessarily limited to, the following:

- how a faculty member is personally treating a student
- student academic accommodations
- expectations placed by the faculty member on students
- grade and course assignment matters

#### **Grievance and Appeal Procedures**

**NOTE: With the exception of complaints and grievances associated with student accommodations, the following procedures apply. Grievance and appeal procedures relating to**

**student academic accommodations are found in Section IV Academic Policies and Services in this Catalog.**

The academic grievance/appeal process steps listed below are based in large part upon the principles outlined in Matthew 18:15-17. Students wishing to report a grievance or make an appeal should follow as many of these steps as they desire, but the steps must be done in the order listed below. For Step A, a student may desire the faculty member's chair or dean (or in the case of a dean, the College VPA) to accompany him/her while he/she is making a case to the affected faculty member. If the student decides to follow that path, he/she will in effect combine Steps A and B (or in the case of a dean, Steps A and C) into one step.

**Appeals Process Steps:**

- A. Appeal to faculty member: The student should first express their grievance, including those related to class grades, directly to the faculty member. By first reporting the grievance directly to the faculty member, the student can clearly express the nature of their grievance, and in the case of a grade matter, verify with the faculty member that no clerical mistakes have been made as well as to obtain a clear understanding of the basis for the grade under review. With regard to the latter, students have the right to appeal their class grade should they believe that his/her grade(s) have been reported incorrectly or unfairly. ***This may be done only during the three-month period immediately following the posting of a course grade to MYMANE.***
- B. Appeal to department chair, or if the faculty member is a department chair, to the dean of the school: If step "A" does not result in a satisfactory resolution, the student should refer the grievance, including those related to class grades, directly to that faculty member's direct supervisor (either to the department chair or school dean). The direct supervisor will then use his/her discretion in gathering evidence, setting up meetings between the affected parties, and ruling on the grievance (including a grade appeal, if requested). If necessary, the direct supervisor may communicate details of

the appeal electronically via email or teleconference with affected parties if a physical meeting cannot be arranged. If the faculty member to whom the student appealed is a school dean, this step shall be skipped, and the process shall proceed directly to step "C".

- C. Appeal to Vice president for academics: If step "B" does not result in a satisfactory resolution, the student should refer the grievance, including those related to class grades, directly to the vice president for academics. The vice president for academics will then use his/her discretion in gathering evidence, setting up meetings among affected parties, and ruling on the grievance (including a grade appeal if requested). If necessary, the vice president for academics may communicate details of the appeal electronically via email or teleconference with affected parties if a physical meeting cannot be arranged. In the case of any grievance not related to class grades, the decision of the vice president for academics is final.
- D. Appeal to the president: This step applies to grade appeals only. If Step "C" does not result in a satisfactory resolution, the student may request a hearing with the president. The president will choose two faculty members who have not participated in any earlier appeal to participate in the hearing. After gathering and hearing any evidence from the involved parties, a final ruling on the grade appeal will be rendered. The decision of this group shall be final.

**ACADEMIC FORGIVENESS**

**Students will not be permitted to repeat coursework for academic forgiveness in which a grade of "C" or higher has been earned.**

**This policy does not cover courses which the student may take at another institution which have been approved for transfer back to Emmanuel College to meet graduation requirements through the Transient Permission process.**

A minimum grade of “C” must be earned in EN 101/101I, EN 102/EN102I, CM 130 and all major and minor lower- and upper-level courses in order to fulfill graduation requirements. Departments may specify courses to be completed as part of the Liberal Arts Core. These courses will require a minimum grade of “C” as prerequisites for upper-level courses in the major and/or minor.

For academic purposes, a course which requires a grade of “C” or higher must be repeated until the student earns the necessary grade. (See individual programs of study for course requirements grades.) The student may request academic forgiveness for a course in which a grade of less than “C” is earned. A course may be repeated for academic forgiveness no more than one time after the initial enrollment in the class.

Each retake will be so indicated on the transcript with an “R” by the original grade. If a course is successfully retaken, the original grade will not be factored into the student’s cumulative GPA which is included on the student’s academic transcript and used for graduation purposes. A student’s semester GPA will not be changed by this process.

The student is responsible to make application for a retake to the registrar. Application for a retake must be completed by mid-term in the semester in which the course is being taken.

#### **FINANCIAL AID ELIGIBILITY AND ACADEMIC FORGIVENESS**

If the student earns a course grade of “D” he/she may retake the course until a grade of “C” or higher is earned. However, financial aid will pay for only one repeat of that course. A student who fails a course may retake the course until the course is passed with a “D” or higher at which time the financial aid policy concerning retakes becomes effective. Retakes of any class are subject to all Financial Aid Office policy.

**NOTE: Courses repeated under the academic forgiveness policy will be included in the calculation of the GPA for Satisfactory Academic Progress and PACE as defined later in this section of the catalog.**

#### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Satisfactory Academic Progress (SAP) is the level of academic progress necessary for a student to be in good academic standing and/or good financial aid standing with the College. Good academic standing with the college is defined as a cumulative grade point average (Graduation GPA) of 2.00 or higher in any given program of study. Graduation GPA calculations allow for all provisions under the academic forgiveness policy previously cited. Good financial aid standing requires a cumulative grade point average (SAP GPA) of 2.00 or higher in any given program of study and meeting PACE and Maximum Time Frame (MTF) requirements as defined by the SAP Policy of the Financial Aid Office. SAP GPA calculations do NOT allow for academic forgiveness for repeated courses (according to federal and state guidelines). SAP for academic and financial standing purposes will be evaluated by the registrar and Financial Aid Office at the end of every term of enrollment (fall, spring and/or summer).

#### **ACADEMIC ALERT**

A student will be placed on Academic Alert if he/she fails to earn in any given semester a grade point average of 2.00 or higher but has otherwise maintained SAP as defined above. Students on Academic Alert status will have their academic progress monitored during the following term.

Accepted transfer students who have been placed on academic probation/dismissal or whose last term GPA is below 2.0 at their previous institution will be placed on Conditional status during their first term of enrollment. Notification of Academic Alert status will be sent to each affected student via Emmanuel College email and US Mail.

#### **REMOVAL FROM ACADEMIC ALERT**

The student will be removed from Academic Alert/Conditional Status by earning a 2.00 or higher-grade point average in their next term of attendance.

#### **ACADEMIC WARNING**

A student will be placed on Academic Warning if he/she fails after a given semester (fall, spring, or summer) to maintain Satisfactory Academic Progress

as defined above. Students placed on Academic Warning status by not having maintained the necessary cumulative SAP GPA, PACE, and/or MTF requirements will be considered as being in good academic standing for the purpose of continuing their program of study with the College *for the semester after* being placed on Warning. Notification of Academic Warning status will be sent to each affected student via Emmanuel College email and US Mail.

The progress of students on academic Warning will be monitored throughout the semester. If a warning student is not attending classes, turning in work, and/or has failing grades at midterm, he/she may be administratively withdrawn from any or all classes at any time. Students who are withdrawn from all classes must leave campus housing immediately, in coordination with the Residence Life staff.

#### REMOVAL FROM ACADEMIC WARNING

Once the registrar and Financial Aid Office determine that SAP has been attained, a student shall be removed from Academic Warning status.

#### ACADEMIC SUSPENSION

A student will be placed on Academic Suspension if he/she fails to be removed from Academic Warning status at the end of the next completed semester (fall, spring, or summer, whichever comes next). If a student does not remove himself/herself from Academic Warning, he/she will be placed on Academic Suspension with the right to appeal. Students who are suspended will not be permitted to re-enroll at the College unless they successfully petition to be readmitted. Notification of Academic Suspension status will be sent to each affected student via US Mail.

Additionally, a student will be placed on Academic Suspension if he/she fails to pass six (6) hours during any full-time term of enrollment. Students who are suspended will not be permitted to re-enroll at the College unless they successfully petition to be readmitted through the appeal process below. Notification of Academic Suspension status will be sent to each affected student via Emmanuel College email and US Mail.

#### ACADEMIC SUSPENSION APPEAL TO PROBATION STATUS

Academic Suspension Appeal means the student has the right to formally request, in writing, consideration by members of the Student Academic/Financial Aid Appeals Committee to be reinstated to attend classes under Probation Plan status for at least one additional semester if the student can realistically in the judgment of the Committee meet SAP requirements. During the probation term, students placed on Probation Plan status who do not maintain the necessary cumulative SAP GPA, PACE, and/or MTF requirements (and are thus not in good financial aid standing), will be in good academic standing with the College so long as their cumulative Graduation GPA is 2.00 or higher. An Academic Development Plan will be established with restrictions defined by the Appeals Committee. The student must agree to follow the Academic Development Plan requirements, and failure to do so may result in immediate academic suspension at the discretion of the Committee, without the right to appeal.

If it is determined that the student cannot within one semester raise his/her SAP cumulative grade point average to 2.00 or higher or reach acceptable PACE or MTF levels, the student may be reinstated to attend classes under Probation Plan status by being placed on an Academic Development Plan for a period of time as determined by the Committee. During the probation term, students placed on Probation Plan status who do not maintain the necessary cumulative SAP GPA, PACE, and/or MTF requirements (and are thus not in good financial aid standing), will be in good academic standing with the College so long as their cumulative Graduation GPA is 2.00 or higher. The Academic Development Plan will be established with restrictions defined by the Appeals Committee. The student agrees to follow the Academic Development Plan requirements, and failure to do so may result in immediate academic suspension at the discretion of the Appeals Committee, without the right to appeal.

If the appeal is denied by the Appeals Committee, the student will be notified in writing by the Committee setting forth the conditions (including,

but not limited to the time frame in which a student may be allowed to return) which the Committee determines must be met in order for the student to re-enroll. Once the conditions are met, the student may again appeal to the Committee for reinstatement. The decision of the Committee is final.

#### REMOVAL FROM PROBATION STATUS

Once the registrar and Financial Aid Office determine that SAP has been attained, a student shall be removed from Probation status.

#### FAILURE TO COME OFF PROBATION STATUS

If the student fails to come off Probation Plan status, he/she will be dismissed from the College. The student will be notified by campus e-mail by the registrar setting forth the conditions (including, but not limited to the time frame in which a student may be allowed to return) which the Committee determines must be met in order for the student to re-enroll. Once the conditions are met, the student may again appeal to the Appeals Committee for reinstatement.

#### REQUIREMENTS FOR GRADUATION

**In order to graduate from Emmanuel College and receive a diploma, a student must complete the degree requirements set forth in this Catalog and earn a cumulative GPA of at least 2.0 or higher as required by the department and earn a “C” or higher in all major and/or minor coursework.** All hours attempted, including non-transferrable hours, are considered in the calculation of graduation honors, as are courses repeated under the Academic Forgiveness Policy.

Departmental requirements must also be completed as well as the required number of Cultural Awareness Events as determined by the registrar.

#### GRADUATION APPLICATION

The registrar will prepare and submit an Application for Graduation to those students who are eligible for participation in the fall or spring graduation event. Potential graduates are required to meet individually with the registrar to discuss their application in the fall of each academic year for both fall and spring graduation.

**Students may request to not participate in the graduation event by notifying the registrar at the time of Application for Graduation. Failure to notify the registrar of non-participation may result in a fine for reimbursement of cost of regalia ordered.**

#### DEPARTMENTAL GPA REQUIREMENTS

Biology	2.50
Biology Pre-Pharmacy Concentration	2.50
Biology Pre-Veterinary Concentration	3.00
Biology Pre-Professional Concentration	3.00
Business	2.50
Communication	2.50
Criminal Justice	2.50
Education	2.75
English	2.50
Kinesiology/Athletic Training	2.50
Kinesiology/Occupational Therapy	2.50
Kinesiology/Physical Therapy	2.50
Mathematics	2.50
Pre-Law (Business, English, History)	2.50
Psychology	2.50

#### COMPLETING GRADUATION REQUIREMENTS

The number of hours required for graduation varies by department. A semester by semester recommended sequence for every program is provided to the student upon admission to the College.

A transfer student must complete a minimum of 35 hours, including core curriculum requirements, in order to graduate from Emmanuel College. **A minimum of twenty (20) semester hours of major lower and upper division courses are required in the student’s major.** (Also see Education Major requirements.)

A student who transfers in as a sophomore may exempt BI 111 in consultation with his/her academic advisor and the registrar. However, BI 112 will be required as a prerequisite for BI 300 and TH 237. School of Christian Ministries students are not eligible for this exemption.

Students must take their last full-time semester at Emmanuel College plus meet other requirements in the liberal arts core in order to graduate from

Emmanuel College. Course work must meet the requirements in one of the curricula listed in this or a previous catalog. Course titles and semester hours accepted from other institutions will be entered on the student's permanent transcript. (Transfer students with a BA/BS degree should see Second Bachelor Degree section of Admissions Requirements.)

#### TRANSIENT PERMISSION

Emmanuel students may request to take courses (as transient students) at other colleges prior to graduating from Emmanuel College. The Transient Student Request form must be completed for approval from the registrar before enrolling in these courses; otherwise, credit may not be granted toward meeting Emmanuel's graduation requirements. No more than six (6) hours of the last semester of credit may be earned at another institution. Transient permission letters are mailed directly to the transient institution; and it is the student's responsibility to complete any additional requirements of that institution. Transcripts must be forwarded to Emmanuel College after completion of the transient work.

#### SUMMER GRADUATION REQUESTS

Baccalaureate degree students who need two or fewer courses may participate in the graduation ceremony in the spring, if they can demonstrate they can meet requirements for graduation in the summer session immediately following graduation and have secured permission of the registrar. However, if one or more of the missing courses is specified for their major, that student may not participate in the graduation ceremony unless the missing course can be completed during the summer immediately following graduation, and the student has developed a plan to complete the missing course(s) in their major which has been approved by and received the support of the chair of the department and the faculty member(s) who teach the particular course(s), as well as the approval of registrar. In all cases, the student's graduation date will be posted, and diplomas distributed upon completion of the required course work.

#### ACADEMIC HONORS

In order to be valedictorian of a graduating class, a student must have completed at least 35 hours of

required course work at Emmanuel College and attended for two consecutive semesters immediately prior to completion of graduation requirements. The valedictorian will be the graduate(s) with the highest academic average for the associate or baccalaureate degree. This policy allows that there may be more than one valedictorian in any given graduating class.

Other graduates who have distinguished themselves through outstanding academic performance will be graduated with honor. Graduates receiving the associate degree who have earned a grade point average of 3.60 or above will be designated as honor graduates. Graduates receiving the baccalaureate degree will be honored according to the following standard:

GPA	Honor
3.60-3.74	Cum Laude (with Honor)
3.75-3.89	Magna Cum Laude (with High Honor)
3.90-4.00	Summa Cum Laude (with Highest Honor)

**For purposes of the graduation ceremony, these honors will be determined based upon the cumulative GPA at the end of the semester immediately preceding the term of graduation. Fall graduates will have their cumulative GPA determined at the end of summer immediately preceding graduation.** (See Requirements for Graduation for description of method used to calculate graduation GPA. Pre-transfer averages will be considered in the calculation of graduation honors.)

#### President's List and Dean's List

A full-time student who earns a quality point average of 4.00 during fall or spring semester shall have his/her name placed on the President's List. A full-time student who earns a quality point average of 3.60 or above during fall or spring semester shall have his/her name placed on the Dean's List.

#### CULTURAL AWARENESS PROGRAM

In an effort to provide cultural enrichment for the student body, the College has developed the Cultural Awareness Program. Events sponsored by Emmanuel College under the Cultural Awareness Program will include, but not be limited to, lectures, music, art, and drama presentations.



CAP events do not usually include convocation/chapel or other special Spiritual Life programs. A list of events which are approved for the Cultural Awareness Program will be distributed at the beginning of each semester. CAP credits will not be granted for off-campus events without prior approval from the Cultural Awareness Committee.

Verification of attendance at CAP events will be made by the CAP Committee Chair and records maintained in the Registrar's Office. The complete CAP purpose, policy, and etiquette statements are available on the Cultural Awareness Program website.

Potential graduates of Emmanuel College must complete the required number of Cultural Awareness Events as determined by the registrar in accordance with the Core Curriculum Requirements as stated in this Catalog.

#### **TRANSCRIPTS**

Transcript requests must be made via the online portal: [www.getmytranscript.com](http://www.getmytranscript.com) through the National Student Clearinghouse "Order-Track-Verify" tab. Telephone calls and e-mail requests will not be accepted. A transcript release form is available from the Registrar's Office, from the Emmanuel College website or a simple letter signed by the student stating where they wish the transcript to be sent is also acceptable. Written requests should be mailed via the US Postal Service. **A fee will be assessed for all transcripts requested and varies based on the method use for the request.**

No transcripts will be released if the student has not met all financial obligations to the College, including library obligations and fines.

If express mail service is requested the requestor will be assessed charges at prevailing rates. Please contact the Registrar's Office for more information.

#### **ENROLLMENT CERTIFICATION**

Enrollment certification/verification may be obtained at [www.getmytranscript.com](http://www.getmytranscript.com) through the "Order-Track-Verify" tab to Verify Degrees, Enrollment & Certification. **There is a fee for this service from National Student Clearinghouse.**

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended governs the right to access to educational records and is designed to protect students' and parents' privacy regarding school records. Any student enrolled, or formerly enrolled at Emmanuel College has rights under the law. Applicants for admission to Emmanuel College do not have FERPA rights since they are not "students" under the Act's definition. Parents have a right to records until a student reaches the age of 18; then the right passes to the student—unless the student is a dependent of the parents for income tax purposes. In that case, both the student and the parents have rights under the Act. In addition to the opportunity to view covered records, students can request an explanation or interpretation of records. Students have access to their covered records maintained by Emmanuel College even if the records originally came from other sources, such as transcripts from other institutions. The Act makes clear that while students can review the materials, Emmanuel College is not required to release records from another agency to third parties (students).

Annually, Emmanuel College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Emmanuel College students have the right to review, inspect and challenge the accuracy of information kept in a cumulative file by the College unless the student waives that right. The law further ensures that release of student records requires written consent of that student, or may be released without written consent

in an emergency situation or in one of the following situations:

- a. to all school officials within the educational institution who have legitimate educational interest.
- b. to officials of other schools in which the student intends to enroll.
- c. to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an educational agency or state educational authorities;
- d. in connection with an emergency or legal situation.
- e. in connection with any publicly announced honor such as the President's List and Dean's List;
- f. in cases of information classified as "directory information." (See below for definition.)

The Registrar's Office provides a waiver form for students to complete which lists those individuals who may have access to the student's academic, financial, and health records. These forms are kept in the student's record within the MYMANE system and are valid until such a time as the student may request their removal.

If a student wishes to share confidential academic and financial information with their parent(s), s/he may share their computer login information so that parents may readily view this information online.

In order for a student to release his/her confidential academic record (grades, GPA, race, gender, religion, country of citizenship) or on-hold directory information to a third party, the student must specifically state the information to be released, the purpose of the disclosure, and to whom the information is being released. This documentation must also be signed and dated to ensure its validity. This form is available in the Registrar's Office.

FERPA allows release of "directory information." However, in order to provide the utmost protection of our Emmanuel students, the

College rarely shares this directory information with outside entities. Emmanuel College designates the following items as Directory Information and may release, without consent the following information unless specifically requested by the student: a student's name, campus addresses, grade classification, photographs, home address, telephone number, rosters and results of athletic teams (including height and weight of student-athletes), academic achievements, acknowledgements of participation in music and drama events, participation in graduation, achievements in campus organizations, courses of study (majors, minors, etc.), dates of attendance, enrollment status (full- or part-time), e-mail addresses, class rosters, class schedules, advisor, and graduation date, along with other similar information. Emmanuel College may disclose any of these items without prior written consent, unless notified in writing to the contrary by the student by the end of drop-add period each semester.

Frequently the registrar receives a background check for potential employment, especially with the U.S. Government. A directory hold blocks release of this information. On the other hand, if there is no directory hold on the account, the College is allowed to participate in helping the student/alumnus obtain employment. If the student has a directory hold in place or left Emmanuel with a directory hold in place, that hold remains in effect until removed by the student, thus blocking release of any information, even to potential employers. An updated consent form submitted to the registrar will remove this hold.

For these reasons, it is highly recommended that a "directory hold" be placed on a student account only when there are security or safety issues. Once the threat is resolved, it is recommended that the student remove the directory hold.

If the student does not wish academic or financial information to be released to parents or directory information released, the student should notify the registrar at any time during the semester to place a hold on this information.

Additional FERPA information can be found online at these websites:

<https://studentprivacy.ed.gov>

Questions concerning this law and the College's policy concerning release of academic information may be directed to the registrar. If a student feels that his or her rights have been violated as it relates to the release of confidential information, the student may file a complaint of the alleged violations with the Department of Education no later than 180 days from the date one learned of the circumstances of the alleged violation. Complaints should be addressed to: Student Privacy Policy Office, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5901.

### **RIGHTS TO INTELLECTUAL FREEDOM**

Students are free to examine all potential data, question assumptions, be guided by the evidence of scholarly research and to study the substance of a given discipline. This is not intended to permit students to be delinquent regarding fulfillment of course requirements in which diverse views may exist.

### **INSTRUCTIONAL COPYRIGHT POLICY**

Course content (lectures, materials, and instruction) are copyrighted by the course instructor, Emmanuel College, or the textbook publisher. It is the policy of Emmanuel College to allow students to reasonably record or document classroom lectures and instruction for private note-taking purposes not intended for reproduction or distribution. Any reproduction in part or entirety of course content shall not be distributed in any form of media unless the author provides express permission or otherwise allowed by law. All rights are reserved.

## V. STUDENT COSTS

### SCHEDULE OF CHARGES FOR ACADEMIC YEAR 2022-23

**Application Fee:** \$25.00

**Application Fee for International Students:** \$100.00

<b>Resident Students</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
Tuition	\$11,232	\$11,232
Residence Fee <sup>1</sup>		
Jackson, Wellons, Drum Halls Double	\$ 3,749	\$ 3,749
Jackson, Wellons Halls Single	\$ 3,856	\$ 3,856
Hartsfield, Melton Halls Double	\$ 4,123	\$ 4,123
Roberson Hall Double	\$ 4,338	\$ 4,338
Roberson Hall Single	\$ 4,552	\$ 4,552

<sup>1</sup> All resident students must be enrolled in a minimum of twelve (12) credit hours. The Residence Fee includes an unlimited meal plan. The full Residence Fee will apply regardless of student's utilization of the meal plan. The College may adjust, modify, restrict, and/or temporarily or fully close housing facilities and dining services as necessary in the College's sole discretion to preserve the health and safety of its students and the campus community. In the event of such adjustments, modifications, restrictions, and/or temporary or full closures of housing facilities or dining services, the College shall not be obligated to issue refunds or credits, whether partial or full, for such adjustments, modifications, restrictions, or closures. Additionally, pursuant to Department of Education guidance implementing the CARES Act, students receiving federal financial aid are notified that in the event of housing or dining adjustments made through December 31, 2020 or the last date the national emergency is in effect, whichever is later, the College will not reevaluate the Cost of Attendance for Title IV purposes.

<b>Commuting Students</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
Full-Time Tuition	\$11,232	\$11,232

#### **Other Tuition-based Charges**

- **Part-Time:** Tuition per hour (11 hours or less per semester) \$936
- **Overload:** Tuition per hour (hours in excess of 18 hours per semester) \$936
- **Directed Study:** Fee per hour in addition to tuition costs \$200
- **Winter Term 2022:** Tuition per hour \$250
- **Summer Terms 2023:** Tuition per hour \$325
- **Auditing/Non-Credit:** Fee per class \$50

**\*The College reserves the right to change charges, fees, and methods of payment prior to the printing of a new catalog.**

## CHARGES NOT INCLUDED IN TUITION

### Student Development Fee

<b>Full-time Students:</b>	\$120 per semester
<b>Part-time Students:</b>	\$60 per semester

This fee is required of both resident and commuting students and will be used for student services, programs, events, and activities to enhance the quality of Student Development.

### Technology Fee

<b>Full-time Students:</b>	\$110 per semester
<b>Part-time Students:</b>	\$55 per semester

This fee is required of both resident and commuting students and will be used for technology infrastructure and services to enhance the learning experience for all students.

### Health Services Fee

<b>Full-time &amp; Part-Time Students:</b>	\$40 per semester
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This fee is required for both resident and commuting students and will be used for mental health services to enhance the well-being of all students.

### Parking Fee

<b>Premium Parking Permit:</b>	\$75 per semester
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This fee is for access to premium parking spaces in commuter lots and near residence halls. A limited number of permits are available. Open parking is available without a fee; however, every vehicle must be registered with Emmanuel College in order to park on campus.

### Deposits

<b>Registration Deposit</b> (New Students only)	\$100
<b>Housing Deposit</b> (All Resident Students)	\$100

All deposits are non-refundable and will be credited to the student's account at the time of receipt. No housing assignments will be made prior to registration of classes and receipt of the deposit. Payment of the Housing

Deposit does not guarantee placement in the requested dorm.

### Course Fees

AGED 350:	\$75
CJ 430:	\$100
ED 101:	\$70
ED 200:	\$70
EC/ES/HPE/ECSP/AGED/ME 360; ED/EM 361; HPE 300:	\$40
EC/EM/HPE/ME/ECSP/AGED 460; ED/ES 461:	\$40
EC/EM/ES/HPE/ME/ECSP/AGED 465:	\$250
ED 361, 461:	\$25

These fees are due upon registration in the courses listed above and will be used to cover student costs such as insurance, background checks, software, assessments, and other fees associated with requirements of the course.

### BILLING PROCEDURE

Students can view their accounts online by going to [www.ec.edu](http://www.ec.edu) and logging into "My EC." Payments may be submitted directly online using a debit or credit card, in person at the Cashier's Office, or mailed to Emmanuel College, P.O. Box 129, Franklin Springs, GA, 30639. Interest-free payment plan enrollment option is also available online. Paper statements will not be mailed unless a specific need exists.

### PAYMENT OF ACCOUNTS

In order for a student to be activated for a particular semester, the total charges for the semester, including any balance remaining from a previous semester, must be covered by some combination of the following by July 15<sup>th</sup> for fall semester and by December 15<sup>th</sup> for spring semester:

1. Finalized financial aid, including all loans, grants, and scholarships. **(Please note, the amount of financial aid received may not be sufficient to cover total charges for the semester.)**
2. A signed and approved EMMANUEL COLLEGE PAYMENT PLAN contract accepted by Emmanuel College. (Emmanuel College maintains sole discretion to determine if payments under the plan are reasonable and likely to be paid.)

3. Payment on account by cash, check, money order, or approved charge to a valid debit or credit card.

If the student's financial aid is not finalized by July 15<sup>th</sup> for fall semester and by December 15<sup>th</sup> for spring semester, then in order to be activated, the student must cover all semester charges, including any prior balance, by some acceptable combination of items 2 and 3 above by July 15<sup>th</sup> for fall semester and by December 15<sup>th</sup> for spring semester. If financial aid is subsequently finalized, then one or more of the items used to cover the charges may be reduced or refunded to the student.

### **FAILURE TO COVER CHARGES**

If a student fails to cover the charges for a semester by the date specified above, the following procedures will apply:

1. The student will not be activated and will not be allowed to attend classes.
2. If a resident student, the student will not be allowed to move into the residence hall.
3. The student's transcript will not reflect enrollment or registration for the semester.
4. Charges and financial aid for the semester will be removed from the student's account.

### **DEFAULT ON EMMANUEL COLLEGE PAYMENT PLANS**

If a student fails to fund a monthly payment on their EMMANUEL COLLEGE PAYMENT PLAN, the student may be administratively withdrawn from school for that semester and the following procedures shall apply:

1. If a resident student, the student must move out of the residence hall by midnight of the Sunday following the administrative withdrawal.
2. The student's transcript will reflect the withdrawal for the semester.
3. Charges and financial aid for the semester will be prorated according to the Federal Withdrawal Calculation.

### **FINANCE CHARGES**

Any time a balance exists after July 15<sup>th</sup> for fall semester or after December 15<sup>th</sup> for spring semester, a FINANCE CHARGE OF 1.5% PER MONTH will be applied to any past due balances. This is an ANNUAL

PERCENTAGE RATE OF 18%. If a student's account must be submitted to a collection agency for collection, all costs of collection will be added to the account and must be paid in order to settle the account.

Emmanuel College reserves the right to suspend and/or dismiss a student for nonpayment of amounts due. In the case of a suspension, a fee of \$100.00 will be charged for reinstatement after the account is paid in full. Diplomas and/or transcripts will not be released until all outstanding balances on accounts with the College have been settled.

### **REFUND POLICY**

Emmanuel College, like most colleges, must make commitments in advance for faculty, staff, equipment, supplies, utilities, and other operating expenses for the entire year. Therefore, the college policy considers the acceptance of registration as a contract binding student and parents for charges for the entire semester.

Students are not entitled to any institutional refund in tuition or fees in the event the College moves students from ground-based instruction to distance learning, closes campus housing or other campus facilities, or experiences other interruptions in instruction. The College may adjust, modify, restrict, and/or temporarily or fully close housing facilities and dining services as necessary in the College's sole discretion to preserve the health and safety of its students and the campus community. In the event of such adjustments, modifications, restrictions, and/or temporary or full closures of housing facilities or dining services, the College shall not be obligated to issue refunds or credits, whether partial or full, for such adjustments, modifications, restrictions, or closures.

Additionally, pursuant to Department of Education guidance implementing the CARES Act, students receiving federal financial aid are notified that in the event of housing or dining adjustments made through December 31, 2020 or the last date the national emergency is in effect, whichever is later, the College will not reevaluate the Cost of Attendance for Title IV purposes.

The Federal Refund Policy normally mandates that the College calculate the cancellation of tuition and fees and refunds of Title IV funds based on the percentage of the semester the student has completed. Any student who

has completed more than sixty percent (60%) of the semester will not be eligible for any refund. More details may be obtained from the Office of Student Accounts or Office of Financial Aid.

However, through December 31, 2020 or the last date the COVID-19 national emergency is in effect, whichever is later, students receiving federal financial aid are notified that under the CARES Act and related Department of Education guidance, the College will not return Title IV funds if the student's withdrawal occurs at any point during a term in which the College moved students from ground-based instruction to distance learning, closed campus housing or other campus facilities, or experienced other interruptions in instruction.

The College will also not return Title IV funds if the student withdraws for one of the following COVID-19 related reasons during a term in which the College does not undergo changes in educational delivery or campus operations as a result of COVID-19.

- illness of the student or family member,
- need to become a caregiver or first responder,
- loss of childcare,
- economic hardship,
- inability to access wi-fi due to closed facilities, or
- an increase in work hours as a result of the COVID-19 emergency.

The College may also require a written attestation from the student explaining why the withdrawal was the result of the COVID-19 emergency.

## VI. FINANCIAL AID

### PRINCIPLES OF FINANCIAL AID

Students who have satisfactory academic records and need aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and their families, Emmanuel College participates in several programs designed to supplement the family contribution to meet the financial need of the student.

The primary principles of administering financial aid programs are:

- Financial aid is designed to provide financial help to students who need additional resources to pursue their education and career objectives,
- Aid may take the form of a job, grant, scholarship, loan, or a combination of any of these,
- Aid is based upon the student's ability to make satisfactory progress according to the College's Financial Aid Standards of Academic Progress (SAP), and
- Financial aid can be reviewed and cancelled at any time due to changes in registration, the financial or academic status of the student as determined by the Office of Financial Aid.

### STUDENT RESPONSIBILITIES

- All financial aid recipients are required to read the financial aid section of the Emmanuel College Catalog and will be held responsible for understanding the information provided. Information that is unclear to the student should be addressed with an EC financial aid representative.
- Financial aid recipients are expected to meet the minimum Financial Aid Standards of Academic Progress. Details are available under the Financial Aid Section of this catalog with the heading Satisfactory Academic Progress.
- Aid recipients are responsible for reviewing their e-mail and student accounts daily. Financial aid related information is communicated to students through their student e-mail account and available through NetPartner and the MYMANE (MYMANE ) System.

- Students must respond to financial aid requests for documentation within 15 days of notification. A student that has been selected for a process called verification will be required to submit requested documentation, (tax transcript, W-2 forms, etc.) to the Office of Financial Aid within 15 days from the day requested. Failure to do so will result in delayed processing and may result in withdrawal of aid.
- Financial aid recipients are required to notify the Office of Financial Aid of any scholarships, loans, book allowances or other forms of assistance extended to them from sources outside the college.
- Financial aid is awarded and posted to student accounts based on full-time enrollment. Should the student register for less than a full-time course load, the student must visit the Office of Financial Aid to have their aid adjusted.
- It is the student's responsibility to ensure that their tuition is paid in full by the fee due date either by financial aid, payment plan, credit card, cash, or other resource. Students can check their payment status via MYMANE .
- **Students must attend class in order to earn their aid. Normally, a recipient that fully withdraws from the College before 60% of the term is completed will have their federal aid recalculated, and the unearned aid will be refunded to the appropriate federal financial aid program. A student earns Title IV funds in direct proportion to the length of term they are enrolled. A student receiving state financial aid and institutional scholarships earn their entitlement based on attendance through the zero percent refund period. However, the recipient's state aid allocation may be affected should that student fully or partially drop from classes prior to the end of the drop/add period.**

**Notwithstanding the foregoing, through December 31, 2020 or the last date the COVID-19 national emergency is in effect, whichever is later, students receiving federal financial aid are notified that under the CARES Act and related Department of Education guidance, the College will not return Title IV funds if the student's withdrawal occurs at any point during a term in which the College moved students from ground-based instruction to distance learning, closed**



campus housing or other campus facilities, or experienced other interruptions in instruction.

The College will also not return Title IV funds if the student withdraws for one of the following COVID-19 related reasons during a term in which the College does not undergo changes in educational delivery or campus operations as a result of COVID-19.

- illness of the student or family member,
- need to become a caregiver or first responder,
- loss of childcare,
- economic hardship,
- inability to access wi-fi due to closed facilities, or
- an increase in work hours as a result of the COVID-19 emergency.

The College may also require a written attestation from the student explaining why the withdrawal was the result of the COVID-19 emergency.

- Students are responsible for applying for financial aid annually. Federal and state aid awards are made for one academic year only. Institutional scholarships may be renewable through the Emmanuel College Application for Financial Aid. Applications submitted by March 15 will receive priority consideration.

### **NET PRICE CALCULATOR**

The published tuition, room and board costs for Emmanuel College are greatly reduced for many students through grants, scholarships, and low-interest loans. As a result, the cost of an education at Emmanuel College is usually far less than the published price. To obtain an estimated cost, please use the online Net Price Calculator at <http://ec.edu/net-price-calculator/>.

### **FINANCIAL AID FORMS**

Emmanuel College (EC) requires students seeking Federal financial aid to submit a Free Application for Federal Student Aid (FAFSA) available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) each year of attendance. Students that need federal loans will complete a one-time Entrance Counseling and Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov). Students who do not wish to complete the FAFSA and waive their opportunity for any

federal or state aid must at a minimum complete the ECAFA to be considered for any institutional aid.

Georgia residents complete a one-time GTEG/HOPE application at [www.gafutures.org](http://www.gafutures.org). This covers their entire enrollment period at Emmanuel College.

### **PRIORITY APPLICATION DATES**

Students can file the FAFSA as early as October 1 for the next academic year. Students must apply every year and list Emmanuel College on the FAFSA. The federal school code for EC is 001563. Non-degree seeking and audit students may not be eligible for certain types of federal, state, or institutional financial aid. Due to limited funds, some financial aid programs, such as Federal Supplemental Educational Opportunity Grant (SEOG) and Federal and Institutional Work-Study, are awarded on a first-come, first-serve basis. Early application is the key.

To expedite the application process, students and parents are highly encouraged to take the following steps to complete the FAFSA. Step one: create an FSA ID (Federal Student Aid) at <http://www.studentaid.gov/>. Step two: when completing the FAFSA, use the IRS Data Retrieval Tool to populate the Financials sections of the application. Step three: student and parents sign the FAFSA with the FSA ID and submit. NOTE: If a FAFSA contains estimated tax information, an award letter will not be generated until the tax information has been finalized on the FAFSA.

### **TRANSFER/TRANSIENT STUDENTS**

Financial aid awards cannot be transferred from one college to another. Students transferring to Emmanuel College must ensure that they submit the results of the FAFSA to the college. Students who submitted the FAFSA without listing Emmanuel College can go to [www.fafsa.gov](http://www.fafsa.gov) to add our school code 001563.

Transient students receive financial aid from their home institution and do not have to complete the above step. Students cannot receive financial aid at more than one institution during the same payment period (semester/quarter).

### **DETERMINING FINANCIAL NEED**

The Department of Education uses the information from the FAFSA in a formula, established by the United States Congress, to calculate the student's Expected

Family Contribution (EFC) toward the student's education. They send a Student Aid Report (SAR) to the student and each of the colleges listed on the FAFSA. The college then uses the EFC in an equation to determine the student's financial need. The cost of attendance (tuition, housing, meals, books, etc.) minus the EFC and all financial aid equals the financial need.

## **VERIFICATION**

Approximately thirty percent of all FAFSA applications are selected by the U.S. Department of Education for a process called verification. During this process, the Office of Financial Aid will be comparing information from your FAFSA with Federal Tax Transcripts and/or other financial documents. If there are differences between your FAFSA information and your financial documents, the Office of Financial Aid will send corrections electronically, to have your application reprocessed. **For the 22-23 academic year the Department of Education has waived certain verification protocols due to the ongoing economic impact of COVID.**

## **CALCULATION AND NOTIFICATION OF AWARDS**

The Office of Financial Aid completes the financial aid offer once it determines the student's financial need. The college notifies the student by email when a financial aid offer is ready for student confirmation. The offer letter indicates the various types of aid the student is eligible to receive. Students must view the offer letter online on our financial aid student portal, NetPartner at:

<https://pf.ec.edu/NetPartner/NetPartnerStudent/Logon.aspx?ReturnUrl=%2fNetPartner%2fNetPartnerStudent>

and indicate whether they accept or decline each type of financial aid. Therefore, it is important for students to review the information carefully to understand the exact amount and type of financial aid offered.

Financial aid offers are made only to students who have been accepted for admission to Emmanuel College or are enrolled at the time of application. The requirement of "full-time" status to qualify for most aid sources is twelve (12) semester hours, with "half-time" requiring six (6) semester hours. Only the first thirty (30) attempted hours of non-degree credit course work, primarily Developmental Studies, will be allowed in determining Pell Grant eligibility.

Generally, most awards are made on an academic year basis. Aid payments are made to the student's account in equal installments during the year; one in the fall semester, one in the spring semester, and one in the summer semester for the Distance Learning Program. An exception to this process is the earnings from the Federal Work-Study program which are disbursed to students bi-weekly for actual hours worked.

Financial aid is typically "packaged." Therefore, most aid is a combination of scholarships, loans, and work-study determined by the eligibility of the student and the availability of funds. Financial aid will be used for the payment of tuition, room, board, lab fees, instructional supplies, materials, and books. Work study cannot be used to settle your student account.

Any financial aid a student receives or expects to receive from a confirmed source other than Emmanuel College must be reported to the Office of Financial Aid. This includes scholarships, grants, and loans. This reporting is required by federal law and may result in recalculation of eligibility which could mean a reduction, cancellations, or repayment of need-based aid, such as Federal Subsidized Stafford Loans and Federal Work-Study.

## **STANDARDS OF ACADEMIC PROGRESS**

Students receiving financial assistance through a federal, state, or institutional aid program must be making satisfactory progress towards a degree. The Office of Financial Aid monitors all students receiving financial aid through a cumulative review that begins upon entry into college.

### **Evaluation Period**

All students will be evaluated at the end of every fall, spring, and summer semester.

### **Grade Point Average (GPA)**

A qualitative measurement of progress is a student's grade point average. Students who have attempted at least one semester of coursework at Emmanuel College must maintain a minimum 2.0 GPA.

### **PACE**

PACE is the measurement used to define the quantitative component of a student's SAP.

PACE is measured using the following equation:

$$\text{PACE} = \frac{\text{Cumulative Number of Hours Successfully Earned}}{\text{Cumulative Number of Hours Attempted}}$$

All students must satisfactorily complete at least 67% of all attempted credit hours. Transfer credit hours accepted toward a student's degree program, developmental coursework, and repeated coursework will be included when accessing PACE. Grades of "F," "I," "FR," "DR," and "W" may endanger a student's eligibility for aid in future terms. This means for every 12 credits of enrollment the student must complete 8 credits successfully.

### **Maximum Time Frame (MTF)**

A student may receive financial aid up to 150% of their established program length. For example, a student enrolled in a 120-credit hour program is eligible until 180 (120 X 150%) credit hours are attempted. Transfer credit hours accepted towards a student's degree program, developmental coursework, and repeated coursework will be included when accessing the MTF.

### **Transfer Credits and Course Repeats**

Transfer credit hours accepted toward a student's degree program and course repeats are counted toward a student's GPA, PACE, and MTF. A student may repeat a course only one additional time after it has been completed successfully.

### **Change of Majors**

A student may change majors as many times as he/she likes but financial aid eligibility may be endangered in future terms.

### **Second Bachelor's or Associate Degrees**

A student may receive a second degree (bachelor or associate) at Emmanuel College. The coursework from the previous degree that does not apply to the second degree will be manually removed from the attempted and earned credit hours for financial aid purposes. (However, these hours will still be reflected on the student's transcript.) Removal of these hours will impact the PACE and MTF calculations.

### **SAP Status**

**Warning** – This status is assigned to a student who is not meeting the SAP requirements at the end of an evaluation

period. Under this status, a student will continue to receive financial aid for one additional semester. At the end of the warning period, a student must meet the SAP requirements or their ability to receive financial aid for the next semester of enrollment will be suspended.

**Suspension** – This status is assigned to a student who is not meeting the minimum SAP requirements after the warning period. Financial aid will not be offered for the next semester of enrollment unless the student appeals and the appeal are granted.

**Probation** – This status is assigned to a student who is not meeting the SAP requirements but has successfully appealed to qualify for aid for one additional semester. At the end of this probationary period, the student must meet SAP requirements or financial aid will be suspended for the next semester of enrollment. If suspended, the student will be given the opportunity to appeal.

**Academic Plan Assigned** – This status is assigned to a student who is not meeting the SAP requirements after a warning period and has successfully appealed. During the appeal process, the College determines if a student could meet SAP requirements at the end of the probationary period. If a student cannot meet SAP requirements, the appeal cannot be approved unless the College and student jointly establish an academic plan. When an academic plan is developed, it must ensure that the student will meet SAP requirements at a particular point in time. A student who successfully follows an academic plan may continue to receive aid even though SAP requirements have not been met.

### **Appeals Process**

Appeals are accepted based on cases of extreme and unusual circumstances. Students whose eligibility for aid has been suspended may provide a written appeal to the Student Academic/Financial Aid Appeals Committee. The appeal must include the reason why the student failed to make SAP; and what has changed that will allow the student to make SAP at the end of the next evaluation period. Supporting documentation is required.

Through the appeals process, the Appeals Committee may choose to reinstate a student's eligibility for financial aid. The Appeals Committee may seek counsel from the student's advisor or other available resources. The

reinstatement will require that students meet specific conditions in subsequent semesters or until the student meets the minimum standards of academic progress. The conditions will be based on the need of the student and will provide direction for the student to ensure the successful completion of his/her program. Students whose aid has been reinstated with conditions will be placed on financial aid probation. Aid is typically available to students with this status.

If the appeal is denied by the Appeals Committee, the student will be notified in writing by the registrar setting forth the conditions (including, but not limited to the time frame in which a student may be allowed to return) which the Appeals Committee determines must be met in order for the student to re-enroll. Once the conditions are met, the student may again appeal to the Appeals Committee for reinstatement.

#### **Reestablishing Aid Eligibility**

Eligibility for financial aid will be reestablished once a student meets the required 2.0 cumulative GPA and /or when the student successfully completes at least 67% of all hours attempted. Students are encouraged to meet with the Registrar and/or their Academic Advisor to ensure that proper action is being taken to regain eligibility. Once eligibility has been regained, the student should contact the Office of Financial Aid. The Office of Financial Aid does review students who have an SAP status of Financial Aid Suspension at the end of each semester to determine if eligibility for financial aid can be reestablished.

#### **Impact of Grades**

**Grades included in Attempted Credit Hours:** A, B, C, D, DR, F, FR, I, K, and W

**Grades NOT included in Attempted Credit Hours:** AU, NC, and P

**Grades considered Earned Credit Hours:** A, B, C, D, DR, F, FR, and K

**Grades NOT included in Earned Credit Hours:** AU, I, NC, P, and W

**Grades used in the GPA calculation:** A, B, C, D, DR, F, and FR

**Grades NOT used in the GPA calculation:** AU, CS, I, K, NC, P, and W

Math Placement Exam scores are used to assign a student to a specific mathematics course and will not be used in the Attempted and Earned Credit Hours nor the GPA.

Grades for developmental coursework taken at other colleges will be recorded on the MYMANE Transcript Screen for informational purposes only and will not be included in Attempted and Earned Credit Hours or used in the GPA calculation.

#### **Dual Enrollment Students (Georgia)**

Students receiving payment under the Dual Enrollment Program of the State of Georgia are required to maintain Satisfactory Academic Progress for the semester payment was received.

#### **FEDERAL AID ELIGIBILITY**

Students must meet the following criteria to be eligible for Federal (Title IV) student aid programs:

1. Have financial need, except for some loan programs.
2. Have a high school diploma or GED certificate.
3. Be enrolled or accepted as a degree-seeking student
4. Be a U.S. citizen or eligible non-citizen.
5. Have a valid Social Security Number.
6. Make Financial Aid Satisfactory Academic Progress (SAP).
7. Sign a statement on the FAFSA certifying that the student will use federal student aid only for educational purposes and that the student is not in default on a federal student loan and does not owe any money on a federal student grant.

#### **FEDERAL PELL GRANT**

The Federal Pell Grant is awarded to undergraduate students who have not earned a bachelor's or a professional degree. The 2022-2023 award amount range from \$0 to \$6895 per year. The amount of the award is based on the cost of attendance, the EFC, enrollment status (full-time or part-time) and the number of semesters attended in the academic year. Students do not have to repay a Federal Pell Grant.

## **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need. Due to limited funds, Pell Grant recipients with “00000” EFCs will be among the first to be considered for FSEOG. Like the Pell Grant, students do not have to repay FSEOG.

## **WORK-STUDY PROGRAMS**

Federal Work-Study (FWS) - Eligibility for this federally subsidized program is based on established financial need (FAFSA). Students who apply may be assigned employment on campus according to need, skills, and college requirements. A limited number of positions on campus are available. Assigned work is scheduled not to interfere with class.

Institutional Work-Study (IWS) - A limited number of positions on campus are available to students without regard to need. Various offices require student assistance for availability at different hours of work and with special skills.

For more information on these programs, please visit <http://www.ec.edu/federal-state-aid/>

## **FEDERAL DIRECT LOAN PROGRAM**

### **SUBSIDIZED STAFFORD LOAN**

The subsidized loan is a low interest student loan, funded by the Department of Education and awarded on the basis of financial need. The federal government does not charge interest on subsidized loans while borrowers are enrolled at an eligible school at least half time. The federal government pays the interest to the lender until the borrower begins repayment. The Office of Financial Aid awards subsidized loans based on financial need. The maximum amount a student may borrow in any single year as a subsidized loan is equal to the cost of attendance minus the sum of all forms of financial aid already awarded minus the EFC, not to exceed the limits outlined below.

### **UNSUBSIDIZED STAFFORD LOAN**

The unsubsidized loan is a low interest loan for students who do not meet the financial need criteria for a subsidized loan. The Office of Financial Aid may award unsubsidized loans based on the cost of attendance. The

borrower is responsible for all interest charges on the loan, which is funded by the Department of Education. The lender charges interest to the borrower from the time the lender disburses the loan until the student pays it in full. The maximum a student may borrow in a single year is equal to the cost of attendance minus the sum of all forms of financial aid already awarded, not to exceed the limits outlined below.

## **STAFFORD LOAN AMOUNTS AND LIMITS**

Eligible students enrolled at least half-time may qualify for a Federal Stafford Loan. Dependent students, as determined by the FAFSA, can borrow up to \$5,500 per year as a freshman, \$6,500 per year as a sophomore and \$7,500 per year as a junior or senior. The cumulative maximum for dependent students is \$31,000. The maximum amount independent or dependent students whose parents are not eligible for a PLUS loan, can borrow is \$9,500 (up to \$3,500 of this may be subsidized) per year for freshmen, \$10,500 (up to \$4,500 of this may be subsidized) for sophomores, and \$12,500 (up to \$5,500 of this may be subsidized) for juniors and seniors. Graduate students can borrow up to \$20,500 per year. The cumulative maximum for independent students or dependent students whose parents are not eligible for a PLUS Loan is \$57,500 (up to \$23,000 of this may be subsidized). The cumulative maximum for graduate students is \$138,500.

## **FEDERAL PLUS (PARENT) LOAN**

A parent of a dependent student enrolled at least half-time is eligible to apply for a PLUS loan. The parent applying for the loan must also be a citizen or resident of the United States, pass a credit check, and not be in default or owe a refund to any student financial assistance program. Some parents may be required to complete an entrance counseling session at [www.studentloan.gov](http://www.studentloan.gov). Repayment begins within 60 days after the lender disburses the final portion of the loan. The yearly limit on a PLUS loan is equal to the cost of attendance minus the sum of all other forms of financial aid already awarded. The 2022-2023 interest rate is a fixed rate up to 7.54% and begins to accrue as soon as the lender disburses the loan. The origination fee is up to 4.60%, depending on the lender.

## **FEDERAL DIRECT PLUS (GRADUATE) LOAN**

Eligible graduate or professional students who need to borrow more than the maximum unsubsidized loan amounts to meet their education cost may apply for a PLUS loan. A credit check will be completed during the application process. An endorser may be used.

## **STATE OF GEORGIA STUDENT AID PROGRAMS**

### **GEORGIA TUITION EQUALIZATION GRANT (GTEG)**

Students who are Georgia residents and enrolled full-time may also be eligible to receive the Georgia Tuition Equalization Grant. The 2022-23 amount of the grant is \$900 per academic year or \$450 per semester. This amount is subject to change for 2023-24. The maximum payment is 127 paid hours.

### **HOPE SCHOLARSHIP**

Georgia resident students who have achieved a 3.00 average in their high school core curriculum and have been declared HOPE Scholars by the State may apply. Students enrolled on a full-time basis (12 or more hours) and meet eligibility requirements as defined by the Georgia Student Finance Commission will receive \$4564 per academic year or \$2282 per semester. Students enrolled in at least 6 hours but less than 12 hours may receive \$2282 per academic year or \$1146 per semester. These allocations are based on 2022-23 funding levels and are subject to change for the 2023-24 academic year.

Students who do not qualify for the HOPE Scholarship upon high school graduation may gain eligibility for the HOPE scholarship should the following conditions exist: graduated high school 2009 or later and earned 30 credit hours during their first year of enrollment, or 60 hours after their second year of enrollment or 90 hours after their third year of enrollment with a minimum 3.0 GPA. A HOPE Scholarship recipient who has lost HOPE Scholarship eligibility at two checkpoints since Fall term 2011, cannot regain eligibility. A student must have been receiving HOPE to be considered as having lost HOPE. The maximum payment is 127 attempted hours.

### **ZELL MILLER SCHOLARSHIP**

Students enrolled on a full-time basis (12 or more hours) and meet eligibility requirements as defined by the

Georgia Student Finance Commission will receive \$5954 per academic year or \$2977 per semester. Zell Miller scholars enrolled at least 6 hours, but less than 12 hours may receive \$2977 per academic year or \$1487 per semester. These allocations are based on 2022-23 funding levels and are subject to change for the 2023-24 academic year.

To qualify for the Zell Miller Scholarship, applicants must be legal residents of Georgia and meet one of the following requirements: 1) graduate of a HOPE eligible high school as the Valedictorian or the Salutatorian, 2) graduate from an eligible high school with a minimum 3.7 grade point average combined with a minimum score of 1200 on the math and reading portions of the SAT test or a 26 composite score on the ACT test in a single test administration, 3) graduate from an ineligible high school or complete an ineligible home study program with a minimum score of 1200 on the math and reading portions of the SAT test or a 26 composite score on the ACT test in a single test administration, and then earn a 3.3 grade point average on 30 semester hours of college degree-level coursework taken after high school graduation or home study completion. This option allows for payment of the first 30 semester hours after they are taken or 4) have first enrolled in an eligible post-secondary institution in 2009 or later, as a freshman, meeting one of the academic qualifications listed above and having earned a 3.3 cumulative grade point average at the most recent HOPE Scholarship checkpoint. A Zell Miller Scholarship recipient who has lost Zell Miller Scholarship eligibility at two checkpoints cannot regain eligibility. A student must have been receiving Zell Miller Scholarship to be considered as having lost Zell Miller Scholarship. A HOPE recipient who loses eligibility at a Checkpoint is also considered to have lost Zell Miller Scholarship eligibility at the checkpoint. The maximum payment is 127 attempted hours.

## **INSTITUTIONAL SCHOLARSHIPS/DISCOUNTS**

### **VALEDICTORIAN SCHOLARSHIPS**

The Valedictorian Scholarship is provided to **full-time, degree-seeking** students to recognize superior academic performance. Incoming freshmen and transfer freshmen who have attempted less than 24 credit hours in college with an SAT score of at least 1170/ACT score of at least 26, selected as valedictorian of their graduating class, and are entering a degree program at Emmanuel College are

eligible for this scholarship. (The graduating class must have at least ten graduates and student must meet regular acceptance requirements. No probation or conditional accepts will be eligible for this scholarship.)

Incoming transfer students who have attempted 24 or more credit hours in college with a 3.65 cumulative GPA or higher for all coursework attempted, selected as valedictorian of their high school graduating class, and are entering a degree program at Emmanuel College are eligible for this scholarship. (The graduating class must have at least 10 graduates.)

The scholarship award is up to \$4,500 per semester or \$9,000 per year. Students beginning enrollment during the Spring Semester are eligible to receive this scholarship. This scholarship is non-transferable, not available during the Summer Semester, and not redeemable for cash.

The student must maintain a 3.50 cumulative GPA for all coursework attempted to renew this scholarship. The Office of Financial Aid determines continuing eligibility for the next award year at the close of each spring semester. This scholarship is renewable each year of attendance (up to four years or eight semesters).

### ACADEMIC SCHOLARSHIPS

Academic Scholarships are provided to **full-time, degree-seeking** students based on their grade point average (GPA) before attending the first day of class. The amounts of these scholarships range from \$2,000 to \$6,000 per year. Scholarships are renewable each year of attendance (up to four years or eight semesters) provided the recipient maintains the required cumulative GPA for all coursework **attempted**.

Freshman Scholarships	Amount
Zenith	\$6000
Pinnacle	\$4000
Apex	\$2000

Transfer Scholarships Excludes Dual Enrollment	Amount
GPA 3.5+	\$6000
GPA 3.01-3.49	\$4000
GPA 2.5- 3.00	\$2000

Students receiving a Valedictorian Scholarship are not eligible to receive an academic scholarship. GPA and test score requirements for freshman scholarships are available at <https://ec.edu/ec-aid/>

### VIRTUOSI HONORS EXPERIENCE SCHOLARSHIP

Students accepted into the Virtuosi Honors program will have Scholarship Distribution of \$10,000 per year, for a maximum of 4 year. Students receiving the Virtuosi scholarship are not eligible for any other academic scholarship.

For complete application information, please access the website at: <https://ec.edu/ec-aid/>

### ATHLETIC SCHOLARSHIPS

The college coaches, through the athletic director, award a limited number of scholarships to student athletes in intercollegiate sports. Inquiries and awards are handled by the athletic director and subject to the non-stacking policy. Scholarships are not eligible to pay for fees.

### CHURCH MATCHING SCHOLARSHIP

A matching scholarship is provided to **full-time, degree-seeking** students who receive a contribution from their local church (any denomination). The recipient must regularly attend their local church. (It is the student's responsibility to inform his or her church of any guidelines pertaining to this scholarship.) Emmanuel College will match up to \$500 per year (see chart below for guidelines):

Student Attending	Church Contribution	College Matches	Deadline For Check
Fall and Spring	\$500	\$500	May 15 <sup>th</sup>
Fall Only	\$250	\$250	May 15 <sup>th</sup>
Spring Only	\$250	\$250	October

The contribution must be at least \$500. While larger contributions to a student's account are welcomed and encouraged, only the first \$500 will be matched. Contributions of less than \$500 will not be matched. (Exception: If the student is attending only one semester of the academic year, the college will match a \$250 contribution.) Contributions received after the deadline may not be fully matched.

Students are eligible to receive this scholarship each year, provided that they maintained FA SAP. If the student does not meet the SAP requirements, the church's contribution will not be matched and will be considered an "Unmatched Church Scholarship."

**MINISTERIAL SCHOLARSHIP**

Emmanuel College provides financial assistance to **full-time degree-seeking** students who are credentialed ministers, as well as spouses or dependents of credentialed ministers, actively ministering in one of the following roles: a) pastor, b) missionary, c) evangelist, d) chaplain, e) conference or general official in a denomination, or f) other ministerial position. The award is \$500 per semester or \$1,000 per year. It is renewable each year of attendance (up to four years or eight semesters) provided the recipient maintains above criteria as well as FA SAP.

**FOUNDER'S SCHOLARSHIP**

A scholarship is given to **full-time, degree-seeking** students enrolling for the first time, who are currently attending an International Pentecostal Holiness Church (IPHC) or Congregational Holiness Church (CHC). Any eligible applicant can receive up to \$1,250 per semester or up to \$2,500 per year. This scholarship is not available during the summer semester. It is renewable for each year of attendance (up to four years or eight semesters) provided the recipient is enrolled full-time and maintains a 2.5 cumulative average.

**PENTECOSTAL HERITAGE SCHOLARSHIP**

The Pentecostal Heritage Scholarship provides financial assistance to new full-time degree-seeking students enrolling for the first time, who are currently attending church or fellowship that is a member of the *Pentecostal Charismatic Churches of North America* (PCCNA) other than Pentecostal Holiness Church (IPHC) or Congregational Holiness Church (CHC). The award is up to \$1,000 per year (\$500 per semester). It is renewable for each year of attendance (up to four years or eight semesters) provided the recipient is enrolled full-time and maintains a 2.5 cumulative average.

**IPHC NATIONAL FINE ARTS SCHOLARSHIP (TEEN TALENT, BIBLE QUEST AND ROYAL RANGERS)**

A scholarship is given to **full-time, degree-seeking** students who have achieved fair, good, excellent, or

superior ranking on the conference and/or national level from a teen level evangelical fine arts competition (National Fine Arts Festival, Teen Talent, Bible Quest and Royal Rangers) sponsored by the denomination or conference.

Level	Superior	Excellent	Good	Fair
National	\$1200	\$750	\$500	\$250
Conference	\$600	\$400	\$200	\$100

The student must provide official verification of the winnings to the Office of Financial Aid from the Discipleship Ministries Director's Office or conference verifying the years and categories won. Yearly awards will be divided by 8 semesters.

**FAMILY DISCOUNT**

A discount is given to **full-time, degree-seeking** students at Emmanuel College where two or more immediate family members in the same household are enrolled simultaneously. This includes dependent siblings, parents of dependent students, and/or married couples. Joint enrolled students are not eligible to receive this scholarship. The discount is \$300 per semester or \$600 per year for each student. This discount is available to students for the summer semester providing that all family members are enrolled full-time. It is renewable each year provided the recipient maintains above criteria as well as SAP.

**SENIOR CITIZEN DISCOUNT**

This discount is available to students who are 65 years of age or older. The amount of the discount is tuition and fees minus any federal and state scholarships/grants. This discount is available for all semesters that the student is enrolled.

**WORSHIP MINISTRY SCHOLARSHIPS**

The Worship Ministry Department offers several scholarships to worship ministry majors who demonstrate excellence in musical abilities and show outstanding promise. Scholarships are awarded on the basis of auditions, interviews and scholastic achievement. For more information, please contact the Worship Ministry Department.



## **EMMANUEL COLLEGE IMPACT (ECI) SCHOLARSHIPS**

The EC Impact Scholarship is an institutional program that recognizes mission-fit incoming students with a heart for leadership, evangelism, and discipleship. For 2022-2023, the award is up to \$2500 per year.

To qualify, a student must 1) represent exemplary servant leadership within the student's church, school, and community, 2) be a graduating high school senior with a minimum 3.0 GPA and scored at least 1000 on SAT or 21 on ACT and 3) have completed the FAFSA, ECAFA, and the ECI application. The application deadline date is March 15 and available online at <http://www.ec.edu/ec-aid/>. The scholarship is renewable for an additional three years as long as the student participates faithfully in the EC Impact program and maintains a minimum GPA of 2.5.

## **LEGACY SCHOLARSHIP**

The Legacy Scholarship is a scholarship that is given to **full-time, degree-seeking** students enrolling for the first time, whose parent(s) attended Emmanuel College. Any eligible applicant can receive up to \$250 per semester or up to \$500 per year. This scholarship is not available during the summer semester. It is renewable for each year of attendance (up to four years or eight semesters) provided the recipient is enrolled full-time and maintains a 2.5 cumulative average.

## **ENDOWED AND FUNDED SCHOLARSHIPS**

Emmanuel College has over 80 institutional scholarships. Due to the current national and global economic crisis and the effect of that crisis on the United States Market, awards from Emmanuel's Endowed and Funded Scholarships will not be available for the 2022-23 academic year. Institutional scholarships will remain available.

## **OTHER SOURCES OF FINANCIAL AID**

Numerous types of student financial aid are available through public agencies, local industries, civic organizations, church groups and special interest groups. Students should explore these sources of financial assistance by contacting these agencies directly. Often, help is as close as the local library which has listings of such help. The school counselor is a great source for local

assistance. Many employers, such as Wal-Mart and Chick-fil-A, participate in scholarship programs.

## **BENEFITS THROUGH THE VETERANS ADMINISTRATION**

Emmanuel College is approved for the training of veterans and other eligible persons under the various educational benefits programs offered by the Veterans Administration. Students having questions concerning their eligibility for these programs may contact the Registrar's Office at Emmanuel College or the Regional Office of the Veterans Administration in Atlanta, Georgia.

## **YELLOW-RIBBON PROGRAM FOR POST-911 GI BILL® VETERANS**

Emmanuel College does not participate in the Yellow-Ribbon Program for Post-911 GI Bill® Veterans and dependents. There is a *tuition and fee cap of \$26,381.37* for the academic year 2022-23 for private schools. The tuition cost for Emmanuel College in 2022-23 is well below this amount set by the Veterans Administration for the Post-911 GI Bill® program. (See Student Cost.)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## **SECTION 3679(e) COMPLIANCE**

Emmanuel College policy permitting any chapter 31 or 33 beneficiaries to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement and ending on the earlier of the following dates:

- a. The date on which payment from VA is made to the institution.
- b. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Policy must ensure that Emmanuel College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered

individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, statute allows Emmanuel College policy to require the covered individual to take the following additional actions:

- a. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
- b. Submit a written request to use such entitlement.
- c. Provide additional information necessary to the proper certification of enrollment by the educational institution.
- d. Emmanuel College policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

## VII. STUDENT DEVELOPMENT

### MISSION

“Student Life furthers the learning process by providing co-curricular experiences to enable the holistic development of students. Together with students, faculty, and staff we seek to challenge and support one another in the pursuit of mature relationships with God, self, and others.”

At Emmanuel College, opportunities for growth and learning extend beyond the classroom. The entire college experience provides students with valuable opportunities for personal, social, and spiritual growth. It is the intention of the institution to assist students in their personal development and to encourage lifestyles that exhibit responsible living in relation to God, other individuals, and the community at large.

Though it is experienced as a whole, life at Emmanuel can be described as falling into a number of categories. These include community life, residence life, academic pursuits, and spiritual growth experiences. Various programs and services provided by the College help to combine these into a total growth experience. The following section provides a brief description of these areas of Student Development. A more detailed description is presented in the Student Handbook.

### COMMUNITY LIFE PHILOSOPHY

The Community Life Philosophy establishes the expectation that students enroll at Emmanuel College eager to participate as members of a Christ-centered, living, learning environment that maintains an atmosphere conducive for responsible citizenship, wholesome attitudes, healthy habits, and a life of service. The Emmanuel College community is committed to maintaining an atmosphere that reflects our life in Christ and ultimately gives praise and glory to God.

The Policies of Emmanuel College are determined by our Christian mission, not our culture. We believe that Scripture provides clear guidelines for human behavior. Therefore, practices that are known to be morally wrong by Biblical teachings are not acceptable for members of the Emmanuel College community. The college also recognizes that while the Scriptures do not provide

specific teaching regarding all social practices, they do advocate self-restraint in social practices which are harmful or offensive to others.

The College has chosen to adopt certain rules that will contribute to the promotion of a Christ-centered community. The standards of Emmanuel College may not be the preference of each individual. Those who choose to join the campus community do so voluntarily and willingly take upon themselves the responsibility of becoming familiar with and adhering to College policy.

### STUDENT LIFE HONOR SYSTEM

The Honor System of Emmanuel College has been established in order to protect the integrity of the Institution and its students. Emmanuel College cannot judge a person’s character but will hold accountable those who act against the Code of Student Conduct and whose behavior is inconsistent with College policy.

We, the students at Emmanuel College, believe that honor is of the utmost importance in maintaining an appropriate atmosphere for academic, social, and spiritual growth. We believe that the following are essential in achieving honor at Emmanuel College and hope that our fellow students would be able to exemplify these statements:

- **Honesty.** We will be honest in relationships, academics, and all endeavors. (Ephesians 4:15)
- **Authority.** We will honor those who have been placed in authority over us. (1 Peter 2:13-14)
- **Behavior.** We will play the role of a Good Samaritan, striving to help those in need. (Luke 10:30-37)
- **Respect.** We will demonstrate attitudes of respect toward others’ and their individual rights. (Matthew 7:12)
- **Community Living.** The life of every Emmanuel College student should exemplify Christ according to the inspired Word of God in that it adheres to the Community Life Philosophy as stated in the Emmanuel College Code of Student Conduct. (1 Timothy 4:12, Philippians 4:8)

## **GENERAL RULES**

Practices which are known to be morally wrong by Biblical teachings are not acceptable for members of the Emmanuel College community. Included are specifics such as drunkenness, stealing, and the use of slanderous or profane language, cheating, dishonesty, occult practices, and sexual sins such as premarital sex, adultery, and homosexual behavior.

The College also recognizes that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful or is offensive to others. Consequently, the College has chosen to adopt certain rules which will contribute to an environment which is appropriate to its objectives and goals and requires students to refrain from gambling, and the purchase, possession or use of alcoholic beverages, tobacco products, and illegal drugs. Abusive use of legal drugs is also prohibited.

All of the above apply to all students enrolled at Emmanuel College whether they are on or off the campus. Students involved in violations of the student conduct code will be subject to disciplinary action including possible suspension or expulsion from the college. The College reserves the right to establish additional policies and regulations as needed and to interpret existing policies and regulations.

## **STUDENT ID CARDS**

All Emmanuel College students ID cards are digital and serve as student meal tickets, library cards, entry to the Athletic Center, and free entry to all Emmanuel College athletic events. EC digital ID cards also grant students access to common areas on campus.

## **CLUBS AND ORGANIZATIONS**

Numerous student clubs, organizations and committees provide opportunities for involvement in a broad range of student interest areas. These include community service, ministry, music, drama, social events, and academic honor organizations. Some organizations are open to all students while others require stated qualifications for membership. A complete listing of clubs and organizations is included in the Student Handbook.

## **SPECIAL EVENTS**

The college hosts a number of events each year which are attended by people from across the United

States. These events feature prominent individuals whose presentations from their various areas of expertise contribute a valuable dimension to the student's experience. Annual events include Alpha Weekend, New Beginnings Weekend and SEND Missions Conference. Other special events include the Spring Formal, at which Miss Emmanuel is crowned, The Dirty Pig Feast, special banquets, and a variety of musical and fine arts concerts.

## **INTRAMURALS**

Emmanuel College provides a well-organized and competitive intramural program. Intramurals offers a variety of non-collegiate sports including basketball, soccer, frisbee, volleyball, football, and other recreational activities. Students have the opportunity to sign up each fall to participate in the intramural draft and be drafted onto a team. However, registration for Intramurals remains open throughout the year. There are 4 women's and 5 men's teams from which to choose.

## **SPIRITUAL LIFE**

Emmanuel College is a private, church-sponsored institution with clearly stated spiritual goals with which every student who enrolls should be acquainted. Working in an evangelical Christian context, the College places great importance on assisting students in the development of personal relationships with God. The priority given to spiritual growth and understanding is reflected in the numerous religious activities and programs sponsored by the College throughout the year.

## **CHAPEL ATTENDANCE**

Spiritual life at Emmanuel College is an integral part of the overall mission of the institution. Therefore, required attendance has been established for all full-time students. The policies pertaining to Chapel attendance is included in the Emmanuel College Student Handbook.

## **CHURCH ATTENDANCE**

All resident students are expected to attend Sunday services. The Student Handbook relays further details concerning Chapel and Church attendance.

## **RESIDENCE LIFE**

The College philosophy of residence hall living can be succinctly stated as follows: The residence hall is a place that will add to the quality of life of the student, a place where ideas are sharpened, goals are focused, and personal identity in Jesus Christ is solidified. Developing

and strengthening relationships is a key aspect of residence hall living as friendships are forged that will last a lifetime.

The College maintains specific housing criteria that students must adhere to. Students under a certain age are required to live in college housing unless they meet one of the exemption criteria (see Student Handbook for details). Exceptions are made on a case-by-case basis and must be cleared by the Office of Student Development. Students should reference the Student Handbook concerning College Housing and Off-Campus Living.

### **ON-CAMPUS HOUSING**

The College maintains specific housing criteria to which students must adhere. Students under a certain age are required to live in college housing unless they meet one of the exemption criteria (see Student Handbook for details). Exceptions are made on a case-by-case basis and must be cleared by the Supervisor of Housing. Students should reference the Student Handbook concerning College Housing and Off-Campus Living.

New and transfer accepted students must pay the housing deposit after acceptance. After registration is complete, students will be placed in on-campus housing. Returning students (students who were enrolled full-time the preceding academic term, excluding Summer school and Winter term) will go through the annual Housing Rush week to secure a room assignment for the following year. Special housing requests will be considered but cannot be guaranteed. For more specific information regarding housing and the placement process, please see the Student Handbook located under the Student Life section on our website.

College housing is double and single occupancy with the exception of designated rooms. Single occupancy incurs higher room costs.

### **VENDING/LAUNDRY FACILITIES**

Laundry facilities as well as a variety of vending machines are located throughout the campus in residence halls. Other facilities include lounges, prayer rooms, lobbies, and kitchens.

### **COUNSELING & CAREER SERVICES**

Counseling services are available regarding any area of personal concern including social, premarital, family,

emotional, spiritual, physical, academic, and career planning areas. In addition, programs are held during the academic year on various topics that typically reflect areas of student need. Career services supports students in the areas of building resumes, exploring career options, developing pre-employment skills, securing internships, and applying to graduate schools.

### **CAMPUS SAFETY**

The institution takes significant steps to provide a healthy, safe, and secure environment. Emmanuel has an extensive Health and Safety Plan to address major health and safety issues for students, employees, and visitors. To ensure that all personnel evacuate to safe locations in the case of an emergency, all buildings have posted evacuation plans.

All students operating or parking motor vehicles on campus must register their vehicles through the Student Life Office or Campus Safety. Campus Safety information is located in the Student Life Office.

Emmanuel College is located in a small, rural setting in Northeast Georgia, which has a very low occurrence of crime. Furthermore, local law enforcement, fire and EMS facilities are adjacent to the campus. A hospital with an Emergency Room and air evacuation capabilities is located about 12 miles from campus. Campus safety personnel monitor the security of campus buildings and parking areas. Buildings are locked down each night to provide additional security.

### **FOOD SERVICES**

All students living in college residence halls have included in the residence fee an unlimited meal plan. Off-Campus students and students in college apartments or houses may purchase a meal plan. The digital student ID card is required to eat in the Emmanuel College dining hall.

### **HEALTH AWARENESS AND ASSISTANCE**

Several physicians are available in Royston, approximately two miles from the campus, and contact information is posted in numerous locations around campus.

### **STUDENT HANDBOOK**

Detailed information is available from the Student Handbook: [www.ec.edu/student-handbook/](http://www.ec.edu/student-handbook/)

## VIII. PROGRAMS OF STUDY

### **PURPOSE AND EXPLANATION OF THE LIBERAL ARTS (GENERAL EDUCATION) CORE**

As a Christian liberal arts college, Emmanuel provides educational opportunities that prepare students for a fulfilling life. The liberal arts core is designed to help develop the person as a holistic individual in society. It seeks to help the student make a life and not just a living. While a person's career may change, a liberal arts education is of enduring value. A liberal arts education encompasses career preparation, while providing a path to becoming a Christ-like disciple who integrates faith, learning, and living for effective careers, scholarship, and service.

Course work and educational experiences in Emmanuel College's liberal arts core fall into five areas. These five components are not to be viewed merely as five different subject areas, but as five dimensions of a process which are nurtured over the student's program of study and which contribute toward lifelong learning for an educated person. An explanation of these five areas of liberal arts study and the rationale for various courses required in each area follow in the ensuing paragraphs.

#### **Area One:**

##### **Developing Personal Skills**

Although personal skills are nurtured through a variety of courses taken throughout the baccalaureate program, a particular set of these skills are targeted in specific liberal arts core classes, as follows:

- **Communication Skills**—An educated person has competence to communicate effectively through writing, speaking, reading, and listening. Thus, two courses in English provide the foundation every college student needs to write clearly and effectively, conduct, and present research, and develop critical thinking skills. A course in communication helps the student develop oral communication competencies essential to effective functioning in today's society.
- **Mathematical Reasoning**—An educated person has the quantitative literacy and skills necessary for effective functioning in contemporary society. Courses in math also help the student achieve the related ability to think critically.

- **Physical Wellness**—An educated person understands how physical fitness is needed for work and leisure activity and has knowledge of the basics necessary for health and fitness for the present and future. Courses in physical education also help the student achieve an understanding of the appropriate balance between work and leisure.

#### **Area Two:**

##### **Understanding Cultural and Philosophical Foundations**

With regard to understanding cultural and philosophical foundations, an educated person has knowledge of civilization through the study of various traditions, history, religion, government, social institutions, and world cultures. Such knowledge recognizes the fact of cultural diversity in human history as well as in contemporary society. Thus, a liberal arts education opens the possibility of appreciating other cultures and underscores an obligation to share in the universal task of empowering others with human rights and dignity, regardless of ethnic or religious identity. Further, this fact of diversity encourages a student's choice in exploring the intellectual, moral, religious, or artistic legacy of his/her own national, ethnic, religious, or family tradition. Accordingly, the task of self-understanding and self-criticism requires a student to examine his/her philosophical tradition and to assess its strengths and weaknesses. Towards these ends, Emmanuel's liberal arts core includes an examination of the Judeo-Christian heritage and Biblical values with a view toward appreciating its contribution to civilization in the past as well as examining its relevance to the contemporary world. The student is invited to explore various elements of a Christian worldview that are foundational for Christian personal and social morality. Thus, the following areas of study allow for this to occur:

- **Biblical Foundations**-- An educated person is aware of key aspects of Biblical history and literature since the Bible constitutes a significant cornerstone in Western spiritual, intellectual, and literary traditions. Two courses taken by the student in Bible survey and interpretation help provide knowledge of Biblical history and literature, along with an understanding of

how biblical literature can be correctly interpreted. A course in the Gospel of John presents the life and teachings of Jesus as well as providing further opportunity to reinforce various interpretive methods for reading and interpreting Biblical literature.

- **Theological and Philosophical Foundations**—An educated person has the ability to think critically about important matters, particularly about those fundamental issues related to individual and societal moral decision-making within a contemporary world of pluralism and relativism. The student is thus required to take a course in the area of ethics which gives attention to the fact that an educated person has a knowledge of basic Biblical principles of responsible relationships and among other things, for establishing and maintaining a home.
- **Individual and Social Dimensions of Culture.** Emmanuel students are required to take one course in history which helps provide a framework to investigate ideas, concepts, and trends which have characterized the collective experience and expression of mankind through the ages. One course is to be elected from the areas of political science, psychology, sociology, economics, or geography. Understanding the larger system of which each individual or group is a part reveals the shaping influences upon an individual.

### **Area Three:**

#### **Appreciating Artistic and Literary Dimensions of Culture**

An educated person has an acquaintance with the arts and a knowledge of significant literary works. Thus, with regard to appreciation of cultural artistic and literary dimensions, the following courses are required:

- **Literature**—Every student will take a course in literature (narrative, dramatic, and lyric) in order to become more fully aware of multiple perspectives and to see more clearly that language mediates, and stories shape reality.
- **The Humanities**—Musical, visual, and literary arts provide access to realms of creativity, imagination, and feeling that explore and enlarge the meaning of life. Thus, one other course is to be chosen from the following: humanities, introduction to acting, foreign language, literature elective, philosophy, and theater appreciation. (NOTE: Not all courses in this set are guaranteed to be available in a given academic year).

- **Cultural Awareness**—In addition to the academic courses, Emmanuel students are required to participate in the Cultural Awareness Program consisting of a minimum of two (2) approved CAP events for each academic year (2 full-time terms) a student is enrolled at Emmanuel leading up to graduation. Thus, the student is required to take part in a minimum of eight (8) such events. These events include (but are not limited to) lectures, art exhibits, and musical performances.

### **Area Four:**

#### **Understanding the Natural World**

An educated person has an understanding of the scientific method and the findings of scientific inquiry. The course(s) required in science within the liberal arts core provides a way of looking at humanity and the world through observation of natural phenomena within the context of a theistic universe. Scientific literacy fosters critical thinking, provides a tool to interpret reality, motivates intellectual curiosity about the universe, and develops understanding of the role of technology in society. A student is required to take a 4-credit hour Science course which includes a lab.

### **Area Five:**

#### **Integrating a Personal Liberal Arts Perspective**

Through the process of taking courses in the liberal arts core at Emmanuel, a student is presented opportunities to see a variety of ideas and issues from different perspectives. The interaction between old and new ideas presents opportunities for a student to synthesize thinking at a new level for understanding the world. While a student explores a variety of ideas and is not required to espouse any of them, there is an emphasis at Emmanuel that the Christian faith touches the entire range of life and learning to which a liberal arts education exposes a student. Thus, the encompassing nature of a Christian worldview calls upon a student to integrate Christian faith and learning. This integration is not to be seen as the achievement of a single course but an intellectual and spiritual activity that includes every dimension of a person's life and character and will continue as long as a person continues to learn. Through various experiences, including hearing certain ideas in chapel services, the student is encouraged to see that integration of faith and learning involves (among other things) a knowledge of his/her own personal qualities, goals, and creativeness, and the forces which have shaped these; personal discipline and an appropriate balance

between work and leisure as a productive member of society; and a commitment to lifelong learning.

Thus, the following courses in the liberal arts core are designed to help students achieve this integration:

- EC Foundations. This course is designed among other things to enhance the student’s transition from high school to college, to help ensure his/her academic success, and lay the foundation for the integration of faith and learning.
- Professions, Vocations, Missions. Although no single course or experience at Emmanuel specifically seeks to complete the process of integrating faith and learning, the Senior Seminar is a capstone course which provides a forum for a student to reflect upon experiences which have or have not contributed to such integration. Hopefully, through the projects of self-reflection in the Senior Seminar, the student will be able to observe personal progress toward framing their own Christian world view.

**LIBERAL ARTS (GENERAL EDUCATION)  
CORE COMPETENCIES**

Building on the purpose and requirements of the liberal arts (general education) core and the mission of Emmanuel College, upon graduation, students should be able to:

- Communicate effectively through writing and speaking
- Think critically to evaluate the quality or credibility of any subject under consideration
- Develop a global perspective reflecting awareness and sensitivity to people of varied cultural backgrounds
- Articulate a Christ-centered worldview within one’s academic discipline and towards contemporary issues

**LIBERAL ARTS (GENERAL EDUCATION)  
CORE CURRICULUM**

Students in all bachelor degree programs are required to take the following comprehensive group of courses designed to assist them in achieving the liberal arts core (general education) competencies described above. These courses are also designed to open new dimensions of learning and personal growth. The core curriculum is foundational for all bachelor degree programs. Its broad range of developmental and cultural experiences helps

empower the student both to understand and live in the world.

<b>I. DEVELOPING PERSONAL SKILLS</b>	
Communication Skills	
EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.
Mathematical Reasoning	
Mathematics	3-4 hrs.
Physical Wellness	
PE 105 (Total Fitness)**	1 hr.
<b>II. UNDERSTANDING CULTURAL AND PHILOSOPHICAL FOUNDATIONS</b>	
Biblical Foundations	
BI 111 (Biblical Literature & History)*	3 hrs.
BI 112 (Reading/Interpreting Biblical Literature)*	3 hrs.
BI 300# (Gospel of John)	3 hrs.
Theological and Philosophical Foundations	
TH 237# (Christian Ethics)	3 hrs.
Individual and Social Dimensions of Culture	
History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.
<b>III. APPRECIATING ARTISTIC AND LITERARY DIMENSIONS OF CULTURE</b>	
Literature	3 hrs.
Humanities/Philosophy/ Theater/Literature/Foreign Language	3 hrs.
Cultural Awareness Program	8 events
2 CAP Events for each two full-time terms	
<b>IV. UNDERSTANDING THE NATURAL WORLD</b>	
Science (Lab course)	4 hrs.
<b>V. INTEGRATING A LIBERAL ARTS PERSPECTIVE</b>	
ECF 101 (Foundations)	2 hrs.
SS 400# (Professions, Vocations, Missions)	1 hr.
<b>TOTAL</b>	<b>44-45 hrs.</b>



\*\*PE 105 (Total Fitness) requirement cannot be fulfilled with any other Physical Education activity course, nor Varsity Sport participation.

#These courses are not required for the associate degree.

\*SCM students will not be required to take these courses but will take BI 140 and BI 141 to fulfill this core requirement.

**The College reserves the right to change curricula and courses prior to issuing another Catalog.**

### **ENROLLMENT REQUIREMENTS**

Every student who enrolls at Emmanuel College must be enrolled in and working toward meeting the graduation requirements in one of the curricula outlined in this Catalog leading toward either the associate degree or the baccalaureate degree. Transient students and special students enrolled in a limited number of courses are exempt from this requirement.

A minimum grade of “C” must be earned in EN 101/EN 101I, EN 102/EN102I, CM 130 and all major and minor lower-level and upper-level courses in order to fulfill graduation requirements. Departments may specify courses to be completed as part of the Liberal Arts Core. These courses will require a minimum grade of “C” as prerequisites for upper-level courses in the major and/or minor.

All curricula include two three-hour courses in Biblical Foundations. The courses must be completed in the prescribed sequence: BI 111 then, BI 112. BI 112 will have a prerequisite of BI 111. SCM students will take BI 140 and BI 141 to fulfill this Biblical Foundations requirement. SCM students who have completed BI 140 and BI 141 with an acceptable grade and then change their major to a program that requires BI 111 and BI 112 are exempt from taking BI 111 but will still be required to take BI 112 to meet the prerequisite requirements for BI 300 and TH 237 unless they have also completed BI 275, which will substitute for BI 112.

Transferees must meet core curriculum requirements and complete a minimum of 35 hours in order to graduate from Emmanuel College. A student who transfers as a sophomore may exempt BI 111 in consultation with his/her academic advisor and the registrar. However, BI 112 will

be required as a prerequisite for BI 300 and TH 237. School of Christian Ministries students are not eligible for this exemption.

### **ACADEMIC ADVISORS**

Every student who enrolls at Emmanuel College is assigned to a faculty member who serves as the student’s academic advisor. A cumulative academic record which reflects the student’s progress toward completion of a chosen curriculum is maintained in the degree audit (Status) portion of the MYMANE registration system. The academic advisor assists the student in the selection of appropriate courses in the appropriate sequence. The academic advisor, who is available at any time for consultation regarding the student’s academic program, meets with the student at registration time each semester and must approve the student’s schedule as part of the registration process.

**Ultimately, it is the student’s responsibility (not the advisor’s) to make sure that the student enrolls for courses in the proper sequence. Failure of the student to follow the proper sequence in no way obligates the College to make special arrangements to ensure that the student completes his/her chosen program in a timely manner.**

### **CURRICULA**

Emmanuel College offers a number of curricula leading to the associate degree in addition to those leading to the baccalaureate degree. The two-year curricula meet the needs of students who wish to complete only the associate degree as well as those who wish to transfer to another four-year college or university after graduation. The four-year curricula meet the needs of students who wish to complete the baccalaureate degree with a Bachelor of Arts or Bachelor of Science from Emmanuel College.

Students who choose to change from one program of study to another will complete the degree requirements shown in the current Catalog at the time the change is made. Students must make a request in writing to the Registrar’s Office using the Change of Major/Minor Form in order to change programs of study and/or catalog year.

### **COURSE SUBSTITUTION/WAIVER**

In general, freshman-level courses should be taken before sophomore-level, sophomore-level before junior-level, and junior-level before senior-level. Students who

desire a change from the normal requirements of a degree program (e.g., a substitution or a waiver) must complete and file a Course Substitution/Waiver form with the registrar, who will make the appropriate notations in the MYMANE registration system. Completion of the form will require the advisor to consult with the registrar and will require the student to obtain the signatures of the advisor and the department chair for any course from a different department from the student's major. The form must be returned to the Registrar's Office to complete the course substitution/waiver process. The vice president for academics has final approval for all course substitutions and waivers.

### **MAJOR/MINOR CREDITS**

In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog.

Students who have transfer credits which fulfill requirements for a minor must complete at least two courses in the minor at Emmanuel College in order to be granted that minor upon graduation.

### **DISTANCE LEARNING STUDENT PARTICIPATION POLICIES AND PROCEDURES**

Students who enroll in an online class at Emmanuel College must be able to access the internet on a personal computer at home, school, or work. Students should be self-motivated to learn and possess diligence and self-discipline in following through with this mode of learning.

Because of the nature of online courses, if a faculty member has any concerns that a student's work might not be his/her own, the College reserves the right to require any distance education student to take or re-take any quizzes or exams in a supervised setting. Furthermore, under such circumstances, the College reserves the right to base the entire course grade upon the results of a supervised comprehensive exam. Students refusing to take supervised quizzes/exams will be subject to administrative withdrawal from the course(s).

Attempts by any student to buy, borrow, or steal work from another individual for the purpose of submitting that

work as one's own will be treated as the equivalent of actually having submitted that work and may result in failure of the assignment, failure of the course, and/or expulsion from the College. See Academic Integrity Policy.

Students in fully online classes will, at the instructor's discretion, at times be required to use Lockdown Browser to monitor as they take an online test or exam. This will require access to a webcam and a private space where the student will not be interrupted. If Lockdown Browser is required for the test or exam there are no exceptions other than to comply with the use of Lockdown Browser, as verification of student identity is a requirement of SACSCOC.

### **Hardware Specifications:**

**Note: Chrome Books may not be sufficient for Emmanuel College Fully Online programs and classes.**

- Processor: Intel i3 or higher or equivalent
- Memory: 8 GB RAM
- Hard Drive: 128GB or higher
- Video: Integrated or Dedicated graphics card
- Web cam
- Headphones and microphone that integrates with your laptop or computer
- Working Internet Connection

### **Operating Systems:**

- Windows 10
- Mac OS X 10.14 or newer
- Chromebooks will not work

### **Software Requirements:**

Microsoft Office

Office 365 (free for ALL students through EC email, for Mac and Windows)

- 2013, or 2016 (Windows)
- 2011, or 2016 (Mac)

## **ARTS AND SCIENCES**

### **Programs of Study:**

#### **Biology**

**Biology**

**Pre-Pharmacy Concentration**

**Pre-Professional Concentration**

**Pre-Veterinary Concentration**

**Minor in Biology**

**Minor in Chemistry**

#### **Criminal Justice**

**Minor in Criminal Justice**

**Minor in Homeland Security/Emergency Management**

#### **English**

**English**

**English with Pre-Law Concentration**

**Minor in English**

**Minor in Writing**

**Minor in Theater**

#### **History**

**History**

**History with Pre-Law Concentration**

**Minor in History**

#### **Mathematics**

**Minor in Mathematics**

#### **Psychology**

**3-2 Psychology with Richmond University**

**Minor in Psychology**

# BIOLOGY

## PURPOSE

Upon completion the Biology Program at Emmanuel College our majors will be well prepared for careers or further graduate studies in a variety of specialized fields. Concentrations are offered in the following areas: Pre-Pharmacy, Pre-Professional, and Pre-Veterinary. Complete program descriptions are outlined below.

## GOALS & STUDENT LEARNING OUTCOMES

Upon completion of the Biology program, graduates should be able to demonstrate the following:

### I. Knowledge

1. Graduates will have a working knowledge of biological vocabulary.
2. Graduates should be able to explain the concepts in the following six critical areas of biology in their own words: interaction and interdependence; genetic continuity and reproduction; growth, development, and differentiation; energy; matter; and organization.
3. Graduates will be able to articulate what the scientific process means philosophically (i.e., be able to distinguish science from non-science).
4. Graduates will be able to describe the place of biology among other disciplines and the interactions between biology and society.

### II. Use of technology to create knowledge

1. Graduates will know the scientific techniques of observation, measurement, sampling, and analysis.
1. Graduates will demonstrate an ability to use laboratory and computer technologies to gather information, analyze, and communicate findings.
2. Graduates will demonstrate a working knowledge of processes, protocols, and proper operation of instrumentation and software that provide them with information and analyses on biological phenomena.

3. Graduates will demonstrate a working knowledge of the various technological tools used in biological research.

### III. Communication of knowledge

1. Graduate will be able to clearly articulate the problem at hand or objective of study, and then analyze and discuss the available data, drawing conclusions warranted by the evidence
2. Graduates will be competent in scientific writing and oral communication. Graduates will know and be able to apply the scientific method (i.e., to understand procedural knowledge and skills so that one can carry out a scientific study as well as critically analyze the work of others -- part of structural biological literacy). This includes the ability to develop hypotheses and make predictions; design experiments to test hypotheses; and critically evaluate results and draw conclusions.
3. Graduates will be able to develop a clear, relevant research prospectus. The question should address precisely what the student wants to know. Properly formulated, a well-constructed question will guide the student research process. The graduate will be able to communicate the research process and his/her conclusions. No research project is complete until the final product is disseminated in a format suitable for presentation to an interested community. A presentation may be written, visual, verbal or use other means consistent with professional norms as long as the final product adequately communicates to the intended audience.

## BIOLOGY MAJOR

### PURPOSE

Upon completion of the Biology Program at Emmanuel College our majors will be well prepared for technical careers and further graduate studies in specialized Biology fields such as Biochemistry, Microbiology, Environmental Science, etc.; medical studies including Physician's Assistant, Clinical Nurse Leader, etc.; and careers requiring technical knowledge in Biological Sciences.

### ADMISSION REQUIREMENTS

The student declaring a Biology major will be considered a pre-Biology major until the following requirements have been satisfied:

1. Must have completed all prior core courses with grade of "C" or higher.
2. Have a cumulative grade point average of 2.5 or above on all work attempted.
3. Completed the following courses with a grade of "C" or higher: BIO111 and BIO111L, BIO112 and BIO112L, MA 130, CHM220 and CHM220L.

Students intending to transfer from another institution must have completed a minimum of 60 credits including the equivalent of MA 130 AND MA175 or MA200, as well as the requirements listed above.

### GRADUATION REQUIREMENTS

Completion of all basic requirements for graduation from Emmanuel College, including the Liberal Arts Core and the Major Lower and Upper-Level courses specified for this major. A minimum cumulative grade point average of 2.5 is required for graduation with a Bachelor of Science in General Biology.

## BIOLOGY MAJOR

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

<b>Humanities</b>	
Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.
<b>Social and Behavioral Science</b>	
History	3 hrs.
PY 210 (General Psychology)	3 hrs.
<b>Natural Science/Mathematical Reasoning</b>	
BIO 111 (Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
MA 200 (Statistics)	3 hrs.
<b>Christian Ministries</b>	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
<b>Physical Wellness</b>	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.
<b>Total</b>	<b>44 hrs.</b>

### MAJOR LOWER AND UPPER-LEVEL COURSES

<b>Mathematics</b>	
MA 175 (Pre-Calculus)	4 hrs.
<b>Natural Sciences</b>	
BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.
CHM 220 (General Chemistry I)	3 hrs.
CHM 220L (General Chemistry I Lab)	1 hr.
CHM 221 (General Chemistry II)	3 hrs.
CHM 221L (General Chemistry II Lab)	1 hr.
SC 240 (Physics I)	4 hrs.
SC 250 (Scientific Literature)	1 hr.
SC 320 (Organic Chemistry I)	4 hrs.
SC 330, 331 (Anatomy/Physiology I & II)	8 hrs.
SC 333 (Molecular Genetics)	4 hrs.
SC 340 (Microbiology)	4 hrs.
SC 351 (Intro to Research)	2 hrs.
SC 352 (Directed Research)	2 hrs.
SC 420, 421 (Biochemistry I & II)	7 hrs.

Science Electives	11 hrs.
Electives	
Mathematics, education*, psychology	16 hrs.
TOTAL	123 hrs.

\*Students should contact the School of Education for information concerning Georgia broad field certification in Science. While the School of Education does not offer a secondary science program, they can advise students concerning alternatives regarding teacher certification.

**BIOLOGY MAJOR  
PRE-PHARMACY CONCENTRATION**

**PURPOSE**

The BS-Biology degree with a Pre-Pharmacy Concentration at Emmanuel College is designed to allow the student to meet the various admissions requirements of many Doctor of Pharmacy programs while working toward the completion of a bachelor's degree with a Christian liberal arts core. Most Doctor of Pharmacy programs require the Pharmacy College Admission Test (PCAT) as part of the application, for which students will need to study and prepare to afford the best chance of entrance into the Doctor of Pharmacy program of their choice. Because admissions requirements vary greatly between School of Pharmacy programs, the student will need to carefully review the requirements of the particular Doctor of Pharmacy program(s) of interest to ensure successful completion of that school's admissions requirements.

**ADMISSION REQUIREMENTS**

The student declaring a Biology (pre-pharmacy concentration) major will be considered a pre-Biology major until the following requirements have been satisfied:

1. Must have completed all prior core courses with grade of "C" or higher.
2. Have a cumulative grade point average of 3.0 or above on all work attempted.
3. Completed the following courses with a grade of "C" or higher: BIO111 and BIO111L, BIO112 and BIO112L, MA 130, CHM220 and CHM220L.

Students intending to transfer from another institution must have completed a minimum of 60 credits including the equivalent of MA 130 AND MA175 or MA200, as well as the requirements listed above.

**GRADUATION REQUIREMENTS**

Completion of all basic requirements for graduation from Emmanuel College, including the Liberal Arts Core and the Major Lower and Upper-Level courses specified for this major. A minimum cumulative grade point average of 2.50 is required for graduation with a Bachelor of Science in Biology with a Concentration in Pre-Pharmacy.

**BIOLOGY MAJOR  
PRE-PHARMACY CONCENTRATION**

**BACHELOR OF SCIENCE**

**LIBERAL ARTS CORE**

Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

Humanities

Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

Social and Behavioral Science

History	3 hrs.
PY 210 (General Psychology)	3 hrs.

Natural Science/Mathematical Reasoning

BIO 111 (Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
MA 175 (Pre-Calculus)	4 hrs.

Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

Total	45 hrs.
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**MAJOR LOWER AND UPPER-LEVEL COURSES**

Mathematics

MA 200 (Statistics)	3 hrs.
MA 240 (Calculus I)	4 hrs.

Natural Sciences

BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.
CHM 220 (General Chemistry I)	3 hrs.

CHM 220L (General Chemistry I Lab)	1 hr.
CHM 221 (General Chemistry II)	3 hrs.
CHM 221L (General Chemistry II Lab)	1 hr.
SC 240 (Physics I)	4 hrs.
SC 250 (Scientific Literature)	1 hr.
SC 320, 321 (Organic Chemistry I & II)	8 hrs.
SC 330, 331 (Anatomy/Physiology I & II)	8 hrs.
SC 333 (Molecular Genetics)	4 hrs.
SC 334 (Molecular Biology Cell)	4 hrs.
SC 340 (Microbiology)	4 hrs.
SC 351 (Intro to Research)	2 hrs.
SC 352 (Directed Research)	2 hrs.
SC 420, 421 (Biochemistry I & II)	7 hrs.
Guided Electives	
BU200/201 (Economics)	3 hrs.
Social Behavioral Science*	3 hrs.
Multi-Cultural Elective**	3 hrs.
General Electives	6 hrs.
<b>TOTAL</b>	<b>123 hrs.</b>

\*NOTE: Students who indicate an interest in applying for admission to the University of Georgia Pharmacy program will be required to take PS 101. Other students will be permitted to choose a different Social Science course to meet the requirements of the program they wish to enter.

\*\*NOTE: Students who indicate an interest in applying for admission to the University of Georgia Pharmacy program will be required to take Multi-Cultural Electives such as: foreign language, GY101, HY 110/111. Other students will be permitted to choose different elective courses to meet the requirements of the program they wish to enter.



**BIOLOGY MAJOR  
PRE-PROFESSIONAL CONCENTRATION**

**PURPOSE**

The BS-Biology degree with a Pre-Professional Concentration at Emmanuel College is designed to fulfill the admissions requirements for entrance into many professional medical programs including Doctor of Medicine, Doctor of Osteopathic Medicine, Doctor of Optometry, Doctor of Dentistry, etc. The program provides a challenging and rigorous course of study designed to prepare students to think critically, learn, retain and apply large amounts of information to successfully solve problems. Most graduate programs in the medical or dental fields require a test (MCAT, DAT, OAT, etc.) as part of the application, for which students will need to study and prepare to afford the best chance of entrance into the program of their choice. Since these requirements vary among these graduate programs, the student will need to review the entrance requirements for programs of interest to ensure that all requirements for that program are met.

**ADMISSION REQUIREMENTS**

The student declaring a Biology (pre-professional concentration) major will be considered a pre-Biology major until the following requirements have been satisfied:

1. Must have completed all prior core courses with grade of "C" or higher.
2. Have a cumulative grade point average of 3.0 or above on all work attempted.
3. Completed the following courses with a grade of "C" or higher: BIO111 and BIO111L, BIO112 and BIO112L, MA 130, CHM220 and CHM220L.

Students intending to transfer from another institution must have completed a minimum of 60 credits including the equivalent of MA 130 AND MA175 or MA200, as well as the requirements listed above.

**GRADUATION REQUIREMENTS**

Completion of all basic requirements for graduation from Emmanuel College, including the Liberal Arts Core and the Major Lower and Upper-Level courses specified for this major. A minimum cumulative grade point average of 3.00 is required for graduation with a Bachelor of Science in Biology with a Concentration in Pre-Professional.

**BIOLOGY MAJOR  
PRE-PROFESSIONAL CONCENTRATION**

**BACHELOR OF SCIENCE**

**LIBERAL ARTS CORE**

<b>Communication Skill</b>	
EN101, 102 (Freshman Composition)	6 hrs.
CM130 (Intro to Communication)	3 hrs.
<b>Humanities</b>	
Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.
<b>Social and Behavioral Sciences</b>	
History	3 hrs.
PY 210 (General Psychology)	3 hrs.
<b>Natural Sciences/Mathematical Reasoning</b>	
BIO 111 (Biology I)	3 hrs.
BIO 111 (Biology I Lab)	1 hr.
MA 200 (Statistics)	3 hrs.
<b>Christian Ministries</b>	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
<b>Physical Wellness</b>	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.
<b>Total</b>	<b>44 hrs.</b>

**MAJOR LOWER AND UPPER-LEVEL COURSES**

<b>Mathematics</b>	
MA 175 (Pre-Calculus)	4 hrs.
<b>Natural Science</b>	
BIO 112 (Biology II)	3 hrs.
BIO 112 (Biology II Lab)	1 hr.
CHM 220 (General Chemistry I)	3 hrs.
CHM 220L (General Chemistry I Lab)	1 hr.

CHM 221 (General Chemistry II)	3 hrs.
CHM 221L (General Chemistry II Lab)	1 hr.
SC 240, 241 (Physics I & II)	8 hrs.
SC 250 (Scientific Literature)	1 hr.
SC 320, 321 (Organic Chemistry I & II)	8 hrs.
SC 330, 331 (Anatomy & Physiology I & II)	8 hrs.
SC 333 (Molecular Genetics)	4 hrs.
SC 334 (Molecular Biology of Cell)	4 hrs.
SC 340 (Microbiology)	4 hrs.
SC 351 (Introduction to Research)	2 hrs.
SC 352 (Directed Research)	2 hrs.
SC 420, 421 (Biochemistry I & II)	7 hrs.
SC 431 (Infection, Immunology)	3 hrs.
Psychology	
PY 429 (Social Psychology)	3 hrs.
Electives **	9 hrs.
TOTAL	123 hrs.

\*\*Foreign Language should also be considered as beneficial for some pre-professional degrees. Consult the professional schools to which you will apply for any upper-level mathematics which may be required.

**BIOLOGY MAJOR  
PRE-VETERINARY CONCENTRATION**

**PURPOSE**

The BS-Biology degree with a Pre-Veterinary Concentration at Emmanuel College is designed to fulfill the admissions requirements for entrance to many Doctor of Veterinary Medicine professional programs. The program provides a challenging and rigorous course of study designed to prepare students to think critically, learn and retain large amounts of information, and apply that knowledge to situations at hand to solve problems. Most Doctor of Veterinary Medicine programs require the Graduate Record Examinations (GRE) test as part of the application, for which students will need to study and prepare to afford the best chance of entrance into the program of their choice. The requirements for these programs vary among those schools that offer Doctor of Veterinary Medicine graduate training; therefore, the student will need to review the entrance requirements for programs of interest to ensure that all prerequisites for that program are met prior to making application.

**ADMISSION REQUIREMENTS**

The student declaring a Biology (pre-veterinary concentration) major will be considered a pre-Biology major until the following requirements have been satisfied:

1. Must have completed all prior core courses with grade of "C" or higher.
2. Have a cumulative grade point average of 3.0 or above on all work attempted.
3. Completed the following courses with a grade of "C" or higher: BIO111 and BIO111L, BIO112 and BIO112L, MA 130, CHM220 and CHM220L.

Students intending to transfer from another institution must have completed a minimum of 60 credits including the equivalent of MA 130 AND MA175 or MA200, as well as the requirements listed above.

**GRADUATION REQUIREMENTS**

Completion of all basic requirements for graduation from Emmanuel College, including the Liberal Arts Core and the Major Lower and Upper-Level courses specified for this major. A minimum cumulative grade point average of 3.00 is required for graduation with a Bachelor of Science in Biology with a Concentration in Pre-Veterinary.

**BIOLOGY MAJOR  
PRE-VETERINARY CONCENTRATION**

**BACHELOR OF SCIENCE**

**LIBERAL ARTS CORE**

<b>Communication Skill</b>	
EN101, 102 (Freshman Composition)	6 hrs.
CM130 (Intro to Communication)	3 hrs.
<b>Humanities</b>	
Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.
<b>Social and Behavioral Sciences</b>	
History	3 hrs.
PY 210 (General Psychology)	3 hrs.
<b>Natural Sciences/Mathematical Reasoning</b>	
BIO 111 (Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
MA 200 (Statistics)	3 hrs.
<b>Christian Ministries</b>	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
<b>Physical Wellness</b>	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.
<b>Total</b>	<b>44 hrs.</b>

**MAJOR LOWER AND UPPER-LEVEL COURSES**

<b>Agriculture</b>	
AG 101 (Intro to Agriculture)	1 hr.
AG 302 (Biology, Care/Production)	4 hrs.
<b>Mathematics</b>	
MA 175 (Pre-Calculus)	4 hrs.

Natural Science

BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.
CHM 220 (General Chemistry I)	3 hrs.
CHM 220L (General Chemistry II Lab)	1 hr.
CHM 221 (General Chemistry II)	3 hrs.
CHM 221L (General Chemistry II Lab)	1 hr.
SC 240, 241 (Physics I & II)	8 hrs.
SC 250 (Scientific Literature)	1 hr.
SC 320, 321 (Organic Chemistry I & II)	8 hrs.
SC 330 (Anatomy & Physiology I)	4 hrs.
SC 333 (Molecular Genetics)	4 hrs.
SC 334 (Molecular Biology of Cell)	4 hrs.
SC 340 (Microbiology)	4 hrs.
SC 351 (Introduction to Research)	2 hrs.
SC 352 (Directed Research)	2 hrs.
SC 420, 421 (Biochemistry I & II)	7 hrs.
Science Electives	6 hrs.

Guided Electives \*\* 8 hrs.

TOTAL 123 hrs.

\*\*Foreign Language should also be considered as beneficial for some pre-professional degrees. Consult the professional schools to which you will apply for any upper-level mathematics which may be required.

**SCIENCE MINORS**

For non-Biology majors:

**REQUIREMENTS**

In addition to completing the requirements of the liberal arts core and completion of the requirements for a major in another area, the following courses must be taken to qualify as a Biology or Chemistry Minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

**BIOLOGY MINOR**

BIO 111 (Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.
CHM 220 (Chemistry I)	3 hrs.
CHM 220L (Chemistry I Lab)	1 hr.
Biology Electives (300 and above)	8 hrs.
Total	20 hrs.

**CHEMISTRY MINOR**

CHM 220 (Chemistry I)	3 hrs.
CHM 220L (Chemistry I Lab)	1 hr.
CHM 221 (Chemistry II)	3 hrs.
CHM 221L (Chemistry II Lab)	1 hr.
SC 320, 321 (Organic Chemistry I & II)	8 hrs.
SC 351 (Intro to Research)	2 hrs.
SC 420, 421 (Biochemistry I & II)	7 hrs.
Total	25 hrs.

# CRIMINAL JUSTICE

## PURPOSE

The Criminal Justice program at Emmanuel College prepares students to enter the multifaceted field of law enforcement, corrections, probation/parole, and juvenile justice. The Criminal Justice program at Emmanuel takes both an academic and practical approach. The student will pursue the substantive investigation of criminal justice as well as participating in practical experiences such as labs and internships. The program is also interdisciplinary, drawing from studies in sociology, psychology, political science, and pre-law studies.

## GOALS

The Criminal Justice program at Emmanuel College will:

1. Begin from a Christ-centered worldview that will enable the graduate to integrate biblical principles with the various disciplinary approaches in the work of criminal justice.
2. Prepare students with substantive knowledge of the court system, the enforcement system, and the rehabilitation system.
3. Provide students with practical experience in criminal justice through seminars, internships, and field work to prepare them to move from the classroom to the job.
4. Provide students with the education and training so they can demonstrate competence and the ability to formulate and express the results that will allow them advance to positions of leadership in their chosen criminal justice career.

## STUDENT LEARNING OUTCOMES

1. Explain the function and purpose of the police, the courts, and the correctional systems in the United States justice system.
2. Describe the constitutional concepts of due process, equal protection, and fundamental fairness in policing, courts, and corrections.

3. Identify the major sociological theories that may explain criminal behavior and delinquency.
4. Explain the psychological theories that may explain many types of criminal behavior and delinquency.
5. Explain the professional and ethical contributions a Christian can make to the criminal justice profession in the contemporary United States.
6. Students will demonstrate incorporation of learning from outside the classroom.
7. Students will demonstrate ability to write a properly formatted APA paper.

## ADMISSIONS REQUIREMENTS

1. Submit application to Social and Behavioral Sciences Department requesting entry to the Criminal Justice program.
2. The student must have earned a cumulative grade point average of 2.00 or above on all work attempted.

## GRADUATION REQUIREMENTS

1. Completion of all basic requirements for graduation from Emmanuel College including the liberal arts core requirements and electives.
2. Completion of requirements for the Criminal Justice Major (Bachelor of Arts or Bachelor of Science) with a cumulative GPA of 2.50 or higher.
3. Completion of requirements for Minor in another department for the Bachelor of Science in Criminal Justice OR completion of twelve (12) hours of Foreign Language for the Bachelor of Arts in Criminal Justice.

## TRANSFER STUDENTS

Of the minimum twenty-one (21) semester hours of upper division courses that must be completed in Criminal Justice, twelve (12) semester hours of upper division

Criminal Justice courses must be completed at Emmanuel College.

## CRIMINAL JUSTICE MAJOR

### BACHELOR OF SCIENCE OPTION

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
Humanities/Philosophy	
Theater/Foreign Language/Literature	3 hrs.

##### Social and Behavioral Science

HY 273 (American History II)	3 hrs.
PY 210 (General Psychology)	3 hrs.

##### Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

Total	44 hrs.
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#### MAJOR LOWER AND UPPER-LEVEL COURSES

##### Criminal Justice Courses

CJ 101 (Orientation Criminal Justice)	1 hr.
CJ 200 (Introduction Criminal Justice)	3 hrs.
CJ 240 (Introduction to Law Enforcement)	3 hrs.
CJ 300 (Criminology)	3 hrs.
CJ 310 (Criminal Law)	3 hrs.

CJ 320 (Incarceration, Parole, Probation)	3 hrs.
CJ 330 (Youth and the Law)	3 hrs.
CJ 400 (Law Enforcement Theory and Practice)	3 hrs.
CJ 440 (Criminal Justice Seminar)	1 hr.

##### Criminal Justice Electives

CJ 102 (Self-Defense)	6 hrs.
CJ 315 (Judicial System)	
CJ 340 (Criminal Investigation)	
CJ 350 (Crisis Intervention)	
CJ 422 (Ethics/Criminal Justice)	
CJ 425 (Homeland Security)	
CJ 430 (Marksmanship/Firearms Safety)	
CJ 450 (Practicum Criminal Justice)	
CJ 470 (Special Topics in CJ)	
CJ 480 (Internship Criminal Justice)	

##### Social and Behavioral Science

PY 331 (Personality Theories)	3 hrs.
PY 416 (Abnormal Psychology)	3 hrs.
PY 429 (Social Psychology)	3 hrs.
SBS 101 (APA Writing)	1 hr.
SO 172 (Sociology)	3 hrs.
SO 275 (Social Problems)	3 hrs.

##### Social and Behavioral Science Electives

CM 210 (Interpersonal Communication)	6 hrs.
CM 302 (Persuasion)	
EN 360 (Advanced Grammar)	
EN 370 (Advanced Composition)	
GY 101 (Geography)	
HY 272 (American History I)	
PS 101 (American Government)	
PS 102 (State and Local Government)	

Minor Area	18 hrs.
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Electives	9 hrs.
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TOTAL	122 hrs.
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### BACHELOR OF ARTS OPTION

#### LIBERAL ARTS CORE

##### Communication skills

EN 101, 102	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

Humanities		CJ 425 (Homeland Security)	
Literature	3 hrs.	CJ 430 (Marksmanship and Firearm Safety)	
Humanities/Philosophy		CJ 450 (Practicum in Criminal Justice)	
Theater/Foreign Language/Literature	3 hrs.	CJ 470 (Special Topics in CJ)	
Social and Behavioral Science		CJ 480 (Internship in Criminal Justice)	
HY 273 (American History II)	3 hrs.		
PY 210 (General Psychology)	3 hrs.	Social and Behavioral Science (15 hrs.)	
Natural Science/Mathematical Reasoning		PY 331 (Personality Theories)	3 hrs.
Science (Lab course)	4 hrs.	PY 416 (Abnormal Psychology)	3 hrs.
Mathematics	3 hrs.	PY 429 (Social Psychology)	3 hrs.
Christian Ministries		SBS 101 (APA Writing)	1 hr.
BI 111 (Biblical Literature & History)	3 hrs.	SO 172 (Sociology)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.	SO 275 (Social Problems)	3 hrs.
BI 300 (Gospel of John)	3 hrs.	Social and Behavior Science Electives	6 hrs.
TH 237 (Christian Ethics)	3 hrs.	CM 210 (Interpersonal Communication)	
Physical Wellness		CM 302 (Persuasion)	
PE 105 (Total Fitness)	1 hr.	EN 360 (Advanced Grammar)	
ECF 101 (Foundations)	2 hrs.	EN 370 (Advanced Composition)	
SS 400 (Professions, Vocations, Missions)	1 hr.	GY 101 (Geography)	
		HY 272 (American History I)	
		PS 101 (American Government)	
		PS 102 (State and Local Government)	
Total	44 hrs.	Electives	15 hrs.
<b>BACHELOR OF ARTS LANGUAGE COURSES</b>		<b>TOTAL</b>	<b>122 hrs.</b>
Foreign Language (French, Spanish, Greek, Old English)	12 hrs.		
<b>MAJOR LOWER AND UPPER-LEVEL COURSES</b>			
Criminal Justice			
CJ 101 (Orientation to Criminal Justice)	1 hr.		
CJ 200 (Introduction to Criminal Justice)	3 hrs.		
CJ 240 (Introduction to Law Enforcement)	3 hrs.		
CJ 300 (Criminology)	3 hrs.		
CJ 310 (Criminal Law)	3 hrs.		
CJ 320 (Incarceration, Parole, and Probation)	3 hrs.		
CJ 330 (Youth and the Law)	3 hrs.		
CJ 400 (Law Enforcement Theory and Practice)	3 hrs.		
CJ 440 (Criminal Justice Seminar)	1 hr.		
Criminal Justice Electives	6 hrs.		
CJ 315 (Judicial System)			
CJ 340 (Criminal Investigation)			
CJ 350 (Crisis Intervention)			
CJ 422 (Ethics and Leadership in Criminal Justice)			

## CRIMINAL JUSTICE MINOR

### ADMISSIONS REQUIREMENTS

Qualifications for admission to the Criminal Justice Minor:

1. Grade point average of at least 2.00;
2. Maintain an average of 2.5 in Criminal Justice courses.

### REQUIREMENTS

In addition to completion of the Liberal Arts Core and completion of the requirements for the major in another area, the following courses must be taken to qualify as a Criminal Justice Minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

CJ 101 (Orientation to Criminal Justice)	1 hr.
CJ 200 (Introduction to Criminal Justice)	3 hrs.
CJ 300 (Criminology)	3 hrs.
CJ 310 (Criminal Law/Judicial System)	3 hrs.
CJ 320 (Incarceration, Parole, Probation)	3 hrs.
CJ 330 (Youth and the Law)	3 hrs.
Criminal Justice Electives	3 hrs.
CJ 340 (Criminal Investigation)	
CJ 350 (Crisis Intervention)	
CJ 400 (Law Enforcement Theory/Practice)	
CJ 422 (Ethics Criminal Justice)	
CJ 425 (Homeland Security)	
CJ 430 (Marksmanship/Firearm Safety)	
CJ 470 (Special Topics in CJ)	
<b>TOTAL</b>	<b>19 hrs.</b>

## HOMELAND SECURITY AND EMERGENCY MANAGEMENT MINOR

The Department of Homeland Security is the largest federal governmental department, which includes the Federal Bureau of Investigation and Federal Emergency Management Agency.

### ADMISSIONS REQUIREMENTS

Qualifications for admission to the Criminal Justice Minor:

1. Grade point average of at least 2.00;
2. Maintain an average of 2.5 in Criminal Justice courses.

### REQUIREMENTS

In addition to completion of the Liberal Arts Core and completion of the requirements for the major in another area, the following courses must be taken to qualify as a Homeland Security and Emergency Management Minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

For a minor in HS/EM, students would take the following 18 credit hours. The prerequisite for each of these courses will be CJ 200 (Introduction to Criminal Justice). These courses are only offered online.

CJ 250 (Intro to Emergency Management)	3 hrs.
CJ 351 (Disaster Resilience)	3 hrs.
CJ 352 (Terrorism & Counter Terrorism)	3 hrs.
CJ 422 (Ethics & Leadership)	3 hrs.
CJ 425 (Homeland Security)	3 hrs.
CJ 426 (Cyber Security)	3 hrs.
<b>TOTAL</b>	<b>18 hrs.</b>



# ENGLISH

## PURPOSE

The Bachelor of Arts degree in English is designed to lead students into greater appreciation for excellent writing and enhanced skill in written communication. As students read widely and probingly, they gain appreciation for the range of human experience and expression found in literature. A well-structured program sampling the masterpieces of Western and non-Western literature, especially those written in English, gives valuable preparation for anyone preparing to work with people. In addition, studies in the history of the English language and in the grammatical structure of English allow the students an expanded understanding of some of the literary and linguistic changes that have occurred. Through the process of exploring these various areas, students are challenged to develop their own writing skills, both in analyzing these writers and in capturing their own ideas and experiences in words.

## GOALS

The specific course requirements in sophomore, junior, and senior level English courses are designed to accomplish three goals:

1. Provide a solid base of understanding of major literary works written in English and the complexity of ideas expressed in them.
2. Provide a scholarly understanding of the structures of the English language.
3. Provide the skills needed to use written English effectively.

## STUDENT LEARNING OUTCOMES

Graduates of the English program offered by the School of Arts and Sciences should possess the following knowledge and skills:

English graduates should know the following:

1. Fundamental literary devices, themes, forms, and genres.
2. Major periods, movements, authors and works in British, American, and World literature.

3. The ways in which the English language functions as a system through either its history or grammar.
4. The history, terminology, and theory of literary criticism.

English graduates should be able to do the following:

1. Employ research methods appropriate to academic studies and incorporate research into writing.
2. Analyze literature by forming a thesis about a literary text and arguing persuasively for that thesis in a well-supported essay.
3. Write clearly and fluently, organize coherently and logically, and edit writing to conform to standard usage.

## ADMISSIONS REQUIREMENTS

Acceptance into the English Department includes:

1. "C" or better in a 200-level English course.
2. Cumulative EC GPA of 2.5 or special permission by majority vote of the English Department.

## GRADUATION REQUIREMENTS

Completion of all basic requirements for graduation from Emmanuel College includes completion of core curriculum and major requirements for the Bachelor of Arts in English and a minimum grade point average of 2.50 in English and an overall grade point average of 2.50.

Candidates for the Bachelor of Arts degree in English will complete an internship (EN 473) or submit a Senior Research Project to the English Department during their senior year. Pre-Law concentration students will complete either English Senior Project I and II or History/Pre-Law Seminar I and II. Senior Research Project candidates will determine between Options 1 and 2 (see course descriptions for EN 474 and EN 475 for details) and will submit a proposal to the department the semester prior to their last year. Information about project possibilities is available from the English Department Chair. During the last two semesters of their program, majors will then enroll in Senior Research Project I and Senior Research Project

II, during which they will work weekly with a major professor on a project which has been authorized by the entire department. Upon final departmental approval, the paper for Option II will be presented in a public venue. A hard copy of the final draft is due to the Department Chair during the last few weeks of the semester, subject to the English Department calendar.

All students receiving an English or English Education degree are required to submit portfolio during their final semester. This portfolio will be used to assess the effectiveness of the English program.

## ENGLISH MAJOR

### BACHELOR OF ARTS

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition) 6 hrs.  
 CM 130 (Intro to Communication) 3 hrs.

##### Humanities

Literature 3 hrs.  
 Humanities/Philosophy/  
 Theater/Foreign Language/Literature 3 hrs.

##### Social and Behavioral Science

History 3 hrs.  
 Political Science/Psychology/Sociology/  
 Economics/Geography 3 hrs.

##### Natural Science/Mathematical Reasoning

Science (Lab course) 4 hrs.  
 Mathematics 3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History) 3 hrs.  
 BI 112 (Interpreting Biblical Literature) 3 hrs.  
 BI 300 (Gospel of John) 3 hrs.  
 TH 237 (Christian Ethics) 3 hrs.

##### Physical Wellness

PE 105 (Total Fitness) 1 hr.

ECF 101 (Foundations) 2 hrs.

SS 400 (Professions, Vocations, Missions) 1 hr.

Total 44 hrs.

### BACHELOR OF ARTS LANGUAGE COURSES

Foreign Language (French, Spanish,  
 Greek, Old English) 12 hrs.

### MAJOR LOWER AND UPPER-LEVEL COURSES

#### English Content Courses

Literature Courses 6 hrs.

EN 205 (Ancient/Medieval)  
 EN 206 (Renaissance/Enlightenment)  
 EN 207 (Romanticism/Transcendentalism  
 Realism)

EN 208 (20<sup>th</sup> Century/Contemporary)  
 EN 315 (Multicultural American Literature) 3 hrs.

EN 356 (Creative Writing Fiction) OR  
 EN 358 (Creative Writing Non-Fiction) OR  
 EN 359 (Creative Writing Stage/Screen) OR  
 EN 365 (Creative Writing Poetry) 3 hrs.

EN 360 (Advanced Grammar) OR  
 EN 380 (History/English Language) 3 hrs.

EN 370 (Advanced Composition) OR  
 EN 302 (Technical Writing) 3 hrs.

EN 395 (Critical Theories) 3 hrs.

EN 401 (American Literature) 3 hrs.

EN 402 (British Literature) 3 hrs.

EN 403 (European Literature) 3 hrs.

EN 487 (American Literature Seminar) OR

EN 488 (British Literature Seminar) OR

EN 489 (World Literature Seminar) 3 hrs.

EN 490 (Shakespeare) 3 hrs.

EN 473 (English Internship) OR

EN 474 (Senior Research Project I) AND

EN 475 (Senior Research Project II)

English Electives 3 hrs.

Minor 18 hrs.

General Electives 6 hrs.

TOTAL 121 hrs.

## **ENGLISH MAJOR PRE-LAW CONCENTRATION**

### **PURPOSE**

The Pre-Law Concentration in English provides a foundation for understanding basic needs and problems common to all mankind deemed vital to the student of law. The study of history and psychology provides a look at past attempts to deal with complicated human activities, as well as insights into human cultures and worldviews. An understanding of foundational business concepts will bring understanding of human beings as they seek to survive economically. A focus in English and communication will provide the student with the skills needed to convey his/her thoughts to others efficiently and effectively. All these disciplines train students to effectively conduct critical analysis of rhetoric and argument. Our program encourages enrollment in a number of challenging courses offered in order to provide solid preparation for various careers. Students who move on to law school will build upon and further refine the knowledges, abilities, and competencies learned in these programs.

### **GOALS**

The goal of the Pre-Law Concentration is to prepare the student, with completion of additional professional training, to pursue a career in business, law, criminal justice, or different humanities fields. The concentration is designed for students who plan to move on to a career in law, but not exclusively for those students. Students who are seeking other career choices will find the program rewarding and career enhancing as well.

### **STUDENT LEARNING OUTCOMES**

1. A graduate with a Pre-law concentration at Emmanuel College should be able to demonstrate the following skills and competencies:
  - a. Use appropriate historical, legal, or literary theory in the analysis of a variety of topics.
  - b. Critically interpret historical and contemporary events, as well as cultural artifacts within a biblical worldview.
  - c. Produce effectively researched, organized, and argued written essays using the appropriate style, documentation method, and formatting.

- d. Orally present, defend, and critique a variety of types of arguments.
2. A graduate with a Pre-law concentration at Emmanuel College should be able to understand the following:
  - a. The variety of cultural worldviews that exist and some of the history of their development.
  - b. The structure and divisions of different governmental systems, including that of the United States and its state and local entities.
  - c. The origin and development of western democratic systems, principles, and values.
  - d. Principles and ethics of the business world and the legal concepts that accompany them.
  - e. The wide variety of English language cultural artifacts that have added beauty, wisdom, and cultural awareness to our society over time.
3. A GPA of 2.50 is required to meet graduation requirements of the English/Pre-Law Concentration.

## **ENGLISH MAJOR PRE-LAW CONCENTRATION**

### **BACHELOR OF ARTS**

#### **LIBERAL ARTS CORE**

##### **Communication Skills**

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### **Humanities**

Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### **Social and Behavioral Science**

HY 272 (American History I)	3 hrs.
PS 101 (American Government)	3 hrs.

##### **Natural Science/Mathematical Reasoning**

Science (Lab course)	4 hrs.
Mathematics (College Algebra or higher)	3 hrs.

##### **Christian Ministries**

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.

BI 300 (Gospel of John)	3 hrs.	GY 101 (Human Geography)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.	HY 111 (Western Civilization I)	3 hrs.
		HY 320 (Historiography)	3 hrs.
Physical Wellness		EN 474/475 (English Senior Research) OR	
PE 105 (Total Fitness)	1 hr.	HY 491/492 (History/Pre-Law Seminar)	2 hrs.
		PS 102 (State and Local Government)	3 hrs.
ECF 101 (Foundations)	2 hrs.		
SS 400 (Professions, Vocations, Missions)	1 hr.	<b>TOTAL</b>	<b>125-126 hrs.</b>
<b>Total</b>	<b>44-45 hrs.</b>		

#### BACHELOR OF ARTS LANGUAGE COURSES

Foreign Language (French, Spanish, Greek, Old English)	12 hrs.
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#### MAJOR LOWER AND UPPER-LEVEL COURSES

##### English Content Courses

Literature Courses	6 hrs.
EN 205 (Ancient/Medieval)	
EN 206 (Renaissance/Enlightenment)	
EN 207 (Romanticism/Transcendentalism Realism)	
EN 208 (20 <sup>th</sup> Century/Contemporary)	
EN 315 (Multicultural American Literature)	3 hrs.
EN 356 (Creative Writing Fiction) OR	
EN 358 (Creative Writing Non-Fiction) OR	
EN 359 (Creative Writing Stage/Screen) OR	
EN 365 (Creative Writing Poetry)	3 hrs.
EN 395 (Critical Theories)	3 hrs.
EN 401 (American Literature)	3 hrs.
EN 402 (British Literature)	3 hrs.
EN 403 (European Literature)	3 hrs.
EN 487 (American Literature Seminar) OR	
EN 488 (British Literature Seminar) OR	
EN 489 (World Literature Seminar)	3 hrs.
EN 490 (Shakespeare)	3 hrs.

##### Pre-Law Concentration Courses

BU 310 (Business Law)	3 hrs.
BU 422 (Business Ethics)	3 hrs.
CJ 200 (Introduction Criminal Justice)	3 hrs.
CJ 310 (Criminal Law)	3 hrs.
CM 210 (Interpersonal Communication) OR	
CM 302 (Persuasion)	3 hrs.
CM 401 (Communication Law)	3 hrs.
EN 360 (Advanced Grammar)	3 hrs.
EN 302 (Technical Writing) OR	
EN 370 (Advanced Composition)	3 hrs.
EN 303 (LSAT Preparation)	1 hr.

#### ENGLISH MINOR

##### REQUIREMENTS

In addition to completing the requirements of the liberal arts core and the requirements for a major in another area, the following courses must be taken to qualify as an English minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

One 200-level Literature course	3 hrs.
One of the following language courses:	3 hrs.
EN 360 (Advanced Grammar)	
EN 370 (Advanced Composition)	
EN 302 (Technical Writing)	
EN 380 (History of the English Language)	
Four upper level English courses <sup>1</sup>	12 hrs.
<b>TOTAL</b>	<b>18 hrs.</b>

<sup>1</sup>The student taking the English minor is strongly encouraged to select a course in European Literature if he/she does not include a course in world history (HY 110/111) in fulfillment of the liberal arts core.

## WRITING MINOR

### REQUIREMENTS

In addition to completing the requirements of the liberal arts core and the requirements for a major in another area, students will select 18 hours from the following courses. At least 12 of these 18 hours must be chosen from the list of Writing Intensive Courses. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

Writing Intensive Courses	12 hrs.
CM 206 (Communication Writing Styles)	
CM 310 (Business Communication)	
CM 320 (Introduction to Public Relations)	
EN 370 (Advanced Composition)	
EN 302 (Technical Writing)	
EN 356 (Creative Writing Fiction)	
EN 358 (Creative Writing Non-Fiction)	
EN 359 (Creative Writing Stage and Screen)	
EN 365 (Creative Writing Poetry)	
MN 315 (Communicating Scripture)	
Literature/Grammar Courses	6 hrs.
EN 311 (Adolescent Literature)	
EN 315 (Multicultural American Literature)	
EN 350 (Special Topics in Literature)	
EN 360 (Advanced Grammar)	
EN 391 (Christianity and Literature)	
EN 392 (Studies in Southern Literature)	
EN 393 (Oxford Christians)	
EN 401 (American Literature)	
EN 402 (British Literature)	
EN 403 (European Literature)	
TOTAL	18 hrs.

## THEATER MINOR

### REQUIREMENTS

In addition to completing the requirements of the liberal arts core and the requirements for a major in another area, the following courses must be taken to qualify as a Theater minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

HU 203 (Introduction to Acting)	3 hrs.
HU 204 (Theater Appreciation)	3 hrs.
HU 303 (Intermediate Acting)	3 hrs.
Workshops (Drama, Musical Theater)	3 hrs.
Theater Electives:	6 hrs.
HU 205 (Art of Film)	
EN 335 (Modern Drama)	
EN 359 (Creative Writing Stage/Screen)	
EN 490 (Shakespeare)	
HU 470 (Special Topics) - <i>only if Theater related</i>	
TOTAL	18 hrs.

# HISTORY

## PURPOSE

The study of history provides a framework within which the student can systematically investigate certain ideas, concepts, and trends which have characterized the collective experience and expression of mankind. This study can provide insights into our world and provoke thought for exploration. History helps provide a framework and an ordered sequence of events to aid the student's understanding of the past, present, future and God's works in history. History provides perspective and the accumulated experience of the past so essential to one's personal enrichment and personal balance.

## GOALS

Part of the task of the student of history is to determine the nature, source, and validity of historical knowledge. The historian has the burden of trying to accurately reconstruct the past and then to bring meaning to it.

For centuries the study of history has been an integral part of college level studies. In particular, Emmanuel College emphasizes historical studies because Christianity has had such a profound influence on world history.

## STUDENT LEARNING OUTCOMES

1. The Graduate of Emmanuel College with a Bachelor's Degree in History should know:
  - a. The benefits of studying history and the major methodologies or philosophies of historical writing.
  - b. Significant social, cultural, economic, and political developments in American and European history.
  - c. The development and impact of Christianity on Western Civilization.
  - d. The major historical periods of American and Western European history.
  - e. The origin and development of western democracy.
2. Students with a degree in History from Emmanuel College should be able to:
  - a. Interpret historical works from the perspective of historical methodologies or philosophies.
  - b. Use standard historiographic techniques for evaluating historical works.
  - c. Interpret historical and contemporary events within a biblical world view.

- d. Produce an original researched, organized, and written historical essay using a recognized documentation style.
- e. Orally present, defend, and critique historical essays.

## ADMISSIONS REQUIREMENTS

A minimum grade of "C" is required in HY 272 or HY 273 as part of the Liberal Arts Core.

## GRADUATION REQUIREMENTS

1. Completion of all basic requirements for graduation from Emmanuel College including the liberal arts core requirements and electives.
2. Completion of requirements for the History Major (Bachelor of Arts or Bachelor of Science). At least forty (40) hours must be upper-level courses.
3. Completion of requirements for Minor in another department for the Bachelor of Science in History OR Completion of fifteen (12) hours of Foreign Language for the Bachelor of Arts in History.
4. Maintain a minimum grade point average of 2.00, produce a senior paper under the direction of a member of the History Department faculty, and perform satisfactorily on an exit examination.

# HISTORY MAJOR

## BACHELOR OF SCIENCE OPTION

### LIBERAL ARTS CORE

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

#### Humanities

Literature	3 hrs.
Humanities/Philosophy	
Theater/Foreign Language/Literature	3 hrs.

#### Social and Behavioral Science

HY 272 (American History I)	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

#### Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics	3 hrs.

#### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

#### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

Total	44 hrs.
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### MAJOR LOWER AND UPPER-LEVEL COURSES

#### History Major Courses

HY 273 (American History II)	3 hrs.
HY 110 (Western Civ I)	3 hrs.
HY 111 (Western Civ II)	3 hrs.
HY 320 (Historiography)	3 hrs.
US History electives:	18 hrs.
HY 301 (History of Georgia)	
HY 335 (Birth of American Nation)	

HY340 (Early National/Antebellum)	
HY 345 (Growth of American Nation)	
HY 435 (Expansion of American Nation)	
HY 470/471 (Special Topics in Historical Studies)	
Non-US History electives:	18 hrs.
HY 260 (World History)	
HY 310 (Ancient History)	
HY 311 (Medieval History)	
HY 312 (History of Christianity)	
HY 315 (Renaissance/Reformation)	
HY 411(19th Century Europe)	
HY 412 (20th Century Europe)	
HY 470/471 (Special Topics in Historical Studies)	
HY 491 (History/Pre-Law Seminar I)	1 hr.
HY 492 (History/Pre-Law Seminar II)	1 hr.

Minor Area	18 hrs.
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Electives	8 hrs.
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TOTAL	120 Hrs.
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## BACHELOR OF ARTS OPTION

### LIBERAL ARTS CORE

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

#### Humanities

Literature	3 hrs.
Humanities/Philosophy	
Theater/Foreign Language/Literature	3 hrs.

#### Social and Behavioral Science

HY 272 (American History I)	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

#### Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics	3 hrs.

#### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

## HISTORY MAJOR PRE-LAW CONCENTRATION

Physical Wellness	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.
<b>Total</b>	<b>44 hrs.</b>
<b>BACHELOR OF ARTS LANGUAGE COURSES</b>	
Foreign Language (French, Spanish, Greek, Old English)	12 hrs.
<b>MAJOR LOWER AND UPPER-LEVEL COURSES</b>	
History Major Courses	
HY 273 (American History II)	3 hrs.
HY 110 (Western Civ I)	3 hrs.
HY 111 (Western Civ II)	3 hrs.
HY 320 (Historiography)	3 hrs.
US History electives:	18 hrs.
HY 301 (History of Georgia)	
HY 335 (Birth of American Nation)	
HY 340 (Early National/Antebellum)	
HY 345 (Growth of American Nation)	
HY 435 (Expansion of American Nation)	
HY 470/471 (Special Topics in Historical Studies)	
Non-US History electives:	18 hrs.
HY 260 (World History)	
HY 310 (Ancient History)	
HY 311 (Medieval History)	
HY 312 (History of Christianity)	
HY 315 (Renaissance/Reformation)	
HY 411 (19th Century Europe)	
HY 412 (20th Century Europe)	
HY 470/471 (Special Topics in Historical Studies)	
HY 491 (History/Pre-Law Seminar I)	1 hr.
HY 492 (History/Pre-Law Seminar II)	1 hr.
<b>Electives</b>	<b>14 hrs.</b>
<b>TOTAL</b>	<b>120 Hrs.</b>

### PURPOSE

The Pre-Law Concentration in History provides a foundation for understanding basic needs and problems common to all mankind deemed vital to the student of law. The study of history and psychology provides a look at past attempts to deal with complicated human activities, as well as insights into human cultures and worldviews. An understanding of foundational business concepts will bring understanding of human beings as they seek to survive economically. A focus in English and communication will provide the student with the skills needed to convey his/her thoughts to others efficiently and effectively. All these disciplines train students to effectively conduct critical analysis of rhetoric and argument. Our program encourages enrollment in a number of challenging courses offered in order to provide solid preparation for various careers. Students who move on to law school will build upon and further refine the knowledges, abilities, and competencies learned in these programs.

### GOALS

The goal of the Pre-Law Concentration is to prepare the student, with completion of additional professional training, to pursue a career in business, law, criminal justice, or different humanities fields. The concentration is designed for students who plan to move on to a career in law, but not exclusively for those students. Students who are seeking other career choices will find the program rewarding and career enhancing as well.

### STUDENT LEARNING OUTCOMES

1. A graduate with a Pre-law concentration at Emmanuel College should be able to demonstrate the following skills and competencies:
  - e. Use appropriate historical, legal, or literary theory in the analysis of a variety of topics.
  - f. Critically interpret historical and contemporary events, as well as cultural artifacts within a biblical worldview.
  - g. Produce effectively researched, organized, and argued written essays using the appropriate style, documentation method, and formatting.



- h. Orally present, defend, and critique a variety of types of arguments.
2. A graduate with a Pre-law concentration at Emmanuel College should be able to understand the following:
- f. The variety of cultural worldviews that exist and some of the history of their development.
  - g. The structure and divisions of different governmental systems, including that of the United States and its state and local entities.
  - h. The origin and development of western democratic systems, principles, and values.
  - i. Principles and ethics of the business world and the legal concepts that accompany them.
  - j. The wide variety of English language cultural artifacts that have added beauty, wisdom, and cultural awareness to our society over time.
3. A GPA of 2.50 is required to meet graduation requirements of the History/Pre-Law Concentration.

## **HISTORY MAJOR PRE-LAW CONCENTRATION**

### **BACHELOR OF SCIENCE**

#### **LIBERAL ARTS CORE**

##### **Communication Skills**

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### **Humanities**

Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### **Social and Behavioral Science**

HY 272 (American History I)	3 hrs.
PS 101 (American Government)	3 hrs.

##### **Natural Science/Mathematical Reasoning**

Science (Lab course)	4 hrs.
MA 130 (College Algebra) OR MA 200 (Statistics)	3-4 hrs.

##### **Christian Ministries**

BI 111 (Biblical Literature & History)	3 hrs.
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BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
<b>Physical Wellness</b>	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.
<b>Total</b>	<b>44-45 hrs.</b>

### **MAJOR LOWER AND UPPER-LEVEL COURSES**

#### **History Major Courses**

HY 273 (American History II)	3 hrs.
HY 110 (Western Civilization I)	3 hrs.
US History Electives	18 hrs.
HY 301 (History of Georgia)	
HY 335 (Birth of American Nation)	
HY 340 (Early National/Antebellum)	
HY 345 (Growth of American Nation)	
HY 435 (Expansion of American Nation)	
HY 470/471 (Special Topics)	

#### **Non-US History Electives** 18 hrs.

HY 260 (World History)
HY 310 (Ancient History)
HY 311 (Medieval History)
HY 312 (History of Christianity)
HY 315 (Renaissance/Reformation)
HY 411 (19 <sup>th</sup> Century Europe)
HY 412 (20 <sup>th</sup> Century Europe)
HY 470/471 (Special Topics)

#### **Pre-Law Concentration Courses**

BU 310 (Business Law)	3 hrs.
BU 422 (Business Ethics)	3 hrs.
CJ 200 (Introduction Criminal Justice)	3 hrs.
CJ 310 (Criminal Law)	3 hrs.
CM 210 (Interpersonal Communication) OR CM 302 (Persuasion)	3 hrs.
CM 401 (Communication Law)	3 hrs.
EN 360 (Advanced Grammar)	3 hrs.
EN 302 (Technical Writing) OR EN 370 (Advanced Composition)	3 hrs.
EN 303 (LSAT Preparation)	1 hr.
GY 101 (Human Geography)	3 hrs.
HY 111 (Western Civilization I)	3 hrs.
HY 320 (Historiography)	3 hrs.
HY 491/492 (History/Pre-Law Seminar)	2 hrs.

PS 102 (State and Local Government)	3 hrs.	Upper-Level American History	3 hrs.
		Upper Level European/World History	3 hrs.
TOTAL	125-126 hrs.	Upper-Level History Course Elective	3 hrs.
<b>HISTORY MINOR</b>		TOTAL	18 hrs.

### ADMISSIONS REQUIREMENTS

Qualifications for admission to the History Minor:

1. Completion of one course in history at Emmanuel College with the grade of “C” or higher;
2. Grade point average of at least 2.00;
3. Maintain an average of 2.5 in history courses.

### REQUIREMENTS

In addition to completion of the Liberal Arts Core and completion of the requirements for the major in another area, the following courses must be taken to qualify as a History Minor. In general, courses that are required in a student’s major will not meet a requirement in a student’s minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of “C” or higher in each course is required.

#### Lower-Level History Requirements:

The History Minor must take all four lower-level history courses. Since the Liberal Arts Core requires one history course for all students, the departmental requirement is for the History Minor to take the other three lower-level history courses, nine hours of which will meet the History Minor requirement.

HY 110\*, 111\* (Western Civ I & II) and  
 HY 272\*, 273\* (American I & II) 9 hrs.

\*One course is a Liberal Arts Core requirement.

#### Upper-Level History Course Requirements:

The History Minor must take upper-level courses in both American and non-American history. All upper-level courses must not be in the same general field of study. This is a nine-hour requirement.

# MATHEMATICS

## PURPOSE

Those completing the mathematics degree will have the mathematical fluency to pursue graduate or professional level studies, an occupation in applied mathematics such as actuarial science or computer modeling, or academic positions, from high school teacher to college professor. The program will give the student experience in mathematical problem solving and analysis, mathematical modeling, abstract conceptual thinking, and technical communications and programming. The program requires a minor to compliment the student's areas of interest. Graduates from this program will find joy in learning, doing, and communicating mathematics to others. In addition to the study of mathematics, the program seeks to improve the student's relationship with Jesus Christ by training him/her to broaden his/her Christian worldview and instilling the desire for Christian ethics in the workplace.

## GOALS

The mathematics program at Emmanuel College will:

1. Provide a solid basic of understanding of core areas of mathematics, including linear algebra, abstract algebra, mathematical and numerical analysis, probability, statistics, geometry, and technical computing.
2. Develop the student's ability to formulate mathematical concepts, frame mathematical proofs, and communicate mathematics clearly.
3. Provide mathematical knowledge and communication skills needed in our society to fill economic, political, teaching, and scientific roles.

## STUDENT LEARNING OUTCOMES

Graduates earning a B.S. in Mathematics will be able to:

1. Create appropriate mathematical constructs for problems and solve them.
2. Demonstrate the ability to reason mathematically, prove conjectures and identify flaws in analysis.

3. Demonstrate knowledge of concepts, structures, results, and methods from different branches of mathematics and apply them in analysis of data and problems.

4. Communicate problems, mathematical approaches and results effectively.

5. Apply technology to effectively analyze data and solve problems.

## GRADUATION REQUIREMENTS

The student must have completed the core curriculum and the requirements for the Bachelor of Science in Mathematics. The student must have received at least "C" in each mathematics course as well as have a minimum grade point average of 2.5.

## MATHEMATICS MAJOR

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### Social and Behavioral Science

History	3 hrs.
Political Science/Psychology/ Sociology/Economics	3 hrs.

##### Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
MA 200 (Statistics)	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
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BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
Physical Wellness	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.
Total	44 hrs.

#### MAJOR LOWER AND UPPER-LEVEL COURSES

##### Mathematics Courses

MA 175 (Precalculus)	4 hrs.
MA 240 (Calculus I)	4 hrs.
MA 241 (Calculus II)	4 hrs.
MA 242 (Calculus III)	3 hrs.
MA 300 (Foundations in Geometry)	3 hrs.
MA 305 (Intro to Higher Mathematics)	3 hrs.
MA 315 (Linear Algebra I)	3 hrs.
MA 350 (Differential Equations)	3 hrs.
MA 367 (Mathematical Solutions)	3 hrs.
MA 400 (Statistics & Probability)	3 hrs.
MA 420 (Abstract Algebra)	3 hrs.
MA 440 (Mathematical Analysis)	3 hrs.
MA 441 (Numerical Analysis)	3 hrs.
MA 450 (Senior Seminar in Mathematics)	3 hrs.

Minor Area 18 hrs.

General Electives 13 hrs.

TOTAL 120 hrs.

## MATHEMATICS MINOR

### ADMISSIONS REQUIREMENTS

The student must have completed MA 175 Pre-calculus and earned at least a "C." The Mathematics faculty will assist the major department advisor with any questions on advisement for registration in the minor.

### REQUIREMENTS

In addition to completing the requirements of the liberal arts core and completion of the requirements for a major in another area, the following courses must be taken to qualify as a Mathematics Minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

MA 175 (Pre-Calculus)	4 hrs.
MA 240 (Calculus I)	4 hrs.
MA 241 (Calculus II)	4 hrs.
MA 305 (Intro to Higher Mathematics)	3 hrs.
MA 315 (Linear Algebra I)	3 hrs.
MA 420 (Abstract Algebra)	3 hrs.

TOTAL 21 hrs.

# PSYCHOLOGY

## PURPOSE

The purpose of the Psychology program at Emmanuel College is to provide students with a broad-based knowledge of the history of psychology as a science, its current fund of information concerning bio-psychosocial process, the application of psychological principles to professional practice, and the experiential and theoretical integration of psychology and Christianity. Furthermore, those students completing the psychology degree will have the background to pursue graduate level programs in psychology, counseling, or social work.

Our mission is to prepare students for one of many endeavors:

- a. graduate study in psychology or a psychology-related field;
- b. a career in the helping professions; and,
- c. an enlightened understanding of God, themselves, and others as they enter the world after college.

## GOALS

To accomplish its purpose, the Psychology program will:

1. Examine both the modern and ancient aspects of the discipline of psychology.
2. Help students gain a broad-based knowledge in the current field of psychology.
3. Train students from a Christian perspective and develop skills in interpersonal relationships, communication with clients, and interviewing techniques.
4. Increase students' understanding of the integrative aspects of psychology, spirituality, and Christianity.
5. Encourage students to make progress toward personal, social, and spiritual maturation.
6. Help students gain necessary skills in the interpretation of human behavior, thought, and emotion.

7. Expose students to the many applied areas in psychology and help prepare them for graduate programs or vocational choices.

## STUDENT LEARNING OUTCOMES

Graduates of the Psychology program should possess the following knowledge base at an undergraduate level of proficiency:

1. Cognitive processes, including language, memory, learning, think, and cognition.
2. Biological foundations of behavior, including physiology, sensation, perception, comparative psychology, and ethnology.
3. Therapeutic applications of psychological principles, including personality, abnormal, and clinical therapies.
4. Bio-psychosocial development, including developmental and social processes.
5. Secular (APA) and Christian codes of ethics as applied to various areas of professional psychology.

Graduates of the Psychology program should possess the following skills at an undergraduate level of proficiency:

1. Evaluate an experiment within the realm of the behavioral sciences.
2. Organize and give formal presentations in a variety of settings, such as academic, church, or community.
3. Use effective interpersonal relationship skills in the classroom or in a therapeutic setting.

## ASSESSMENT METHODOLOGIES

The Psychology program will assess its program and student learning outcomes in the following ways:

### Program-Level Assessments

Program level assessments shall occur at the program objective level and measure how well our students are

attaining those objectives. The methodologies by which these objectives shall be assessed are as follows:

Primary Assessment:

1. Psychology Exit Exam that covers the essential knowledge base of undergraduate psychology (Objectives 1, 2, 3, 5) that is administered in the students' final semester.
2. Psychology Seminar (PY 400 Ethics Exam) (Objective 4).

Secondary Assessment:

All of these data will be maintained in a departmental file.

1. Portfolios comprised of students' research projects or experimental designs (Objective 6).
2. Rubrics assessing performance skills (counseling, formal oral presentations) that reflect teacher observations, video tape sessions, or self-assessments (OUTCOMES 7, 8).

**ADMISSIONS REQUIREMENTS**

The student must have completed the core curriculum requirements and earned a cumulative grade point average of 2.5 or above on all work attempted through the sophomore year. Students whose cumulative grade point average is less than the 2.5 requirement at the beginning of their junior year will have one semester to make substantial improvement toward a 2.5 cumulative grade point average. Substantial improvement is defined as having the possibility of achieving the required GPA by the end of the next semester. If this does not happen, the student will not be considered a Psychology Major. A minimum of "C" is required in SO 172, BIO 111, BIO 112, and Mathematics as part of the Liberal Arts Core.

**GRADUATION REQUIREMENTS**

Completion of all basic requirements for graduation from Emmanuel College includes completion of the core curriculum, the major requirements for either the Bachelor of Science in Psychology or the Bachelor of Arts in Psychology, and a minimum grade point average of 2.5.

**PSYCHOLOGY MAJOR**

**BACHELOR OF SCIENCE OPTION**

LIBERAL ARTS CORE

Communication Skills	
EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.
Humanities	
Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.
Social and Behavioral Sciences	
History	3 hrs.
SO 172 (Intro to Sociology)	3 hrs.
Natural Sciences/Mathematical Reasoning	
BIO 111 (Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
Mathematics (College Algebra or higher)	4 hrs.
Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
Physical Wellness	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.
Total	45 hrs.

**MAJOR LOWER AND UPPER-LEVEL COURSES**

Computer Courses	
BU 250 (Computer Applications)	3 hrs.
Natural Science Courses	
BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.

CHM 220, 221 (Chemistry I & II) OR		Christian Ministries	
SC 330, 331 (Anatomy/Physiology I & II) OR		BI 111 (Biblical Literature & History)	3 hrs.
SC 240, 241 (Physics I & II)	8 hrs.	BI 112 (Interpreting Biblical Literature)	3 hrs.
Psychology Courses		BI 300 (Gospel of John)	3 hrs.
PY 210 (General Psychology)	3 hrs.	TH 237 (Christian Ethics)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.	Physical Wellness	
PY 305 (Behavioral Statistics)	3 hrs.	PE 105 (Total Fitness)	1 hr.
PY 307 (Research Design)	3 hrs.	ECF 101 (Foundations)	2 hrs.
PY 314 (History and Systems)	3 hrs.	SS 400 (Professions, Vocations, Missions)	1 hr.
PY 331 (Personality Theories)	3 hrs.	Total	45 hrs.
PY 400 (Psychology Seminar)	3 hrs.	<b>BACHELOR OF ARTS LANGUAGE COURSES</b>	
PY 410 (Spiritual Formation I)	3 hrs.	Foreign Language (French, Spanish	
PY 412 (Biological Bases of Behavior)	3 hrs.	Greek, Old English)	6 hrs.
PY 416 (Abnormal Psychology)	3 hrs.	<b>MAJOR LOWER AND UPPER-LEVEL COURSES</b>	
PY 429 (Social Psychology)	3 hrs.	Computer Courses	
PY 432 (Basic Counseling Skills)	3 hrs.	BU 250 (Computer Applications)	3 hrs.
PY 440 (Psychological Testing)	3 hrs.	Natural Science Courses	
Psychology Electives	9 hrs.	Science with Lab	4 hrs.
General Electives	15 hrs.	Psychology Courses	
<b>TOTAL</b>	<b>123 hrs.</b>	PY 210 (General Psychology)	3 hrs.
<b>BACHELOR OF ARTS OPTION</b>		PY 220 (Human Growth/Development)	3 hrs.
<b>LIBERAL ARTS CORE</b>		PY 305 (Behavioral Statistics)	3 hrs.
Communication Skills		PY 307 (Research Design)	3 hrs.
EN 101, 102 (Freshman Composition)	6 hrs.	PY 314 (History and Systems)	3 hrs.
CM 130 (Intro to Communication)	3 hrs.	PY 331 (Personality Theories)	3 hrs.
Humanities		PY 400 (Psychology Seminar)	3 hrs.
Literature	3 hrs.	PY 410 (Spiritual Formation I)	3 hrs.
Humanities/Philosophy/		PY 412 (Biological Bases of Behavior)	3 hrs.
Theater/Foreign Language/Literature	3 hrs.	PY 416 (Abnormal Psychology)	3 hrs.
Social and Behavioral Sciences		PY 429 (Social Psychology)	3 hrs.
History	3 hrs.	PY 432 (Basic Counseling Skills)	3 hrs.
SO 172 (Intro to Sociology)	3 hrs.	PY 440 (Psychological Testing)	3 hrs.
Natural Sciences/Mathematical Reasoning		Psychology Electives	9 hrs.
BIO 111 (Biology I)	3 hrs.	General Electives	17 hrs.
BIO 111L (Biology I Lab)	1 hr.	<b>TOTAL</b>	<b>123 hrs.</b>
Mathematics (College Algebra or higher)	4 hrs.		

**PSYCHOLOGY MAJOR**  
**3-2 Program with Richmond University**

**PURPOSE**

The Bachelor of Arts in Psychology 3-2 program at Emmanuel College is a collaborative program with Richmond Graduate University and is intended for students who desire a focused degree program in psychology which has a solid Biblical foundation for a career as a Licensed Professional Counselor (LPC) or a marriage and family therapist (LMFT). The course sequencing of Emmanuel College's Psychology 3-2 program prepares students obtain both an undergraduate degree and master's degree within 5 years.

**GOALS**

The primary goal of the Psychology 3-2 program at Emmanuel College is to prepare students to integrate their faith into counseling practice. The Psychology 3-2 program prepares students as a licensed professional counselor or a marriage and family therapist. Licensed professional counselors serve in a wide variety of capacities from traditional local church and denominational ministries to hospital, mental health, and human service agencies to private counseling practices. Specializations strengthen the students' abilities to work with specific client populations. The following specializations are offered as a certificate which is printed as a separate document to the graduate's diploma: Addictions Counseling, Child and Adolescent Counseling, Christian Sex Therapy, Spirituality and Counseling, and Trauma Counseling. Marriage and family therapists serve the church, community, and society at large in a variety of roles such as education, administration, marriage and family therapist, minister of family life and counseling, parent trainer, youth minister, pastor or teacher, business leader, public relations, and many varied settings in which counseling is needed. Marriage and family therapists work with a varied population presented with problems such as family crisis, conduct disorders, eating disorders, marital distress, sexual issues, bereavement, family trauma, various forms of addictions, anxiety and depression, financial and occupational issues, and spiritual concerns.

**ADMISSION REQUIREMENTS**

1. Submit an application to the Social and Behavioral Sciences Department requesting entry to the Psychology 3-2 program as a Psychology Major who has completed at

least one course in the major. The application includes a two to three-page essay with rationale for wanting to become a counselor and a personal interview by an Emmanuel College Psychology Professor.

2. The student must have earned a cumulative grade point average of 3.00 or above on all work attempted.
3. Completion of Richmond University's application materials by Feb 1 of the Spring of the 3<sup>rd</sup> year of enrollment.

**GRADUATION REQUIREMENTS**

1. Completion of all liberal arts core requirements (44 hrs.).
2. Completion of the requirements for major and upper-level courses for the Psychology degree (56 hrs.).
3. Completion of one year of graduate courses (24 hours) at Richmond University.
4. Completion of the Master of Arts in Professional Counseling courses from Richmond University prepares students for Tennessee and Georgia state licensure as a professional counselor and/or doctoral student.

**BACHELOR OF ARTS OPTION**

**LIBERAL ARTS CORE**

<b>Communication Skills</b>		
EN 101, 102 (Freshman Composition)		6 hrs.
CM 130 (Intro to Communication)		3 hrs.
<b>Humanities</b>		
Literature		3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature		3 hrs.
<b>Social and Behavioral Sciences</b>		
History		3 hrs.
SO 172 (Intro to Sociology)		3 hrs.
<b>Natural Sciences/Mathematical Reasoning</b>		
BIO 111 (Biology I)		3 hrs.
BIO 111L (Biology I Lab)		1 hr.
MA 130 (College Algebra)		4 hrs.



Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

Physical Wellness	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

Total 45 hrs.

**BACHELOR OF ARTS LANGUAGE COURSES**

Foreign Language (French, Spanish, Greek, Old English)	6 hrs.
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**MAJOR LOWER AND UPPER-LEVEL COURSES**

Natural Science Courses	
BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.

Psychology Courses	
SBS 101 (APA Writing)	1 hr.
PY 210 (General Psychology)	3 hrs.
PY 220* (Human Growth/Development)	3 hrs.
PY 305 (Behavioral Statistics)	3 hrs.
PY 307* (Research Design)	3 hrs.
PY 314 (History and Systems)	3 hrs.
PY 331* (Personality Theories)	3 hrs.
PY 400 (Psychology Seminar)	3 hrs.
PY 410 (Spiritual Formation I)	3 hrs.
PY 411* (Spiritual Formation II)	3 hrs.
PY 412 (Biological Bases of Behavior)	3 hrs.
PY 416 (Abnormal Psychology)	3 hrs.
PY 429 (Social Psychology)	3 hrs.
PY 432 (Basic Counseling Skills)	3 hrs.
PY 435* (Helping Relations Practicum)	3 hrs.
PY 440 (Psychological Testing)	3 hrs.

TOTAL 101 hrs.

\*These courses will be considered as courses which transfer towards the Master of Arts degree requirements at Richmond University.

**PSYCHOLOGY MINOR**

**ADMISSIONS REQUIREMENTS**

The student must have a minimum grade point average of 2.00 on all work completed.

**REQUIREMENTS FOR THE PSYCHOLOGY MINOR**

In addition to completion of the Liberal Arts Core and completion of the requirements for the major in another area, the following courses must be taken to qualify as a Psychology Minor. The Psychology minor requires 18 total hours in Psychology courses comprised of 9 hours of Required Psychology Courses and 9 hours of Elective Psychology Courses. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

PY 210 (General Psychology)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.
Psychology Upper-Level Electives	12 hrs.
Select any other four courses from the Psychology course offerings that are not required within the hourly requirements of a major.	

TOTAL 18 hrs.

## **BUSINESS AND COMMUNICATION**

### **Programs of Study:**

#### **Business Administration**

**Management Concentration**

**Computer Information Systems Concentration**

**Business Administration Pre-Law Concentration**

**Minor in Business**

**Minor in Computer Information Systems**

#### **Communication**

**Digital Media Production Concentration**

**Organizational Communication Concentration**

**Minor in Communication**

**Minor in Film Studies**

**Minor in Film & Television Production**

#### **Diversified Agriculture**

**Agricultural Business**

**Agricultural Communications**

**Agricultural Missions**

**Agricultural Science**

#### **Graphic Design**

**Minor in Graphic Design**

#### **Kinesiology**

**Kinesiology Concentration**

**Pre-Occupational Therapy Concentration**

**Pre-Physical Therapy Concentration**

**Minor in Kinesiology**

#### **Sports Management**

# BUSINESS ADMINISTRATION

## PURPOSE

The Bachelor of Business Administration (BBA) program is designed to prepare students for entry-level management positions in a variety of business organizations within the context of a Christian worldview. Beyond a study of foundational business courses, students may pursue one of two concentrations in this program: **Management** or **Computer Information Systems**. The Management concentration provides a broad study of business management-related subjects and issues. The Computer Information Systems concentration gives more in-depth study and hands-on training in technology within a business management context.

Students considering further graduate studies in business programs will find that our BBA program sets an academic foundation for typical Master of Business Administration (MBA) or Master of Science (MS) degree programs. Students preparing for MBA or MS studies are encouraged to take MA240 Calculus I and MA241 Calculus II in preparation for graduate level quantitative research.

However, students who are preparing for graduate studies in a Master of Arts area are encouraged to choose 6 hours of foreign languages as electives in preparation for that curriculum.

Our BBA program study includes but is not limited to: Accounting (Financial and Managerial), Business Ethics, Business Law, Business Policy and Strategy, Computer Office Applications, E-Commerce, Economics, Entrepreneurship (Small Business Management), Finance (Managerial), Human Resources, Information Systems, International Business, Internships, Management and Organizational Behavior, Marketing, Personal Financial Management, Production Operations, and Statistics.

## GOALS

To accomplish its purpose, the Business Administration program will:

1. Provide education and training through business courses deemed essential to successful employment after graduation.

2. Prepare interested students for successful pursuit of graduate study in the field of business administration. (NOTE: Completion of a course(s) in Calculus will usually be necessary for entrance into graduate school).

3. Maintain a visible involvement in the local business community, so as to provide avenues of exposure and support for students, as well as possible employment opportunities.

## STUDENT LEARNING OUTCOMES

Graduates of the Business Administration program should be able to:

1. Demonstrate a knowledge base appropriate to an undergraduate business administration level of proficiency, specifically in the areas of accounting, economics, finance, information systems, international business, legal and social environment, management, marketing, and statistics.

2. Integrate business knowledge and skills learned to think critically about business problems.

3. Apply business knowledge and skills learned to solve real-world problems.

4. On an introductory level, integrate one's knowledge of Scripture with the practice of business, and in particular (although not exclusively), properly apply Scripture and a Christian-based reasoning system to problems of business ethics.

5. Demonstrate an ability to effectively write and speak in an appropriate business manner.

6. Demonstrate an ability to work well with business teams, including (but not limited to) taking initiative, working with different types of personality and leadership styles, and following through with assignments.

## ADVANCED STANDING

For students to be eligible for advanced standing as a Business Administration major in the School of Business, the following requirements must be met: completion of MA 130 (College Algebra) or a higher math with a minimum grade of "C" and a cumulative grade point

average of 2.50 by the time the student has completed 60 hours of coursework at Emmanuel College. Business students who have not yet completed this requirement may not be allowed to register for any Business 300 or 400-level courses without permission of the department chair.

Transfer students who have already completed 60 or more hours of coursework but have not completed the mathematics requirement, must pass the required math course in the first semester of transfer. Until the math requirement is met, such students will be allowed to register for 300 or 400-level business courses only with the permission of the department chair.

### TRANSFER STUDENTS

Any student transferring to Emmanuel College and wishing to enroll in the Business Administration program must meet all requirements as outlined above. Each business course transferred in requires a minimum of “C” to be counted toward graduation.

### TECHNOLOGY REQUIREMENTS

The Department of Business Administration has adopted course materials, textbooks, and technology for a standard platform of instruction. Students taking courses in Business Administration or Computer Information Systems are required to have a laptop or tablet capable of running the current release of the Microsoft Windows Operating System with video and audio capabilities. Students may use other computer systems for personal use and classroom notes.

### GRADUATION REQUIREMENTS

In order to graduate with a Business Administration degree, a student must:

1. Complete the requirements listed below for the curriculum, for a total number of at least 120 semester hours.
2. Earn a minimum grade point average of 2.50 for ALL course work taken. NO grade below “C” in required business administration courses (those listed under Major Lower and Upper-Level Courses) will be accepted for graduation credit. In the event a grade of “D” or lower is earned in any required business course, that course must be retaken until a grade of “C” or higher is earned.

3. Meet all other college graduation requirements listed under Requirements of Graduation in this catalog.

## BACHELOR OF BUSINESS ADMINISTRATION MAJOR

### LIBERAL ARTS CORE

Communication Skills	
EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.
Humanities	
Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.
Social & Behavioral Science	
History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.
Natural Sciences/Mathematical Reasoning	
Science (Lab course)	4 hrs.
MA 130 (College Algebra or higher)	4 hrs.
Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
Physical Wellness	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Mission)	1 hr.
<b>Total</b>	<b>45 hrs.</b>

### BUSINESS ADMINISTRATION CORE

Business Core Courses	
BU 200, 201 (Macro/Microeconomics)	6 hrs.
BU 252 (Business Problem Solving)	3 hrs.
BU 260 (Financial Acct)	3 hrs.

BU 264 (Managerial Acct)	3 hrs.
BU 285 (Personal Financial Mgmt)	3 hrs.
BU 300 (Management/Org. Behavior)	3 hrs.
BU 305 (Marketing)	3 hrs.
BU 310 (Business Law)	3 hrs.
BU 315 (Business Statistics) OR MA 200 (Statistics)	3 hrs.
BU 422 (Business Ethics)	3 hrs.
BU 440 (E-Commerce Management)	3 hrs.
CM 310 (Business Communication)	3 hrs.
IS 255 (Information Systems)	3 hrs.
<b>Business Core Total</b>	<b>42 hrs.</b>

**Students must choose one of the following Concentrations:**

#### **MANAGEMENT CONCENTRATION**

BU 325 (Entrepreneurship)	3 hrs.
BU 345 (Managerial Finance)	3 hrs.
BU 410 (Human Resources Mgmt)	3 hrs.
BU 430 (Production/Operations Mgmt)	3 hrs.
BU 460 (International Business)	3 hrs.
BU 480 (Strategic Management)	3 hrs.
BU 490 (Business Seminar)	3 hrs.
GENERAL ELECTIVES	12 hrs.
<b>Management Concentration Total</b>	<b>33 hrs.</b>

**-OR-**

#### **COMPUTER INFORMATION SYSTEMS CONCENTRATION**

IS 240 (Operating Systems I with lab)	4 hrs.
IS 342 (Operating Systems II)	3 hrs.
IS 355 (Advanced Database)	3 hrs.
IS 358 (Systems Analysis and Design)	3 hrs.
IS 380 (Programming Logic and Design)	3 hrs.
IS 458 (Web Application Programming)	3 hrs.
BU Elective	3 hrs.
GENERAL ELECTIVES	11 hrs.
<b>Computer Information Systems Total</b>	<b>33 hrs.</b>
<b>TOTAL</b>	<b>120 hrs.</b>

## **BUSINESS ADMINISTRATION MAJOR PRE-LAW CONCENTRATION**

### **PURPOSE**

The Pre-Law Concentration in Business Administration provides a foundation for understanding basic needs and problems common to all mankind deemed vital to the student of law. The study of history and psychology provides a look at past attempts to deal with complicated human activities, as well as insights into human cultures and worldviews. An understanding of foundational business concepts will bring understanding of human beings as they seek to survive economically. A focus in English and communication will provide the student with the skills needed to convey his/her thoughts to others efficiently and effectively. All these disciplines train students to effectively conduct critical analysis of rhetoric and argument. Our program encourages enrollment in a number of challenging courses offered in order to provide solid preparation for various careers. Students who move on to law school will build upon and further refine the knowledges, abilities, and competencies learned in these programs.

### **GOALS**

The goal of the Pre-Law Concentration is to prepare the student, with completion of additional professional training, to pursue a career in business, law, criminal justice, or different humanities fields. The concentration is designed for students who plan to move on to a career in law, but not exclusively for those students. Students who are seeking other career choices will find the program rewarding and career enhancing as well.

### **STUDENT LEARNING OUTCOMES**

1. A graduate with a Pre-law concentration at Emmanuel College should be able to demonstrate the following skills and competencies:
  - a. Use appropriate historical, legal, or literary theory in the analysis of a variety of topics.
  - b. Critically interpret historical and contemporary events, as well as cultural artifacts within a biblical worldview.

- c. Produce effectively researched, organized, and argued written essays using the appropriate style, documentation method, and formatting.
  - d. Orally present, defend, and critique a variety of types of arguments.
2. A graduate with a Pre-law concentration at Emmanuel College should be able to understand the following:
- a. The variety of cultural worldviews that exist and some of the history of their development.
  - b. The structure and divisions of different governmental systems, including that of the United States and its state and local entities.
  - c. The origin and development of western democratic systems, principles, and values.
  - d. Principles and ethics of the business world and the legal concepts that accompany them.
  - e. The wide variety of English language cultural artifacts that have added beauty, wisdom, and cultural awareness to our society over time.
3. A GPA of 2.50 is required to meet graduation requirements of the Business/Pre-Law Concentration.

## **BUSINESS ADMINISTRATION MAJOR PRE-LAW CONCENTRATION**

### **BACHELOR OF SCIENCE**

#### **LIBERAL ARTS CORE**

##### **Communication Skills**

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### **Humanities**

Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### **Social and Behavioral Science**

HY 272 (American History I)	3 hrs.
PS 101 (American Government)	3 hrs.

##### **Natural Science/Mathematical Reasoning**

Science (Lab course)	4 hrs.
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MA 130 (College Algebra)	4 hrs.
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##### **Christian Ministries**

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### **Physical Wellness**

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
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SS 400 (Professions, Vocations, Missions)	1 hr.
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<b>Total</b>	<b>45 hrs.</b>
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### **MAJOR LOWER AND UPPER-LEVEL COURSES**

#### **Business Core Courses**

BU 200 (Macroeconomics)	3 hrs.
BU 201 (Microeconomics)	3 hrs.
BU 252 (Business Problem Solving)	3 hrs.
BU 260 (Financial Accounting)	3 hrs.
BU 264 (Managerial Accounting)	3 hrs.
BU 285 (Personal Financial Mgmt)	3 hrs.
BU 300 (Management/Org. Behavior)	3 hrs.
BU 315 (Business Statistics) OR MA 200 (Statistics)	3 hrs.
BU 410 (Human Resource Mgmt)	3 hrs.
BU 440 (E-Commerce Management)	3 hrs.
CM 310 (Business Communication)	3 hrs.
IS 255 (Information Systems)	3 hrs.

#### **Pre-Law Concentration Courses**

BU 310 (Business Law)	3 hrs.
BU 422 (Business Ethics)	3 hrs.
CJ 200 (Introduction Criminal Justice)	3 hrs.
CJ 310 (Criminal Law)	3 hrs.
CM 210 (Interpersonal Communication) OR CM 302 (Persuasion)	3 hrs.
CM 401 (Communication Law)	3 hrs.
EN 360 (Advanced Grammar)	3 hrs.
EN 302 (Technical Writing) OR EN 370 (Advanced Composition)	3 hrs.
EN 303 (LSAT Preparation)	1 hr.
GY 101 (Human Geography)	3 hrs.
HY 111 (Western Civilization I)	3 hrs.
HY 320 (Historiography)	3 hrs.
HY 491/492 (History/Pre-Law Seminar)	2 hrs.

PS 102 (State and Local Government) 3 hrs.

TOTAL 120 hrs.

**BUSINESS MINOR**  
**(For non-Business majors only)**

**ADMISSIONS REQUIREMENTS**

Students desiring to minor in Business must be referred to a Business Administration program advisor for advisement before registering for Business courses.

**REQUIREMENTS**

In addition to completion of the Liberal Arts Core and completion of the requirements for the major in another area, the following courses must be taken to qualify as a Business Minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

**TECHNOLOGY REQUIREMENTS**

The Department of Business Administration has adopted course materials, textbooks, and technology for a standard platform of instruction. Students taking courses in Business Administration or Computer Information Systems are required to have a laptop or tablet capable of running the current release of the Microsoft Windows Operating System with video and audio capabilities. Students may use other computer systems for personal use and classroom notes.

BU 200 (Macroeconomics) or  
BU 201 (Microeconomics) 3 hrs.  
BU 252 Business Problem Solv w/Excel) 3 hrs.  
BU 260 (Financial Acct) 3 hrs.  
BU 285 (Personal Financial Mgmt) 3 hrs.  
BU 300 (Management/Org. Behavior) 3 hrs.  
BU 310 (Business Law) 3 hrs.  
IS 255 (Information Systems) 3 hrs.

TOTAL 21 hrs.

**COMPUTER INFORMATION SYSTEMS MINOR**  
**(For non-Business majors only)**

**ADMISSIONS REQUIREMENTS**

Students desiring to minor in Computer Information Systems must be referred to a Business Administration advisor before registering for Computer Information Systems courses.

**REQUIREMENTS**

In addition to completion of the Liberal Arts Core and completion of the requirements for a major in another area, the following courses must be taken to qualify for a Computer Information Systems Minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

BU 252 (Business Problem Solving) 3 hrs.  
IS 240 (Operating Systems I with Lab) 4 hrs.  
IS 255 (Information Systems) 3 hrs.  
IS 342 (Operating Systems II) 3 hrs.  
IS 355 (Advanced Database) 3 hrs.  
IS 380 (Programming Logic Design) 3 hrs.

Total 19 hrs.

# COMMUNICATION

## PURPOSE

“Impacting the World for Christ Through Media.”

With this motto, Communication at EC prepares students to be Christian communicators in learning, working, and serving with their minds, hearts, and spirits throughout college and life.

Communication incorporates information, technology, and community. In the senior project course, students showcase their knowledge and skills acquired through the communication curriculum.

Aside from completing 16 hours of core communication courses, students choose the digital media production or organizational communication concentration. These concentrations prepare them for graduate school or entry-level positions in a variety of career choices, including Media Production, Public Relations, Graphic Design, Video Editing, Advertising, Layout and Design, Marketing, Fundraising, Human Resource Development, Communication Training and Consulting, etc.

## GOALS

Communication graduates’ value and practice ethical use of media and respect for others. Utilizing their ability to adapt to various audiences in different settings and purposes, our graduates are able to clearly speak the intended message. Relying on creativity and technology, their ability to work effectively in groups or independently to solve problems is essential in today’s workplace and as life-long learners.

## STUDENT LEARNING OUTCOMES

Communication graduates will demonstrate the following knowledge and skills:

1. Ability to orally present messages with appropriate audience analyses.
2. Ability to build and maintain small groups.
3. Ability to work with and continually learn new technologies.
4. Ability to critically evaluate and present a variety of viewpoints on issues.

5. Ability to use knowledge of existing research to conduct original research.

6. Knowledge of the theories, historical and critical, which underlie the communication field and the concentration studied.

## ADMISSION REQUIREMENTS

To be officially considered as a communication major, students must hold sophomore status or higher, be in good standing, and hold a cumulative grade point average (GPA) of 2.50 or higher. Students with less than 2.50 will not be eligible to receive a degree in communication from Emmanuel College.

Communication majors whose cumulative GPA drops below 2.50 are no longer considered communication majors. Acceptance back into the major is based on the decision of communication faculty. Students will not be admitted or readmitted into the program without the minimum 2.50 GPA.

## GRADUATION REQUIREMENTS

Students who successfully meet the requirements below will be recommended to the Registrar for graduation with a degree in Communication from Emmanuel College:

1. Completion of the College’s core curriculum.
2. Completion of the major requirements of the Bachelor of Arts or Science in Communication.
3. A grade of “C” or higher in each communication course required for the major.



**COMMUNICATION MAJOR**  
**DIGITAL MEDIA PRODUCTION**  
**CONCENTRATION**

**BACHELOR OF ARTS OPTION**

**LIBERAL ARTS CORE**

Communication Skills  
 EN 101, 102 (Freshman Composition) 6 hrs.  
 CM 130 (Intro to Communication) 3 hrs.

Humanities  
 Literature 3 hrs.  
 HU 205 (Art of Film) 3 hrs.

Social and Behavioral Science  
 HY 272/273 (American History) 3 hrs.  
 Political Science/Psychology/Sociology/  
 Economics/Geography 3 hrs.

Natural Science/Mathematical Reasoning  
 Science (Lab course) 4 hrs.  
 Mathematics 3 hrs.

Christian Ministries  
 BI 111 (Biblical Literature & History) 3 hrs.  
 BI 112 (Interpreting Biblical Literature) 3 hrs.  
 BI 300 (Gospel of John) 3 hrs.  
 TH 237 (Christian Ethics) 3 hrs.

Physical Wellness  
 PE 105 (Total Fitness) 1 hr.

ECF 101 (Foundations) 2 hrs.  
 SS 400 (Professions, Vocations, Missions) 1 hr.

Total 44 hrs.

**BACHELOR OF ARTS LANGUAGE COURSES**  
 Foreign Language (French, Spanish,  
 Greek, Old English) 6 hrs.

**MAJOR LOWER AND UPPER-LEVEL COURSES**

Computer Use  
 BU 250 (Computer Applications I) 3 hrs.

Communication Core  
 CM 151 (Communication Survey) 1 hr.  
 CM 230 (Media and Society) 3 hrs.  
 CM 316 (Multimedia & Public Comm.) 3 hrs.  
 CM 401 (Communication Law) 3 hrs.  
 CM 402 (Internship) 3 hrs.  
 CM 471 (Senior Project) 3 hrs.

Communication Concentration Courses:  
 CM 201 (Storytelling/Screenwriting) 3 hrs.  
 CM 210 (Interpersonal Communication) 3 hrs.  
 CM 219 (Emerging Media) 1 hr.  
 CM 235 (New Media Tools) OR  
 CM 236 (Intro to Sound) 3 hrs.  
 CM 240 (Digital Media Production) 3 hrs.  
 CM 241 (Design Technology I) 3 hrs.  
 CM 305 (Editing and Visual Effects) 3 hrs.  
 CM 309 (Digital Cinematography) 3 hrs.  
 CM 350 (Motion Graphics) 3 hrs.  
 CM 390 (Directing) 3 hrs.  
 CM 430 (e-Portfolio) 1 hr.  
 Communication Electives 13 hrs.

Electives or Minor 12 hrs.

**TOTAL 123 hrs.**

**BACHELOR OF SCIENCE OPTION**

**LIBERAL ARTS CORE**

Communication Skills  
 EN 101, 102 (Freshman Composition) 6 hrs.  
 CM 130 (Intro to Communication) 3 hrs.

Humanities  
 Literature 3 hrs.  
 HU 205 (Art of Film) 3 hrs.

Social and Behavioral Science  
 HY 272/273 (American History) 3 hrs.  
 Political Science/Psychology/Sociology/  
 Economics/Geography 3 hrs.

Natural Science/Mathematical Reasoning  
 Science (Lab course) 4 hrs.  
 Mathematics 3 hrs.

Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

Physical Wellness	
PE 105 (Total Fitness)	1 hr.

ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

Total 44 hrs.

**MAJOR LOWER AND UPPER-LEVEL COURSES**

Computer Use	
BU 250 (Computer Applications I)	3 hrs.

Communication Core	
CM 151 (Communication Survey)	1 hr.
CM 230 (Media and Society)	3 hrs.
CM 316 (Multimedia & Public Comm.)	3 hrs.
CM 401 (Communication Law)	3 hrs.
CM 402 (Internship)	3 hrs.
CM 471 (Senior Project)	3 hrs.

Communication Concentration Courses:	
CM 201 (Storytelling/Screenwriting)	3 hrs.
CM 210 (Interpersonal Communication)	3 hrs.
CM 219 (Emerging Media)	1 hr.
CM 235 (New Media Tools) OR	
CM 236 (Intro to Sound)	3 hrs.
CM 240 (Digital Media Production)	3 hrs.
CM 241 (Design Technology I)	3 hrs.
CM 305 (Editing and Visual Effects)	3 hrs.
CM 309 (Digital Cinematography)	3 hrs.
CM 350 (Motion Graphics)	3 hrs.
CM 390 (Directing)	3 hrs.
CM 430 (e-Portfolio)	1 hr.
Communication Electives	13 hrs.

Electives or Minor 18 hrs.

**TOTAL 123 hrs.**

**COMMUNICATION MAJOR  
ORGANIZATIONAL COMMUNICATION  
CONCENTRATION**

**BACHELOR OF ARTS OPTION**

**LIBERAL ARTS CORE**

Communication Skills	
EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

Humanities	
Literature	3 hrs.
Humanities/Philosophy/Film/ Theater/Foreign Language/Literature	3 hrs.

Social and Behavioral Science	
HY 272/273 (American History)	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

Natural Science/Mathematical Reasoning	
Science (Lab course)	4 hrs.
Mathematics	3 hrs.

Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

Physical Wellness	
PE 105 (Total Fitness)	1 hr.

ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

Total 44 hrs.

**BACHELOR OF ARTS LANGUAGE COURSES**

Foreign Language (French, Spanish, Greek, Old English)	6 hrs.
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**MAJOR LOWER AND UPPER-LEVEL COURSES**

Computer Use	
BU 250 (Computer Applications I)	3 hrs.

Business Administration Electives		Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.
Choose one of the following:	3 hrs.		
BU 300 (Management)			
BU 305 (Marketing)		Natural Science/Mathematical Reasoning	
BU 315 (Business Statistics)		Science (Lab course)	4 hrs.
		Mathematics	3 hrs.
Communication Core		Christian Ministries	
CM 152 (Communication Survey)	1 hrs.	BI 111 (Biblical Literature & History)	3 hrs.
CM 230 (Media and Society)	3 hrs.	BI 112 (Interpreting Biblical Literature)	3 hrs.
CM 316 (Multimedia & Public Comm.)	3 hrs.	BI 300 (Gospel of John)	3 hrs.
CM 401 (Communication Law)	3 hrs.	TH 237 (Christian Ethics)	3 hrs.
CM 402 (Internship)	3 hrs.		
CM 471 (Senior Project)	3 hrs.	Physical Wellness	
		PE 105 (Total Fitness)	1 hr.
Communication Concentration Courses:		ECF 101 (Foundations)	2 hrs.
CM 206 (Communication Writing Styles)	3 hrs.	SS 400 (Professions, Vocations, Missions)	1 hr.
CM 210 (Interpersonal Communication)	3 hrs.		
CM 220 (Communication Theory)	3 hrs.	Total	44 hrs.
CM 235 (New Media Tools) OR			
CM 250 (Small Group Communication)	3 hrs.		
CM 302 (Persuasion)	3 hrs.	MAJOR LOWER AND UPPER-LEVEL COURSES	
CM 310 (Business/Prof. Speech)	3 hrs.	Computer Use	
CM 317 (Professional Interviewing)	3 hrs.	BU 250 (Computer Applications I)	3 hrs.
CM 318 (Organizational Communication)	3 hrs.		
CM 320 (Public Relations)	3 hrs.	Business Administration Electives	
CM 360 (Intercultural Communication) OR		Choose one of the following:	3 hrs.
CM 362 (Gender Communication)	3 hrs.	BU 300 (Management)	
CM 451 (Research Methods)	3 hrs.	BU 305 (Marketing)	
Communication Electives	10 hrs.	BU 315 (Business Statistics)	
Electives or Minor	8 hrs.		
TOTAL	123 hrs.	Communication Core	
		CM 152 (Communication Survey)	1 hrs.
<b>BACHELOR OF SCIENCE OPTION</b>		CM 230 (Media and Society)	3 hrs.
		CM 316 (Multimedia & Public Comm.)	3 hrs.
<b>LIBERAL ARTS CORE</b>		CM 401 (Communication Law)	3 hrs.
Communication Skills		CM 402 (Internship)	3 hrs.
EN 101, 102 (Freshman Composition)	6 hrs.	CM 471 (Senior Project)	3 hrs.
CM 130 (Intro to Communication)	3 hrs.	Communication Concentration Courses:	
Humanities		CM 206 (Communication Writing Styles)	3 hrs.
Literature	3 hrs.	CM 210 (Interpersonal Communication)	3 hrs.
Humanities/Philosophy/Film/ Theater/Foreign Language/Literature	3 hrs.	CM 220 (Communication Theory)	3 hrs.
		CM 235 (New Media Tools) OR	
Social and Behavioral Science		CM 250 (Small Group Communication)	3 hrs.
HY 272/273 (American History)	3 hrs.	CM 302 (Persuasion)	3 hrs.
		CM 310 (Business/Prof. Speech)	3 hrs.
		CM 317 (Professional Interviewing)	3 hrs.

CM 318 (Organizational Communication)	3 hrs.	Total	44 hrs.
CM 320 (Public Relations)	3 hrs.		
CM 360 (Intercultural Communication) OR CM 362 (Gender Communication)	3 hrs.	<b>BACHELOR OF ARTS LANGUAGE COURSES</b>	
CM 451 (Research Methods)	3 hrs.	Foreign Language (French, Spanish, Greek, Old English)	6 hrs.
Communication Electives	10 hrs.		
Electives or Minor	8 hrs.	<b>MAJOR LOWER AND UPPER-LEVEL COURSES</b>	

TOTAL 123 hrs.

## COMMUNICATION MAJOR

### SPORTS COMMUNICATION CONCENTRATION

#### BACHELOR OF ARTS OPTION

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
HU 205 (Art of Film)	3 hrs.

##### Social and Behavioral Science

HY 272/273 (American History)	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

##### Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

##### Computer Use/Business Administration

BU 250 (Computer Applications I)	3 hrs.
BU 305 (Marketing)	3 hrs.

##### Communication Core

CM 152 (Communication Survey)	1 hrs.
CM 230 (Media and Society)	3 hrs.
CM 316 (Multimedia & Public Comm.)	3 hrs.
CM 401 (Communication Law)	3 hrs.
CM 402 (Internship)	3 hrs.
CM 471 (Senior Project)	3 hrs.

##### Communication Concentration Courses:

CM 206 (Communication Writing Styles)	3 hrs.
CM 219 (Emerging Media)	1 hrs.
CM 240 (Digital Media Production)	3 hrs.
CM 241 (Design Technology I)	3 hrs.
CM 302 (Persuasion)	3 hrs.
CM 305 (Editing/Visual Effects)	3 hrs.
CM 309 (Digital Cinematography)	3 hrs.
CM 310 (Business/Prof. Speech)	3 hrs.
CM 317 (Professional Interviewing)	3 hrs.
CM 320 (Public Relations)	3 hrs.
CM 325 (Sports Communication/PR)	3 hrs.
CM 425 (Sports Media Production)	3 hrs.
CM 430 (e-Portfolio)	1 hr.
Communication Electives	4 hrs.

##### Sports Management

KN 400 (Contemporary Issues in Sport)	3 hrs.
KN 410 (Sports Management)	3 hrs.

##### Electives or Minor

6 hrs.

##### TOTAL

123 hrs.

## BACHELOR OF SCIENCE OPTION

### LIBERAL ARTS CORE

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

#### Humanities

Literature	3 hrs.
HU 205 (Art of Film)	3 hrs.

#### Social and Behavioral Science

HY 272/273 (American History)	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

#### Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics	3 hrs.

#### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

#### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
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SS 400 (Professions, Vocations, Missions)	1 hr.
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Total	44 hrs.
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### MAJOR LOWER AND UPPER-LEVEL COURSES

#### Computer Use/Business Administration

BU 250 (Computer Applications I)	3 hrs.
BU 305 (Marketing)	3 hrs.

#### Communication Core

CM 152 (Communication Survey)	1 hrs.
CM 230 (Media and Society)	3 hrs.
CM 316 (Multimedia & Public Comm.)	3 hrs.
CM 401 (Communication Law)	3 hrs.
CM 402 (Internship)	3 hrs.
CM 471 (Senior Project)	3 hrs.

#### Communication Concentration Courses:

CM 206 (Communication Writing Styles)	3 hrs.
CM 219 (Emerging Media)	1 hrs.
CM 240 (Digital Media Production)	3 hrs.
CM 241 (Design Technology I)	3 hrs.
CM 302 (Persuasion)	3 hrs.
CM 305 (Editing/Visual Effects)	3 hrs.
CM 309 (Digital Cinematography)	3 hrs.
CM 310 (Business/Prof. Speech)	3 hrs.
CM 317 (Professional Interviewing)	3 hrs.
CM 320 (Public Relations)	3 hrs.
CM 325 (Sports Communication/PR)	3 hrs.
CM 425 (Sports Media Production)	3 hrs.
CM 430 (e-Portfolio)	1 hr.
Communication Electives	7 hrs.

#### Sports Management

KN 400 (Contemporary Issues in Sport)	3 hrs.
KN 410 (Sports Management)	3 hrs.

Electives or Minor	9 hrs.
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TOTAL	123 hrs.
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## COMMUNICATION MINOR

### ADMISSIONS REQUIREMENTS

To be considered as a minor in Communication, students must meet these requirements:

- complete EN 101, EN 102 and CM 130 with a grade of “C” or higher;
- hold a cumulative grade point average of 2.50 or higher.

### REQUIREMENTS

In addition to completion of the Liberal Arts Core and completion of the requirements for a major in another area, the following courses must be taken to qualify for a Communication Minor. In general, courses that are required in a student’s major will not meet a requirement in a student’s minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of “C” or higher in each course is required.

CM 210 (Interpersonal Communication)	3 hrs.
CM 230 (Media and Society)	3 hrs.
CM 235 (New Media Tools)	3 hrs.
Communication Electives	9 hrs.
Total	18 hrs.

## FILM STUDIES MINOR\*

This minor is offered through a partnership with the Council of Christian Colleges & Universities Los Angeles Film Studies Center. Therefore, the requirements for admittance to this program are subject to criteria established by Emmanuel College and the CCCU.

### ADMISSIONS REQUIREMENTS

To be considered for a minor in Film Studies, students must meet these requirements:

1. Complete EN 101, EN 102, and CM 130 with a grade of “C” or higher;
2. Hold a cumulative grade point average of 2.75 or higher;

3. Apply and be accepted to the Los Angeles Film Studies Center.

### REQUIREMENTS

In addition to completion of the Liberal Arts Core and completion of the requirements for a major in another area, the following courses must be taken to qualify for a Film Studies Minor. In general, courses that are required in a student’s major will not meet a requirement in a student’s minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of “C” or higher in each course is required.

#### Non-Communication Majors Only:

CM 201 (Storytelling & Screenwriting)	3 hrs.
CM 370 (Hollywood Production)	4 hrs.
CM 375 (Theology in Hollywood)	3 hrs.
CM 403 (Internship)	6 hrs.
CM 470 (Film Elective)	3 hrs.

Total 16-19 hrs.

\*Emmanuel students will not be allowed to participate in the CCCU off-campus film studies program unless they complete the CCCU application process, are accepted by the CCCU, and pay in full all tuition and fees associated with their off-campus semester no later than one-month prior to the first day of off-campus classes. (FACTS agreements which extend beyond this one-month deadline will not be considered payment in full.) Acceptance into the Emmanuel College Film Studies Minor does not guarantee acceptance into the CCCU off-campus film studies program. [www.bestsemester.com/lafsc/](http://www.bestsemester.com/lafsc/)

## FILM & TELEVISION PRODUCTION MINOR

This minor is offered through an agreement with the Georgia Film Consortium (GFC) and utilizes coordinated services from the Georgia Film Academy (GFA). Therefore, the location of the courses offered will vary based on availability. Students should consider if they have a reliable form of transportation for attending these classes before registering.

### POSSIBLE LOCATIONS

Trilith Studios (formerly Pinewood Atlanta Studios)  
461 Sandy Creek Road  
Fayetteville, GA 30214

OFS Studios  
6305 Crescent Drive  
Norcross, GA 30071

Axis Replay  
Coda Building - 756 W Peachtree St NW  
Atlanta, GA 30308

Inman Park - 112 Krog St NE #10,  
Atlanta, GA 30307

### ADMISSIONS REQUIREMENTS

To be considered for a minor in Film & Television Production, students must meet these requirements:

1. Complete EN 101, EN 102, and CM 130 with a grade of "C" or higher;
2. Hold a cumulative grade point average of 2.5 or higher;

### REQUIREMENTS

In addition to completion of the Liberal Arts Core and completion of the requirements for a major in another area, students must choose one of the following pathways and complete the requirements for that pathway to qualify for a Film & Television Production Minor. There can be no duplication of course work in this minor. Therefore, if any of the following courses are required by one's major, additional courses will need to be completed for a total of 18 hours of credit for the minor. Where there are

prerequisites, they must be met. A grade of "C" or higher is required for each course taken in this minor.

### COURSE DELIVERY

At this time, the GFC plans to deliver Fall classes in a hybrid model. Students will have the ability to come to an approved off-site industry hub to receive hands-on instruction, while completing lectures, discussions, assignments, and tests virtually via Desire 2 Learn (D2L). The classes will meet synchronously each week.

For safe and successful delivery of ALL face-to-face instruction, classes will be divided into smaller groups with social distancing that will follow GFA's COVID compliance protocols, including requiring masks for all instructors, students, and staff. Students will report to their scheduled location on a rotating basis for their weekly hands-on, face-to-face instruction. Instructors will communicate to their class(es) the dates each group will participate in the in-person learning. They will also receive a follow up email at least one week prior to the start of the semester with first-day instructions, including the COVID compliance plan and how to access the online course shell for the virtual instruction.

### GFA Film & Television Production Pathway

#### Step 1:

GFA 1000 Introduction to Film &  
Television Production 6 hrs.

#### Step 2: GFA Production Specialty Craft Course (choose 1)

GFA 2010 Set Construction & Scenic Painting  
OR GFA 3010 Production Design I 6 hrs.

GFA 2020 Lighting & Electric OR  
GFA 3020 Motion Picture Set Lighting I 6 hrs.

GFA 2030 Grip & Rigging 6 hrs.

GFA 2050 Introduction to Special Makeup Effects 6 hrs.

GFA 2060 Production Accounting &  
Office Management 6 hrs.

#### Step 3

GFA 4000 Film, Television & Digital  
Entertainment Apprenticeship 6 hrs.

*\*\*Competitive, by application and acceptance only\*\**

### OR

Second Production Specialty Craft Course at 3000 level

OR 4000 level (if prerequisite met) (choose 1)	
GFA 3010 Production Design I (if haven't taken GFA 2010)	6 hrs.
GFA 3020 Motion Picture Set Lighting I (if haven't taken GFA 2020)	6 hrs.
GFA 4010 Production Design II (prerequisite: GFA 2010 OR 3010)	6 hrs.
GFA 4020 Motion Picture Set Lighting II (prerequisite: GFA 2020 OR 3020)	6 hrs.
Total	18 hrs.

### GFA Film & Television Post-Production Pathway

Step 1:	
GFA 1040 Introduction to Film & Television Post-Production	6 hrs.
*Requires \$100 additional course fee	

Step 2:	
GFA Post-Production Specialty Craft Course (choose 1)	
GFA 2040 Fundamentals of Editing with Avid Media Composer 100 OR	
GFA 3040 Introduction to Editing with Avid Media Composer 100	6 hrs.
GFA 2140 Fundamentals of Sound Design with Avid Pro Tools 100 OR	
GFA 3140 Introduction to Sound Design with Avid Pro Tools 100	6 hrs.

Step 3:	
GFA 4000 Film, Television & Digital Entertainment Apprenticeship	6 hrs.
**Competitive, by application and acceptance only**	

<b>OR</b>	
Second Post-Production Specialty Craft Course 3000 OR 4000 level (if prerequisite met) (choose 1)	

GFA 3040 Introduction to Editing with Avid Media Composer 100 (if haven't taken GFA 2040)	6 hrs.
GFA 3140 Introduction to Sound Design with Avid Pro Tools 100 (if haven't taken GFA 2140)	6 hrs.

GFA 4040 Advanced Editing with Avid Media Composer 200 (prerequisite: GFA 2040 OR 3040)	6 hrs.
GFA 4140 Advanced Sound Design with Avid Pro Tools 200 (prerequisite: GFA 2140 OR GFA 3140)	6 hrs.
Total	18 hrs.

### GFA Digital Entertainment, Esports & Game Development Pathway

Step 1:	
GFA 1500 Introduction to Digital Entertainment, Esports & Game Development	6 hrs.

Step 2:	
GFA Digital Entertainment, Esports & Game Development Specialty Craft Course (choose 1)	
GFA 2510 Event Management for Digital Entertainment & Esports OR	
GFA 3510 Digital Entertainment & Esports Event Design	6 hrs.
GFA 2520 Hosting & Casting for Digital Entertainment & Esports OR	
GFA 3520 Digital Entertainment & Esports Creative Development	6 hrs.

Step 3:	
GFA 4000 Film, Television & Digital Entertainment Apprenticeship	6 hrs.
**Competitive, by application and acceptance only**	

<b>OR</b>	
Second Esports Specialty Craft Course at 3000 level (choose 1)	
GFA 3510 Digital Entertainment & Esports Event Design (if haven't taken GFA 2510)	6 hrs.
GFA 3520 Digital Entertainment & Esports Creative Development (if haven't taken GFA 2520)	6 hrs.
Total	18 hours

\*The 3000 level counterpart courses have additional academic rigor including creative projects and the study of history and theory of the craft. Students would take one or the other, not both. Either the 2000 or 3000 level courses



would satisfy the prerequisite for its related 4000 level course.

**FILM & TELEVISION PRODUCTION  
CERTIFICATE  
(Non-Degree Seeking Students Only)**

This certificate is offered through an agreement with the Georgia Film Consortium (GFC) and utilizes coordinated services from the Georgia Film Academy (GFA). Therefore, the location of the courses offered will vary based on availability. Students should consider if they have a reliable form of transportation for attending these classes before registering. The course for the certificate are billed at the regular tuition rate of Emmanuel College.

**POSSIBLE LOCATIONS**

Trilith Studios (formerly Pinewood Atlanta Studios)  
461 Sandy Creek Road  
Fayetteville, GA 30214

OFS Studios  
6305 Crescent Drive  
Norcross, GA 30071

Axis Replay  
Coda Building - 756 W Peachtree St NW  
Atlanta, GA 30308

Inman Park - 112 Krog St NE #10,  
Atlanta, GA 30307

**ADMISSIONS REQUIREMENTS**

To be considered for a certificate in Film & Television Production, students must meet the requirements for admission at Emmanuel College.

**REQUIREMENTS**

Students must choose one of the following pathways and complete the requirements for that pathway to qualify for a Film & Television Production Certificate. Where there are prerequisites, they must be met. A grade of “C” or higher is required for each course taken in this certificate.

**COURSE DELIVERY**

At this time, GFC plans to deliver Fall classes in a hybrid model. Students will have the ability to come to an

approved off-site industry hub to receive hands-on instruction, while completing lectures, discussions, assignments, and tests virtually via Desire 2 Learn (D2L). The classes will meet synchronously each week.

For safe and successful delivery of ALL face-to-face instruction, classes will be divided into smaller groups with social distancing that will follow GFA’s COVID compliance protocols, including requiring masks for all instructors, students, and staff. Students will report to their scheduled location on a rotating basis for their weekly hands-on, face-to-face instruction. Instructors will communicate to their class(es) the dates each group will participate in the in-person learning. They will also receive a follow up email at least one week prior to the start of the semester with first-day instructions, including the COVID compliance plan and how to access the online course shell for the virtual instruction.

**GFA Film & Television Production Pathway**

Step 1:  
GFA 1000 Introduction to Film &  
Television Production 6 hrs.

Step 2: GFA Production Specialty Craft Course  
(choose 1)  
GFA 2010 Set Construction & Scenic Painting  
OR GFA 3010 Production Design I 6 hrs.  
GFA 2020 Lighting & Electric OR  
GFA 3020 Motion Picture Set Lighting I 6 hrs.  
GFA 2030 Grip & Rigging 6 hrs.  
GFA 2050 Introduction to Special Makeup Effects 6 hrs.  
GFA 2060 Production Accounting &  
Office Management 6 hrs.

Step 3  
GFA 2000 Film, Television & Digital  
Entertainment Internship 6 hrs.  
*\*\*Competitive, by application and acceptance only\*\**

**OR**  
Second Production Specialty Craft Course  
(choose 1)  
GFA 2020 Lighting & Electric OR  
GFA 3020 Motion Picture Set Lighting I 6 hrs.  
GFA 2030 Grip & Rigging 6 hrs.  
GFA 2050 Introduction to Special Makeup Effects 6 hrs.

GFA 2060 Production Accounting & Office Management	6 hrs.
GFA 4010 Production Design II (prerequisite: GFA 2010 OR 3010)	6 hrs.
GFA 4020 Motion Picture Set Lighting II (prerequisite: GFA 2020 OR 3020)	6 hrs.
<b>Total</b>	<b>18 hrs.</b>

### GFA Film & Television Post-Production Pathway

Step 1:

GFA 1040 Introduction to Film & Television Post-Production	6 hrs.
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\*Requires \$100 additional course fee

Step 2:

GFA Post-Production Specialty Craft Course (choose 1)	
GFA 2040 Fundamentals of Editing with Avid Media Composer 100 OR	
GFA 3040 Introduction to Editing with Avid Media Composer 100	6 hrs.
GFA 2140 Fundamentals of Sound Design with Avid Pro Tools 100 OR	
GFA 3140 Introduction to Sound Design with Avid Pro Tools 100	6 hrs.

Step 3:

GFA 2000 Film, Television & Digital Entertainment Internship	6 hrs.
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\*\*Competitive, by application and acceptance only\*\*

### OR

Second Post-Production Specialty Craft  
(choose 1)

GFA 2040 Fundamentals of Editing with Avid Media Composer 100 OR	
GFA 3040 Introduction to Editing with Avid Media Composer 100	6 hrs.
GFA 2140 Fundamentals of Sound Design with Avid Pro Tools 100 OR	
GFA 3140 Introduction to Sound Design with Avid Pro Tools 100	6 hrs.
GFA 4040 Advanced Editing with Avid Media Composer 200 (prerequisite: GFA 2040 OR 3040)	6hrs.
GFA 4140 Advanced Sound Design with Avid Pro	

Tools 200 (prerequisite: GFA 2140 OR GFA 3140)	6hrs.
<b>Total</b>	<b>18 hrs.</b>

### GFA Digital Entertainment, Esports & Game Development Pathway

Step 1:

GFA 1500 Introduction to Digital Entertainment, Esports & Game Development	6 hrs.
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Step 2:

GFA Digital Entertainment, Esports & Game Development Specialty Craft Course (choose 1)	
GFA 2510 Event Management for Digital Entertainment & Esports OR	
GFA 3510 Digital Entertainment & Esports Event Design	6 hrs.
GFA 2520 Hosting & Casting for Digital Entertainment & Esports OR	
GFA 3520 Digital Entertainment & Esports Creative Development	6 hrs.

Step 3:

GFA 2000 Film, Television & Digital Entertainment Internship	6 hrs.
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\*\*Competitive, by application and acceptance only\*\*

### OR

Second Esports Specialty Craft Course at 3000 level  
(choose 1)

GFA 2510 Event Management for Digital Entertainment & Esports OR	
GFA 3510 Digital Entertainment & Esports Event Design	6hrs.
GFA 2520 Hosting & Casting for Digital Entertainment & Esports OR	
GFA 3520 Digital Entertainment & Esports Creative Development	6hrs.
<b>Total</b>	<b>18 hours</b>

\*The 3000 level counterpart courses have additional academic rigor including creative projects and the study of history and theory of the craft. Students would take one or the other, not both. Either the 2000 or 3000 level courses would satisfy the prerequisite for its related 4000 level course.

# DIVERSIFIED AGRICULTURE

## PURPOSE

Motto: “Cultivating for His Kingdom”

With this motto, the Diversified Agriculture program at Emmanuel College is designed to prepare students to be leaders and visionaries in various fields of agricultural study as well as to fulfill their goal of joining the Agriculture workforce. Students will gain hands-on experiences in the field of Agriculture, form partnerships with Agriculture professionals, develop networking opportunities with Agriculture policy makers, and secure potential employment opportunities through internships.

Students may select one of four concentrations in the Diversified Agriculture major: Business, Communication, Missions, or Science. Those selecting the *Business concentration* will be able to pursue the business side of agriculture and will complement their direct study in agriculture courses with general classes in business that have broad application to the agriculture industry, as well as classes specific to agricultural business. Those selecting the *Communications concentration* will have the opportunity to discover how to apply communication skills such as marketing, advertising, public relations, and social media in the agriculture industry. Those selecting the *Missions concentration* will find courses that will fulfill a desire to be engaged with agricultural production and marketing while simultaneously practicing ministry on the mission field. Thus, students will complement their direct study in agriculture courses with studies in Christian ministries. Finally, those selecting the *Science concentration* will study the science side of agriculture for the purpose of engaging in basic and applied agricultural science research. Thus, students will complement their direct study in agriculture courses with classes in science that have broad application to agricultural science, as well as classes specific to agricultural science.

## Student Learning Outcomes

- I. Graduates with a degree in Diversified Agriculture (*all concentrations*) should be able to:
  1. Demonstrate a proficient knowledge base in the field of agriculture.
  2. Articulate the global, diverse nature of agriculture, as well as the legal and ethical environment impacting agriculture in all fields.
  3. Communicate the subject of agriculture effectively both orally and in writing in a business, missions, or science setting.
  4. Demonstrate problem solving skills in the field of agriculture and the ability to construct solutions that are viable and ethical, including but not limited to, the ability to analyze current events and determine the future of agriculture using historical trends, research, and practical solutions.
  5. Exhibit the ability to work with others to provide a unified and practical scientific approach to our earth, its resources, and the use of God’s creation.
- II. Graduates with a degree in Diversified Agriculture with a concentration in Business should be able to:
  6. Articulate common business practices in agriculture and make effective and profitable agricultural business decisions.
- III. Graduates with a degree in Diversified Agriculture with a concentration in Communications should be able to:
  7. Students will understand and demonstrate the power of human relationships, community support and communication within the agricultural industry while modifying the process and message for a desired outcome.
- IV. Graduates with a degree in Diversified Agriculture with a concentration in Missions should be able to:
  8. Accomplish his/her mission-oriented goal of presenting God’s plan to unbelievers by using 1) agricultural techniques and skills to teach others around the world about agriculture and 2) one’s well-rounded Biblical and theological knowledge and sound Biblical interpretation skills.
- V. Graduates with a degree in Diversified Agriculture with a concentration in Science should be able to:

9. Investigate techniques used in agriculture to develop solutions and create new discoveries and demonstrate competency in both laboratory and field-based techniques used in modern agricultural systems.

10. Demonstrate competency in research techniques used in agriculture through experimentation and use of multiple literature sources to find, analyze, organize, and manage information related to diverse agriculture systems.

### GRADUATION REQUIREMENTS

In order to graduate with a Diversified Agriculture degree, a student must:

1. Complete the requirements listed below for the curriculum, for a total number of at least 124 semester hours.

2. Earn a minimum grade point average of 2.00 for ALL course work taken. NO grade below “C” in required courses (those listed under Major Lower and Upper-Level Courses, as well as prerequisite courses included in the Liberal Arts Core) will be accepted for graduation credit. In the event a grade of “D” or lower is earned in any required course, that course must be retaken until a grade of “C” or higher is earned.

3. Meet all other college graduation requirements listed under Requirements of Graduation in this catalog.

## DIVERSIFIED AGRICULTURE MAJOR

### Agricultural Business Concentration

#### LIBERAL ARTS CORE

##### Communication Skills

EN101, 102 (Freshman Composition)	6 hrs.
CM130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
Humanities/Philosophy	
Theater/Foreign Language/Literature	3 hrs.

##### Social & Behavioral Sciences

History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

##### Natural Sciences/Mathematical Reasoning

BIO 111 ( Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
MA 130 (College Algebra)	4 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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##### FS101 (Foundations)

SS 400 (Professions, Vocations, Missions)	1 hr.
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Total	45 hrs.
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#### MAJOR LOWER AND UPPER-LEVEL COURSES

##### Natural Sciences/Mathematical Reasoning

BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.
MA 200 (Statistics)	3 hrs.

##### Agriculture Courses

AG 101 (Introduction to Agriculture)	1 hr.
AG 105 (Basic Agriculture Science)	3 hrs.
AG 201 (Ag Operation/Experience)	1 hrs.
AG 205 (Greenhouse Operations)	3 hrs.
AG 301 (Crop Science)	4 hrs.
AG 302 (Biology, Care/Production)	4 hrs.
AG 303 (Fruit and Vegetable Production)	3 hrs.
AG 405 (Agriculture Directed Research)	3 hrs.
AG 407 (Agriculture Seminar)	2 hrs.
AG 410 (Agriculture Internship)	3 hrs.

##### Agricultural Business Courses

AG 305 (Agricultural Economics/Finance)	3 hrs.
AG 401 (Marketing of Ag Products)	3 hrs.
AG 404 (Ag Processing/Marketing)	3 hrs.
Agriculture Electives	6 hrs.

BU 201 (Microeconomics)	3 hrs.
BU 260 (Financial Accounting)	3 hrs.
BU 300 (Management)	3 hrs.
BU 310 (Business Law)	3 hrs.
BU 325 (Entrepreneurship)	3 hrs.
CM 310 (Business Communication)	3 hrs.
CM 320 (Public Relations)	3 hrs.
Business Electives	6 hrs.
General Electives	3 hrs.
<b>TOTAL</b>	<b>124 hrs.</b>

**DIVERSIFIED AGRICULTURE  
MAJOR  
Agricultural Communication Concentration**

**LIBERAL ARTS CORE**

<b>Communication Skills</b>	
EN101, 102 (Freshman Composition)	6 hrs.
CM130 (Intro to Communication)	3 hrs.
<b>Humanities</b>	
Literature	3 hrs.
Humanities/Philosophy	
Theater/Foreign Language/Literature	3 hrs.
<b>Social &amp; Behavioral Sciences</b>	
History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.
<b>Natural Sciences/Mathematical Reasoning</b>	
BIO 111 ( Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
MA 130 (College Algebra)	4 hrs.
<b>Christian Ministries</b>	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
<b>Physical Wellness</b>	
PE 105 (Total Fitness)	1 hr.

FS101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.
<b>Total</b>	<b>44 hrs.</b>

**MAJOR LOWER AND UPPER-LEVEL COURSES**

<b>Natural Sciences/Mathematical Reasoning</b>	
BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.
MA 200 (Statistics)	3 hrs.

**Agriculture Courses**

AG 101 (Introduction to Agriculture)	1 hr.
AG 105 (Basic Agriculture Science)	3 hrs.
AG 201 (Ag Operation/Experience)	1 hrs.
AG 205 (Greenhouse Operations)	3 hrs.
AG 301 (Crop Science)	4 hrs.
AG 302 (Biology, Care/Production)	4 hrs.
AG 303 (Fruit and Vegetable Production)	3 hrs.
AG 405 (Agriculture Directed Research)	3 hrs.
AG 407 (Agriculture Seminar)	2 hrs.
AG 410 (Agriculture Internship)	3 hrs.

**Agriculture Communication Courses**

AG 307 (Communication & Leadership)	3 hrs.
AG 401 (Marketing of Ag Products)	3 hrs.
AG 404 (Ag Processing & Marketing)	3 hrs.
Agriculture Electives	6 hrs.
CM 206 (Comm Writing Styles)	3 hrs.
CM 210 (Interpersonal Communication)	3 hrs.
CM 302 (Persuasion)	3 hrs.
CM 310 (Business & Professional Speech)	3 hrs.
CM 317 (Professional Interviewing)	3 hrs.
CM 320 (Intro to Public Relations)	3 hrs.
CM 401 (Communication Law)	3 hrs.
Communication Elective	6 hrs.

General Electives	4 hrs.
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<b>TOTAL</b>	<b>125 hrs.</b>
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## DIVERSIFIED AGRICULTURE MAJOR

### Agricultural Missions Concentration

#### LIBERAL ARTS CORE

##### Communication Skills

EN101, 102 (Freshman Composition)	6 hrs.
CM130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
Humanities/Philosophy	
Theater/Foreign Language/Literature	3 hrs.

##### Social & Behavioral Sciences

History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

##### Natural Sciences/Mathematical Reasoning

BIO 111 ( Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
MA 130 (College Algebra)	4 hrs.

##### Christian Ministries

BI 140 (Old Testament Survey)	3 hrs.
BI 141 (New Testament Survey)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS101 (Foundations)	2 hrs.
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SS 400 (Professions, Vocations, Missions)	1 hr.
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Total	45 hrs.
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#### MAJOR LOWER AND UPPER-LEVEL COURSES

##### Natural Sciences/Mathematical Reasoning

BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.
MA 200 (Statistics)	3 hrs.

##### Agriculture Courses

AG 101 (Introduction to Agriculture)	1 hr.
AG 105 (Basic Agriculture Science)	3 hrs.

AG 201 (Ag Operation/Experience)	1 hrs.
AG 205 (Greenhouse Operations)	3 hrs.
AG 215 (Poultry Science)	3 hrs.
AG 301 (Crop Science)	4 hrs.
AG 302 (Biology, Care/Production)	4 hrs.
AG 303 (Fruit and Vegetable Production)	3 hrs.
AG 405 (Agriculture Directed Research)	3 hrs.
AG 407 (Agriculture Seminar)	2 hrs.
AG 410 (Agriculture Internship)	3 hrs.

##### Agricultural Missions Courses

AG 401 (Marketing of Ag Products)	3 hrs.
AG 402 (Insect/Disease Management)	3 hrs.
AG 414 (Agricultural Missions)	3 hrs.
Agriculture Elective	3 hrs.
BI 275 (Biblical Interpretation)	3 hrs.
Bible Electives	6 hrs.
(At least one course Old Testament, one New Testament)	
MN 101 (Christian Ministry)	3 hrs.
MN 315 (Communicating Scripture) <b>OR</b>	
MN 361 (Church Leadership I)	3 hrs.
MN 470 (Pastoral Care and Counseling) <b>OR</b>	
MN 475 (Marriage/Family Counseling)	3 hrs.
MN 391 (Ag Missions Internship)	3 hrs.
MS 330 (Global Missions)	3 hrs.
PY 410 (Spiritual Formation I)	3 hrs.
TH 260 (Church Doctrines)	3 hrs.

TOTAL	124 hrs.
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## DIVERSIFIED AGRICULTURE MAJOR

### Agricultural Science Concentration

#### LIBERAL ARTS CORE

##### Communication Skills

EN101, 102 (Freshman Composition)	6 hrs.
CM130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
Humanities/Philosophy	
Theater/Foreign Language/Literature	3 hrs.

Social & Behavioral Sciences		AG 415 (Ag Science Research)	3 hrs.
History	3 hrs.	Agriculture Elective	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.	CHM 220 (Chemistry I)	3 hrs.
Natural Sciences/Mathematical Reasoning		CHM 220L (Chemistry I Lab)	1 hr.
BIO 111 ( Biology I)	3 hrs.	CHM 221 (Chemistry II)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.	CHM 221L (Chemistry II Lab)	1 hr.
MA 130 (College Algebra)	4 hrs.	SC 340 (Microbiology)	4 hrs.
		SC 365 (Environmental Science)	4 hrs.
Christian Ministries		General Electives	8 hrs.
BI 111 (Biblical Literature & History)	3 hrs.	TOTAL	124 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.		
BI 300 (Gospel of John)	3 hrs.		
TH 237 (Christian Ethics)	3 hrs.		
Physical Wellness			
PE 105 (Total Fitness)	1 hr.		
FS101 (Foundations)	2 hrs.		
SS 400 (Professions, Vocations, Missions)	1 hr.		
Total	45 hrs.		

### AGRICULTURE MINOR

#### PURPOSE

The field of Agriculture is growing at a rapid pace and needs qualified graduates ready to fill the expanding job market. A minor in Agriculture will enhance a student's resume while providing them with experience and employment skill sets.

#### ADMISSIONS REQUIREMENTS

To be considered as a minor in Agriculture, students must meet these requirements: must have completed BIO 111 and 111L with at least a "C" and must have a cumulative grade point average of 2.00 or higher.

#### REQUIREMENTS

In addition to completing the requirements of the liberal arts core and the requirements for a major in another area, the following courses must be taken to qualify as an Agriculture Minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

#### MAJOR LOWER AND UPPER-LEVEL COURSES

Natural Sciences/Mathematical Reasoning		AG 101 (Introduction to Agriculture)	1 hr.
BIO 112 (Biology II)	3 hrs.	AG 105 (Basic Agriculture Science)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.	AG 201 (Ag Operation/Experience)	1 hr.
MA 200 (Statistics)	3 hrs.	AG 205 (Greenhouse Operations)	3 hrs.
Agriculture Courses		AG 215 (Poultry Science)	3 hrs.
AG 101 (Introduction to Agriculture)	1 hr.	AG 301 (Crop Science)	4 hrs.
AG 105 (Basic Agriculture Science)	3 hrs.	AG 302 (Biology, Care/Production)	4 hrs.
AG 201 (Ag Operation/Experience)	1 hr.	AG 303 (Fruit and Vegetable Production)	3 hrs.
AG 205 (Greenhouse Operations)	3 hrs.	AG 405 (Agriculture Directed Research)	3 hrs.
AG 215 (Poultry Science)	3 hrs.	AG 407 (Agriculture Seminar)	2 hrs.
AG 301 (Crop Science)	4 hrs.	AG 410 (Agriculture Internship)	3 hrs.
AG 302 (Biology, Care/Production)	4 hrs.		
AG 303 (Fruit and Vegetable Production)	3 hrs.	AG 101 (Introduction to Agriculture)	1 hr.
AG 405 (Agriculture Directed Research)	3 hrs.	AG 105 (Basic Agriculture Science)	3 hrs.
AG 407 (Agriculture Seminar)	2 hrs.	AG 201 (Ag Operation/Experience)	1 hr.
AG 410 (Agriculture Internship)	3 hrs.	Agriculture Electives	13-14 hrs.
Agricultural Science Courses		TOTAL	18-19 hrs.
AG 210 (Live Animal Evaluation)	3 hrs.		
AG 402 (Insect/Disease Management)	3 hrs.		
AG 403 (Advanced Animal Science)	3 hrs.		
AG 404 (Ag Processing/Marketing)	3 hrs.		

# GRAPHIC DESIGN

## PURPOSE

“Impacting the World for Christ Through Media.”

With this motto, the Graphic Design program in the Communication Department at EC prepares students to be Christian communicators in learning, working, and serving with their minds, hearts, and spirits throughout college and life.

Graphic Design incorporates information, technology, and community. In the senior project course, students showcase their knowledge and skills acquired through the graphic design curriculum. Aside from completing 16 hours of core communication courses, students who choose the graphic design major are prepared for graduate school or entry-level positions in a variety of career choices, including Media Production, Public Relations, Graphic Design, Advertising, Layout and Design, Marketing, etc.

## GOALS

Graphic Design graduates’ value and practice ethical use of media and respect for others. Utilizing their ability to adapt to various audiences in different settings and purposes, our graduates are able to clearly speak the intended message. Relying on creativity and technology, their ability to work effectively in groups or independently to solve problems is essential in today’s workplace and as life-long learners.

## STUDENT LEARNING OUTCOMES

Graphic Design graduates will demonstrate the following knowledge and skills:

1. Ability to orally present messages with appropriate audience analyses.
2. Ability to build and maintain small groups.
3. Ability to work with and continually learn new technologies.
4. Ability to critically evaluate and present a variety of viewpoints on issues.
5. Ability to use knowledge of existing research to conduct original research.

6. Knowledge of the theories, historical and critical, which underlie the communication field and the concentration studied.

## ADMISSION REQUIREMENTS

To be officially considered as a graphic design major, students must hold sophomore status or higher, be in good standing, and hold a cumulative grade point average (GPA) of 2.50 or higher. Students with less than 2.50 will not be eligible to receive a degree in graphic design from Emmanuel College.

Graphic Design majors whose cumulative GPA drops below 2.50 are no longer considered graphic design majors. Acceptance back into the major is based on the decision of communication faculty. Students will not be admitted or readmitted into the program without the minimum 2.50 GPA.

## GRADUATION REQUIREMENTS

Students who successfully meet the requirements below will be recommended to the Registrar for graduation with a degree in Graphic Design from Emmanuel College:

1. Completion of the College’s core curriculum.
2. Completion of the major requirements of the Bachelor of Arts or Science in Graphic Design.
3. A grade of “C” or higher in each communication course required for the major.



## GRAPHIC DESIGN MAJOR

### BACHELOR OF ARTS OPTION

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
HU 205 (Art of Film)	3 hrs.

##### Social and Behavioral Science

HY 272/273 (American History)	3 hrs.
Political Science/Psychology/ Sociology/Economics/Geography	3 hrs.

##### Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hrs.

Total 44 hrs.

#### BACHELOR OF ARTS LANGUAGE COURSES

Foreign Language (French, Spanish, Greek, Old English)	6 hrs.
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#### MAJOR LOWER AND UPPER-LEVEL COURSES

##### Computer Use

BU 250 (Computer Applications I)	3 hrs.
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##### Communication Core

CM 153 (Communication Survey)	1 hrs.
CM 230 (Media and Society)	3 hrs.
CM 316 (Multimedia & Public Comm.)	3 hrs.
CM 401 (Communication Law)	3 hrs.
CM 402 (Internship)	3 hrs.
CM 471 (Senior Project)	3 hrs.

##### Graphic Design Core

CM 209 (Intro to Design)	3 hrs.
CM 240 (Digital Media Production)	3 hrs.
CM 241 (Design Technology I)	3 hrs.
CM 242 (Design Technology II)	3 hrs.
CM 245 (Typography)	3 hrs.
CM 309 (Digital Cinematography) OR CM 334 (Branding/Identity Design)	3 hrs.
CM 332 (Art Direction) OR CM 335 (Animation)	3 hrs.
CM 330 (Digital Illustrating)	3 hrs.
CM 340 (Web Design)	3 hrs.
CM 341 (Page Layout & Publication Design)	3 hrs.
CM 342 (Packaging Design)	3 hrs.
CM 350 (Motion Graphics)	3 hrs.
CM 420 (User Interface Design/Usability)	3 hrs.
CM 430 (e-Portfolio)	1 hr.
Communication Electives	4 hrs.

Electives or Minor 10 hrs.

TOTAL 123 hrs.

### BACHELOR OF SCIENCE OPTION

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
HU 205 (Art of Film)	3 hrs.

##### Social and Behavioral Science

HY 272/273 (American History)	3 hrs.
Political Science/Psychology/ Sociology/Economics/Geography	3 hrs.

Natural Science/Mathematical Reasoning		Electives or Minor	16 hrs.
Science (Lab course)	4 hrs.		
Mathematics	3 hrs.	TOTAL	123 hrs.

Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

Physical Wellness	
PE 105 (Total Fitness)	1 hr.

ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

Total	44 hrs.
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#### MAJOR LOWER AND UPPER-LEVEL COURSES

Computer Use	
BU 250 (Computer Applications I)	3 hrs.

Communication Core	
CM 153 (Communication Survey)	1 hrs.
CM 230 (Media and Society)	3 hrs.
CM 316 (Multimedia & Public Comm.)	3 hrs.
CM 401 (Communication Law)	3 hrs.
CM 402 (Internship)	3 hrs.
CM 471 (Senior Project)	3 hrs.

Graphic Design Core	
CM 209 (Intro to Design)	3 hrs.
CM 240 (Digital Media Production)	3 hrs.
CM 241 (Design Technology I)	3 hrs.
CM 242 (Design Technology II)	3 hrs.
CM 245 (Typography)	3 hrs.
CM 309 (Digital Cinematography) OR	
CM 334 (Branding/Identity Design)	3 hrs.
CM 332 (Art Direction) OR	
CM 335 (Animation)	3 hrs.
CM 330 (Digital Illustrating)	3 hrs.
CM 340 (Web Design)	3 hrs.
CM 341 (Page Layout & Publication Design)	3 hrs.
CM 342 (Packaging Design)	3 hrs.
CM 350 (Motion Graphics)	3 hrs.
CM 420 (User Interface Design/Usability)	3 hrs.
CM 430 (e-Portfolio)	1 hr.
Communication Electives	4 hrs.

#### GRAPHIC DESIGN MINOR

##### ADMISSIONS REQUIREMENTS

To be considered as a minor in Communication, students must meet these requirements:

1. Complete EN 101, EN 102 and CM 130 with a grade of "C" or higher;
2. Cumulative grade point average of 2.50 or higher.

##### REQUIREMENTS

In addition to completion of the Liberal Arts Core and completion of the requirements for a major in another area, the following courses must be taken to qualify for a Graphic Design Minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

CM 209 (Intro to Design)	3 hrs.
CM 241 (Design Technology I)	3 hrs.
CM 242 (Design Technology II)	3 hrs.
CM 245 (Typography)	3 hrs.
Graphic Design Electives	6 hrs.
Total	18 hrs.

# KINESIOLOGY

## PURPOSE

The Bachelor of Science degree in Kinesiology prepares a student for numerous career opportunities in health and wellness in schools, community, business, and government settings.

## GOALS

1. To provide the education and training through kinesiology courses that are essential to successful employment after graduation.
2. To provide a Christian worldview of sports in our society and the importance of an active and healthy lifestyle.

## STUDENT LEARNING OUTCOMES

Graduates of the Kinesiology program should be able to:

1. Demonstrate a knowledge base appropriate to an undergraduate kinesiology program of study as it applies, but is not limited to, the following areas: physical education and sport history; physical fitness, first aid, and safety principles; individual and team sports skills; personal and community health; nutrition and diet planning; the use of physical activities to meet the needs of the physically disabled; and the science of Kinesiology including human body movement activity functions and motor skills learning, athletic training care and injury prevention, exercise testing and prescriptions, and principles of health fitness.
2. Demonstrate an ability to communicate effectively in the workplace both orally and in writing.
3. Demonstrate an ability to express their Christian worldview of sports.
4. Demonstrate an ability to perform research pertinent to the study of undergraduate Kinesiology, including (but not limited to) the use of statistical measurement to report findings of interest.
5. Demonstrate an ability to work well in teams.

## ADMISSION REQUIREMENTS

An entering freshman must meet the overall college requirements to enter the Kinesiology program. Also, students must have earned a cumulative grade point average of 2.0 or above prior to being admitted to upper-level Kinesiology courses. A minimum grade of “C” is required in BIO 111 and MA 200 as part of the Liberal Arts Core.

## GRADUATION REQUIREMENTS

In order to graduate with a Kinesiology degree a student must:

1. Complete the requirements listed below for the Kinesiology curriculum, for a total number of at least 122 semester hours.
2. Earn a minimum cumulative grade point average of 2.00 for general Kinesiology majors; 2.50 for Kinesiology--Pre-Occupational Therapy and Kinesiology--Pre-Physical Therapy Concentration for all course work taken. No grade below a “C” in required Kinesiology courses will be accepted for graduation credit. In the event a grade of “D” or lower is earned in a required course, that course must be retaken until at least a “C” grade is earned.
3. Take part in an exit exam with each candidate for graduation. This exam is for the purpose of assessment of the program and assistance for the student in post-graduation plans.

## KINESIOLOGY MAJOR

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
Humanities/Theater/Philosophy	
Foreign Language/Literature	3 hrs.

##### Social and Behavioral Science

History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

##### Natural Science/Mathematical Reasoning

BIO 111 (Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
MA 130 (College Algebra)	4 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
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SS 400 (Professions, Vocations, Missions)	1 hr.
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Total	45 hrs.
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#### MAJOR LOWER AND UPPER-LEVEL COURSES

##### Kinesiology Core Courses

KN 215 (First Aid and Safety)	3 hrs.
KN 218 (PE, Exercise Science, Sport)	3 hrs.
KN 219 (Personal Health)	3 hrs.
KN 314 (Nutrition)	3 hrs.
KN 319 (Athletic Training)	3 hrs.
KN 321 (Kinesiology)	3 hrs.
KN 322 (Exercise Testing Prescription)	3 hrs.

KN 330 (Sports Psychology)	3 hrs.
KN 401 (Tests and Measurements)	3 hrs.
KN 413 (Motor Learning)	3 hrs.
KN 414 (Exercise Physiology)	3 hrs.
KN 454 (Internship)	3 hrs.
KN 456 (Internship)	3 hrs.
KN Electives	6 hrs.

Health/Physical Education Course	
KN 325 (Teaching Strength/Conditioning)	3 hrs.

Mathematics Course	
MA 200 (Statistics)	3 hrs.

Natural Science	
BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.
CHM 220 (Chemistry I)	3 hrs.
CHM 220L (Chemistry I Lab)	1 hr.
SC 330, 331 (Anatomy/Physiology I & II)	8 hrs.

Electives	9 hrs.
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TOTAL	121 hrs.
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**KINESIOLOGY MAJOR  
PRE-OCCUPATIONAL THERAPY  
CONCENTRATION**

**PURPOSE**

The Bachelor of Science degree in Kinesiology with a concentration in Occupational Therapy allows a student to take specific courses required for admission to many Occupational Therapy schools. It is important to check with the specific University/College offering the Occupational Therapy degree for all entrance requirements.

**BACHELOR OF SCIENCE**

**LIBERAL ARTS CORE**

Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

Humanities

Literature	3 hrs.
Humanities/Theater/Philosophy	
Foreign Language/Literature	3 hrs.

Social and Behavioral Science

History	3 hrs.
PY 210 (General Psychology)	3 hrs.

Natural Science/Mathematical Reasoning

BIO 111 (Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
MA 175 (Precalculus)	4 hrs.

Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

<b>Total</b>	<b>45 hrs.</b>
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**MAJOR LOWER AND UPPER-LEVEL COURSES**

Kinesiology Core Courses

KN 215 (First Aid and Safety)	3 hrs.
KN 218 (PE, Exercise Science, Sport)	3 hrs.
KN 219 (Personal Health)	3 hrs.
KN 314 (Nutrition)	3 hrs.
KN 319 (Athletic Training)	3 hrs.
KN 321 (Kinesiology)	3 hrs.
KN 322 (Exercise Testing Prescription)	3 hrs.
KN 330 (Sports Psychology)	3 hrs.
KN 401 (Tests and Measurements)	3 hrs.
KN 413 (Motor Learning)	3 hrs.
KN 414 (Exercise Physiology)	3 hrs.
KN 454 (Internship)	3 hrs.
KN 456 (Internship)	3 hrs.

Mathematics

MA 200 (Statistics)	3 hrs.
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Natural Science

BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.
SC 135 (Medical Terminology)	3 hrs.
CHM 220 (Chemistry I)	3 hrs.
CHM 220L (Chemistry I Lab)	1 hr.
SC 240 (Physics I)	4 hrs.
SC 330, 331 (Anatomy/Physiology I & II)	8 hrs.

Social and Behavioral Science

SO 172 (Sociology)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.
PY 307 (Research Design)	3 hrs.
PY 416 (Abnormal Psychology)	3 hrs.

<b>TOTAL</b>	<b>122 hrs.</b>
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# KINESIOLOGY MAJOR

## PRE-PHYSICAL THERAPY CONCENTRATION

### PURPOSE

The Bachelor of Science degree in Kinesiology with a concentration in Physical Therapy allows a student to take specific courses required for admission into one of the Physical Therapy schools in Georgia. It is important to check with the specific Universities/Colleges offering the Doctor of Physical Therapy degree for all entrance requirements.

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
Humanities/Theater/Philosophy	
Foreign Language/Literature	3 hrs.

##### Social and Behavioral Science

History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

##### Natural Science/Mathematical Reasoning

BIO 111 (Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
MA 175 (Precalculus)	4 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

Total 45 hrs.

## MAJOR LOWER AND UPPER-LEVEL COURSES

### Kinesiology Core Courses

KN 215 (First Aid and Safety)	3 hrs.
KN 218 (PE, Exercise Science, Sport)	3 hrs.
KN 219 (Personal Health)	3 hrs.
KN 314 (Nutrition)	3 hrs.
KN 319 (Athletic Training)	3 hrs.
KN 321 (Kinesiology)	3 hrs.
KN 322 (Exercise Testing Prescription)	3 hrs.
KN 330 (Sports Psychology)	3 hrs.
KN 401 (Tests and Measurements)	3 hrs.
KN 413 (Motor Learning)	3 hrs.
KN 414 (Exercise Physiology)	3 hrs.
KN 454 (Internship)	3 hrs.
KN 456 (Internship)	3 hrs.

### Mathematics

MA 200 (Statistics)	3 hrs.
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### Natural Science

BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.
SC 135 (Medical Terminology)	3 hrs.
CHM 220 (Chemistry I)	3 hrs.
CHM 220 (Chemistry I Lab)	1 hr.
CHM 221 (Chemistry II)	3 hrs.
CHM 221L (Chemistry II Lab)	1 hr.
SC 240, 241 (Physics I & II)	8 hrs.
SC 330, 331 (Anatomy/Physiology I & II)	8 hrs.

### Electives

Electives	3 hrs.
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### TOTAL

TOTAL	121 hrs.
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## KINESIOLOGY MAJOR ATHLETIC TRAINING CONCENTRATION

### PURPOSE

The Bachelor of Science degree in Kinesiology with a concentration in Athletic Training allows a student to take specific courses required for admission to many institutions offering a Master of Science degree in Athletic Training (MSAT); however it is important to check with the specific institution offering the MSAT degree for all their respective admission requirements. In order to be a National Athletic Trainer Association (NATA) certified athletic trainer, you must graduate from a Commission on Accreditation of Athletic Training Education (CAATE) Masters degree program and pass the Board of Certification (BOC) exam.

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
Humanities/Theater/Philosophy	
Foreign Language/Literature	3 hrs.

##### Social and Behavioral Science

History	3 hrs.
PY 210 (General Psychology)	3 hrs.

##### Natural Science/Mathematical Reasoning

BIO 111 (Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
MA 175 (Precalculus)	4 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

Total 45 hrs.

#### MAJOR LOWER AND UPPER-LEVEL COURSES

##### Kinesiology Core Courses

KN 215 (First Aid and Safety)	3 hrs.
KN 218 (PE, Exercise Science, Sport)	3 hrs.
KN 219 (Personal Health)	3 hrs.
KN 314 (Nutrition)	3 hrs.
KN 319 (Athletic Training)	3 hrs.
KN 321 (Kinesiology)	3 hrs.
KN 322 (Exercise Testing Prescription)	3 hrs.
KN 330 (Sports Psychology)	3 hrs.
KN 401 (Tests and Measurements)	3 hrs.
KN 413 (Motor Learning)	3 hrs.
KN 414 (Exercise Physiology)	3 hrs.
KN 454 (Internship)	3 hrs.
KN 456 (Internship)	3 hrs.
KN Electives	3 hrs.

##### Health/Physical Education Course

HPE 330 (Teaching Strength/Conditioning)	3 hrs.
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##### Mathematics Course

MA 200 (Statistics)	3 hrs.
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##### Natural Science

BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.
CHM 220 (Chemistry I)	3 hrs.
CHM 220L (Chemistry I Lab)	1 hr.
SC 135 (Medical Terminology)	3 hrs.
SC 330, 331 (Anatomy/Physiology I & II)	8 hrs.
SC 240 (Physics I)	4 hrs.

Electives 6 hrs.

**TOTAL** **122 hrs.**

## **KINESIOLOGY MINOR**

### **PURPOSE**

The field of Kinesiology is growing at a rapid pace. There are many students that are interested in the field of Kinesiology but are involved in different majors. Our Kinesiology program is very strong here at Emmanuel College and offering a minor would better serve the student demand for such a program.

### **GOAL**

The goal of the Kinesiology minor is to enable a student to increase their knowledge in order help place in the professional allied health world.

### **REQUIREMENTS**

In addition to completion of the Liberal Arts Core and completion of the requirements for a major in another area, the following courses must be taken to qualify for a Kinesiology Minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

KN 215 (First Aid and Safety)	3 hrs.
KN 314 (Nutrition)	3 hrs.
KN 319 (Athletic Training)	3 hrs.
KN 321 (Kinesiology) OR	
KN 330 (Sports Psychology)	3 hrs.
KN 322 (Exercise Testing)	3 hrs.
KN 413 (Motor Learning)	3 hrs.

**TOTAL** 18 hrs.



# SPORTS MANAGEMENT

## PURPOSE

The Bachelor of Science degree in Sports Management prepares students for career opportunities in various areas of sports management. The student who specializes in this area of study will receive a strong background in sports as well as a strong business component allowing him/her to develop skills enabling the student to hold management level positions in organized sport.

## GOALS

1. To prepare the student for the successful pursuit of either graduate study or a career in sports related fields.
2. To provide a Christian worldview of sports in our society and the importance of an active and healthy lifestyle.

## STUDENT LEARNING OUTCOMES

Graduates of the Sports Management program should be able to:

1. Demonstrate a knowledge base appropriate to an undergraduate sports management program of study as it applies, but is not limited to, the following areas: physical education and sport history; physical fitness, first aid, and safety principles; individual and team sports skills; personal and community health; the use of physical activities to meet the needs of the physically disabled; accounting, finance, and management principles in organized sport; legalities of providing athletic services to schools, communities, and businesses; and the promotion and marketing of sport and physical activity programs.
2. Demonstrate an ability to communicate effectively in the workplace both orally and in writing.
3. Demonstrate an ability to express their Christian worldview of sports.
4. Demonstrate an ability to network with colleagues working in the Sports Management field.
5. Demonstrate an ability to work well in sports management teams.

## ADMISSION REQUIREMENTS

An entering freshman must meet the overall college requirements to enter the Sports Management program. Also, students must have earned a cumulative grade point average of 2.0 or above prior to being admitted to upper-level Sports Management courses. A minimum grade of “C” is required in BIO 111 and MA 130/MA 200 as part of the Liberal Arts Core.

## GRADUATION REQUIREMENTS

In order to graduate with a Sports Management degree a student must:

1. Complete the requirements listed below for the Sports Management curriculum, for a total number of at least 124 semester hours.
2. Earn a minimum grade point average of 2.0 for all course work taken. No grade below a “C” in required Kinesiology courses will be accepted for graduation credit. In the event a grade of “D” or lower is earned in a required course, that course must be retaken until at least a “C” grade is earned.
3. Take part in an exit exam with each candidate for graduation. This exam is for the purpose of assessment of the program and assistance for the student in post-graduation plans.

## SPORTS MANAGEMENT MAJOR

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

#### Humanities

Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

Social and Behavioral Science			
History	3 hrs.	Electives	10 hrs.
Political Science/Psychology/Sociology/ Economics	3 hrs.	TOTAL	121-122 hrs.

Natural Science/Mathematical Reasoning	
Science (Lab sequence)	4 hrs.
MA 130 (College Algebra) OR MA 200 (Statistics)	3-4 hrs.

### SPORTS MANAGEMENT MINOR

Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

#### PURPOSE

The Sports Management Minor is for those students who do not want to pursue a full program of business or kinesiology courses but have an interest in entry level positions in organized sports.

Physical Wellness	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

#### REQUIREMENTS

In addition to completion of the Liberal Arts Core and completion of the requirements for a major in another area, the following courses must be taken to qualify for a Sports Management Minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

Total 44-45 hrs.

#### MAJOR LOWER AND UPPER-LEVEL COURSES

Business Courses	
BU 201 (Microeconomics)	3 hrs.
BU 250 (Computer Applications)	3 hrs.
BU 260 (Financial Acct)	3 hrs.
BU 300 (Management)	3 hrs.
BU 305 (Marketing)	3 hrs.
BU 310 (Business Law)	3 hrs.
BU 325 (Small Business Mgmt)	3 hrs.
CM 310 (Business Communications)	3 hrs.
BU 410 (Human Resources Mgmt)	3 hrs.

BU Electives	6 hrs.
BU 300 (Management)	
BU 305 (Marketing)	
BU 310 (Business Law)	
BU 325 (Entrepreneurship)	
KN 313 (Organization/Administration)	3 hrs.
KN 335 (Facility Design & Management)	3 hrs.
KN 400 (Contemporary Issues in Sport)	3 hrs.
KN 410 (Sports Management)	3 hrs.

Kinesiology	
KN 215 (First Aid and Safety)	3 hrs.
KN 218 (PE, Exercise Science, Sport)	3 hrs.
KN 219 (Personal Health)	3 hrs.
KN 313 (Organization/Administration)	3 hrs.
KN 330 (Sports Psychology)	3 hrs.
KN 335 (Facility Design & Management)	3 hrs.
KN 400 (Contemporary Issues in Sports)	3 hrs.
KN 410 (Sports Management)	3 hrs.
KN 450 (Internship)	3 hrs.
KN 452 (Internship)	3 hrs.
KN Electives	9 hrs.

Total 18 hrs.

## **CHRISTIAN MINISTRIES**

### **PROGRAMS OF STUDY:**

**Christian Ministries**

**Minor in Biblical Studies**

**Minor in Christian Ministries**

**Worship Ministry**

**Minor in Worship Ministry**

# CHRISTIAN MINISTRIES

## MISSION STATEMENT AND BACKGROUND

**To teach, disciple, and train emerging leaders of God's kingdom in the context of a Christian community.**

The School of Christian Ministries was established at Emmanuel College in 1972 to provide four-year baccalaureate studies in Bible and Christian Ministry. As an academic department within Emmanuel College, it offers a Bachelor of Arts and Bachelor of Science degree in Christian Ministries. The Bachelor of Arts degree differs primarily from the Bachelor of Science degrees by requiring courses in New Testament Greek.

Both of the bachelor's degree programs incorporate the college liberal arts educational core with biblical, theological, and ministry courses. A basic purpose of both programs is to promote Christian understanding, spiritual formation, character development, and basic ministry skills. Students who graduate from the School of Christian Ministries will have had the necessary studies to assist them in developing a biblical understanding of the world, the opportunity to participate in volunteer Christian service, as well as the opportunity to combine their classroom learning with real-life training in an extended internship experience. Christian faith, Christian practice, and practical training are inseparable elements in the educational experience of the degree programs offered by the School of Christian Ministries.

## GOALS

### DEVELOPMENT OF CHRISTIAN UNDERSTANDING

1. To help the student experience a liberal arts educational core in critical thinking, communication, natural science, art, and literature.
2. To help the student acquire a basic knowledge of the Bible and a knowledge of God revealed in Jesus Christ as unfolded in biblical history and literature.
3. To help the student understand Christian ideas, including key Pentecostal Holiness Church doctrines,

which are relevant for developing a Christ-centered worldview.

4. To help the student assess the role of Christianity in a multicultural and pluralistic world.

### DEVELOPMENT OF CHRISTIAN CHARACTER AND LIVING

5. To encourage the student to develop Christ-like moral decision making, and to seek God through prayer and other biblical spiritual disciplines.
6. To provide the student experiences for integrating Christ-like attitudes and practices of Christian service.

### DEVELOPMENT OF CHRISTIAN MINISTRY

7. To assist the student in understanding his/her individual calling, and identifying his/her spiritual gifts, interests, and skills in various forms of Christian ministry.
8. To help the student experience a balance between knowing and doing in ministry, between Christian understanding and Christian practice, between academic studies and volunteer Christian service and ministry internship.

### STUDENT LEARNING OUTCOMES (ALL MAJORS)

Graduates of the School of Christian Ministries should demonstrate the following knowledge, skills, and practices:

1. Knowledge of the Bible in its historical, cultural, and literary contexts.
2. Knowledge of the principles and practice of sound biblical interpretation.
3. Knowledge of the key themes and doctrines in the development of Christian theology throughout the history of the church, including representative views of the International Pentecostal Holiness Church.

4. Knowledge of and ability to use various methodologies related to the practice of ministry.
5. Ability to use traditional Christian disciplines as a means of contributing to a life of ongoing Christian formation.

### **ADMISSIONS REQUIREMENTS**

The Christian Ministries programs are open to all qualified majors who desire higher education in a Christian environment. Applicants must be of sound Christian character, committed to fulfilling God's call on their lives, and interested in preparing themselves for a life of Christian service in one form or another.

1. All applicants must give evidence of a Christian conversion experience and a sincere desire to seek and experience the truths of God's Word. Applicants must be committed to the will of God for their lives and to a life of service for Jesus Christ.
2. Before making application to the SCM, the student must have completed the following courses in the liberal arts core with a grade of "C" or above: EN101, EN102, CM130, BI 140, BI 141 and TH237.
3. Applicants must have a minimum of a 2.00 grade point average on a 4.00 scale on all course work completed at Emmanuel College. A minimum grade of "C" is required in GR 351 and PY 210 as part of the Liberal Arts Core.
4. In addition to being admitted to Emmanuel College, applicants must fulfill specific application requirements stated on the SCM application form. Official admission to a SCM baccalaureate degree program is determined by the faculty in the SCM. Forms for application and letters of recommendation are available from the office of the Dean of the School of Christian Ministries.
5. Once admitted to a SCM program, the student must maintain a 2.00 overall GPA in order to continue in the program, as well as complete chapel and Christian Service Practicum requirements.
6. Transfer credits which are applicable to the programs of the SCM are accepted as stated in the College's Transfer Policy.

### **GRADUATION REQUIREMENTS**

Students majoring and minoring in a program offered in the School of Christian Ministries should declare their major and/or minor early in their college experience in order to be able to enroll in the required courses when they are offered by the college. Courses should be taken according to the suggested course sequence plan if timely graduation is desired.

SCM majors must have a minimum 2.00 GPA on all course work taken. A minimum grade of "C" must be earned in the previously identified courses from the liberal arts core as well as all courses within the SCM core. In the event a grade of "D" or lower is earned in any required SCM course, each course must be retaken until a grade of "C" or higher is earned. Any time a student's GPA falls below 2.00, the student will be placed on probation with the SCM. Failure to improve the GPA to 2.00 or higher within two semesters will result in dismissal from the SCM degree program.

An SCM degree candidate at Emmanuel College must spend at least three sequential semesters (excluding summer) in residence, carrying a minimum of 12 credits per semester. For two of these semesters, the student must be registered as a senior. These residential requirements reflect the SCM's emphasis on growth and development in personal character and ministry. SCM majors must take at least 30 hours of their major in residence.

In addition, any courses taken from other institutions while a student is attending EC full time must be approved by the SCM faculty in order for such courses to be counted toward the student's degree program. This approval must be granted prior to the student's enrollment in any such course. In order to gain approval students must submit a letter to the Dean of the SCM explaining the course they wish to take and the reason it cannot be taken on campus

Mere completion of a curricular program is not regarded as sufficient to meet graduation requirements. A student must be officially accepted by the SCM and fulfill additional SCM requirements before courses can be used in an SCM baccalaureate degree program.

In addition to completing the requirements of chapel attendance (SCM and EC Convocation), Christian service practicum, and internship, the student must be recommended for graduation by the SCM faculty. The

student must also successfully complete a selected exit exegetical paper, as well as an SCM exit interview. Other requirements for graduation are listed under Requirements for Graduation in this Catalog.

### **POSITION ON THEOLOGICAL PERSPECTIVES**

While the School of Christian Ministries serves the Wesleyan and Pentecostal traditions of its sponsoring denomination, it recognizes the need to speak appreciatively of various theological traditions found in the historical church of Jesus Christ.

### **POSITION ON BIBLE TRANSLATION**

The School of Christian ministries does not sanction only one translation but encourages its faculty and students to utilize the contributions various translations of God's Word provide. Formal equivalent translations, such as the King James Version or New American Standard, are useful for seeing a more literal reading of the words and word-relationships in the original languages of the Bible. Dynamic equivalent translations, such as the New International Version or the Good News for Modern Man, express the meaning of Scripture using concepts more in line with contemporary language and ways of speaking. The SCM faculty encourages students to see that free translations and paraphrases are more a rephrasing and editing of Scriptures than actual translation. The SCM faculty believe that many of the translations available today serve to show the fundamentals of Christian doctrine.

## **CHRISTIAN MINISTRIES MAJOR**

### **PURPOSE**

Emmanuel College is committed to the view that preparation for ministry includes the development of ministers as persons and not just the acquisition of technical skills for ministry. The Christian Ministry major is designed to introduce a variety of studies in practical ministry as well as Biblical and theological studies to help define the student's interests in ministry. The major provides opportunity for the student to consider various forms of Christian ministry and what kinds of persons are suited for various ministry forms.

## **BACHELOR OF ARTS OPTION**

### **LIBERAL ARTS CORE**

<b>Communication Skills</b>	
EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.
<b>Humanities</b>	
Literature	3 hrs.
GR 351 (New Testament Greek I)	4 hrs.
<b>Social and Behavioral Science</b>	
History	3 hrs.
PY 210 (General Psychology)	3 hrs.
<b>Natural Science/Mathematical Reasoning</b>	
Science (Lab course)	4 hrs.
MA 123 (Mathematical Modeling)	3 hrs.
<b>Christian Ministries</b>	
BI 140 (Old Testament Survey)	3 hrs.
BI 141 (New Testament Survey)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
<b>Physical Wellness</b>	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.
<b>Total</b>	<b>45 hrs.</b>

### **BACHELOR OF ARTS LANGUAGE COURSES**

<b>Language Courses</b>	
GR 352 (New Testament Greek II)	4 hrs.
GR 451 (Greek Grammar and Exegesis)	4 hrs.

### **MAJOR LOWER AND UPPER-LEVEL COURSES**

<b>Bible Courses</b>	
BI 215 (Pentateuch)	3 hrs.
BI 232 (Acts)	3 hrs.
BI 275 (Biblical Interpretation)	3 hrs.
BI 350 (Old Testament Prophets)	3 hrs.
BI 422 (Synoptic Gospels)	3 hrs.
Bible Elective	3 hrs.

Theology Courses		BI 140, 141 (Biblical History & Literature)	6 hrs.
HT 340 (Christianity and Pentecostalism)	3 hrs.	BI 300 (Gospel of John)	3 hrs.
TH 260 (Church Doctrines)	3 hrs.	TH 237 (Christian Ethics)	3 hrs.
TH 360 (Biblical Theology I)	3 hrs.		
TH 460 (Biblical Theology 2)	3 hrs.	Physical Wellness	
		PE 105 (Total Fitness)	1 hr.
Ministry Courses		ECF 101 (Foundations)	2 hrs.
MN 101 (Christian Ministry)	3 hrs.	SS 400 (Professions, Vocations, Missions)	1 hr.
MN 102/302 (Christian Service Practicum)	NC		
MN 235 (Personal Evangelism)	3 hrs.	Total	44 hrs.
MN 315 (Communicating Scripture)	3 hrs.		
MN 335 (Intro to Youth Ministries)	3 hrs.		
MN 361 (Church Leadership I)	3 hrs.		
MN 460 (Church Leadership II)	3 hrs.		
MN 470 (Pastoral Care and Counseling)	3 hrs.		
MN 485 (Intro Christian Education)	3 hrs.		
MS 330 (Global Missions)	3 hrs.		
PY 410 (Spiritual Formation I)	3 hrs.		
Internship			
MN 496 (Internship)	6 hrs.		
General Electives	3 hrs.		
TOTAL	122 hrs.		
<b>BACHELOR OF SCIENCE OPTION</b>			
<b>LIBERAL ARTS CORE</b>			
Communication Skills			
EN 101, 102 (Freshman Composition)	6 hrs.		
CM 130 (Intro to Communication)	3 hrs.		
Humanities			
Literature	3 hrs.		
Humanities/Philosophy/ Theatre/Literature/Foreign Language	3 hrs.		
Social and Behavioral Science			
History	3 hrs.		
PY 210 (General Psychology)	3 hrs.		
Natural Science/Mathematical Reasoning			
Science (Lab course)	4 hrs.		
MA 123 (Mathematical Modeling)	3 hrs.		
Christian Ministries			
		TOTAL	122 hrs.

## WORSHIP MINISTRY MAJOR

### PURPOSE

The Bachelor of Science in Worship Ministry is designed to prepare students for the practical ministry of music and the worship arts in the context of contemporary evangelical and Pentecostal-Charismatic local churches.

### OBJECTIVES

1. This degree will provide holistic preparation for an informed and practical local church ministry.
2. Students obtaining this degree will receive instruction in worship music theory, ear training, voice, piano, and guitar; they will develop a practical theology of Christian worship based on church music history and philosophy; and they will study applied methods for team building and disciple-making in the context of the worship team as well as service planning, song selection, audio/video/lighting technology and techniques, rehearsal techniques, and congregational worship practices.
3. Upon completion, students will be prepared to serve on staff in the local church as a worship pastor, associate pastor, discipleship or family ministries pastor, music director, production or tech director.

## WORSHIP MINISTRY MAJOR

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### Social and Behavioral Science

History	3 hrs.
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PY 210 (General Psychology)	3 hrs.
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##### Natural Sciences/Mathematical Reasoning

Science (Lab Course)	4 hrs.
MA 123 (Mathematical Modeling)	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 275 (Biblical Interpretation)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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##### ECF 101 (Foundations)

2 hrs.

##### SS 400 (Professions, Vocations, Missions)

1 hr.

##### Total

44 hrs.

### MAJOR LOWER AND UPPER-LEVEL COURSES

#### Music Core Classes

WM 105, 107 (Worship Music Theory I & II)	6 hrs.
WM 106, 108 (Ear Training I & II)	2 hrs.
Voice Class	4 hrs.
Instrumental Class	4 hrs.
MU 115 (EC Singers)	4 hrs.

#### Bible Classes

BI 215 (Pentateuch)	3 hrs.
BI 390 (Life & Epistles of Paul)	3 hrs.
BI 350 (Old Testament Prophets)	3 hrs.
BI 422 (Synoptic Gospels)	3 hrs.

#### Ministry Classes

MN 101 (Christian Ministry)	3 hrs.
MN 302 (Practicum)	NC
MN 361 (Church Leadership)	3 hrs.
PY 410 (Spiritual Formation I)	3 hrs.
MN Electives	3 hrs.

#### Theology Courses

HT 340 (Christianity and Pentecostalism)	3 hrs.
TH 260 (Church Doctrines)	3 hrs.
TH 360 (Biblical Theology I)	3 hrs.
TH 460 (Biblical Theology II)	3 hrs.



Worship Ministry Classes	
WM 135 (Intro to Worship Ministry)	2 hrs.
WM 236 (Foundations for Worship)	3 hrs.
WM 385 (Psalms/Hymns/Spiritual Songs)	3 hrs.
WM 270 (Worship Leading Methods I)	3 hrs.
WM 306 (History of Christian Worship)	3 hrs.
WM 370 (Worship Leading Methods II)	3 hrs.
WM 376 (Commercial Media)	3 hrs.
WM 480 (Internship)	3 hrs.
<b>Total</b>	<b>123 hrs.</b>

### WORSHIP MINISTRY MINOR

#### ADMISSIONS REQUIREMENTS

The Music Ministry Minor is available to any qualified student who is also pursuing a Bachelor's Degree in another area.

#### REQUIREMENTS

In addition to completing the requirements of the liberal arts core and completion of the requirements for a major in another area, the following courses must be taken to qualify as a Worship Ministry Minor. There can be no duplication of course work in this minor. If any of the following courses are required by one's major, additional courses will need to be taken for a total of 18 hours of credit for the minor. A grade of "C" or higher in each course is required.

WM 105 (Worship Music Theory I)	3 hrs.
WM 106 (Ear Training I)	1 hr.
MU 115 (EC Singers)	1 hr.
Voice Class I & II	2 hrs.
Instrumental Class I & II	2 hrs.
WM 236 (Foundations for Worship)	3 hrs.
WM 270 (Worship Leading Methods I)	3 hrs.
WM 306 (History of Christian Worship)	3 hrs.
<b>TOTAL</b>	<b>18 hrs.</b>

### CHRISTIAN MINISTRIES MINORS

For Non-School of Christian Ministries major only.

#### REQUIREMENTS

In addition to completion of the Liberal Arts Core and completion of the requirements for a major in another area, the following courses must be taken to qualify for a Christian Ministries Minor. In general, courses that are required in a student's major will not meet a requirement in a student's minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of "C" or higher in each course is required.

#### Biblical Studies

BI 215 (Pentateuch)	3 hrs.
BI 232 (Acts)	3 hrs.
BI 275 (Biblical Interpretation)	3 hrs.
BI 350 (Old Testament Prophets)	3 hrs.
BI 422 (Synoptic Gospels)	3 hrs.
BI 390 (Epistles of Paul)	3 hrs.
<b>TOTAL</b>	<b>18 hrs.</b>

#### Christian Ministries

BI 275 (Biblical Interpretation)	3 hrs.
TH 260 (Church Doctrines)	3 hrs.
MN 315 (Communicating Scripture)	3 hrs.
MN 485 (Christian Education) OR MS 330 (Global Missions)	3 hrs.
MN 361 (Church Leadership I)	3 hrs.
MN 470 (Pastoral Care/Counseling)	3 hrs.
<b>TOTAL</b>	<b>18 hrs.</b>

## **EDUCATION**

### **Certification Programs of Study:**

**Elementary Education**

**Dual Elementary/Special Education**

**Middle Grades Education**

**Language Arts**

**Mathematics**

**Natural Science**

**Social and Behavioral Science**

**Secondary Education**

**Agricultural Education**

**Business Education**

**English Education**

**History Education**

**Mathematics Education**

**P-12 Education**

**Health and Physical Education (P-12)**

**Non-Certification Programs of Study:**

**Child Studies**

**Sport and Fitness**

# EDUCATION

## Certification Programs

### MISSION AND GOAL STATEMENT

In keeping with the philosophy of Emmanuel College, which is based on a Christian worldview, the School of Education's mission is to integrate faith, living, learning, and teaching in such a way as to prepare prospective teachers to become servant leaders who make a positive contribution in a diverse society. In addition, the SOE endeavors to build a bridge linking historical and philosophical theory learned in the classroom with educational practice in real-world settings.

Within this framework our candidates, as professional educators, will develop: a knowledge of content and pedagogy; procedures for developing and using appropriate instructional methods, technology, and assessment; varied strategies for developing positive classroom environments that facilitate student learning, support students, and encourage partnerships with the home, school, and community; and a professional attitude regarding the teaching profession. Reflecting our Christian worldview, the goal of the Emmanuel College School of Education certification programs is to develop teachers who possess the knowledge, skills, and dispositions to meet the challenges they will face in the classroom. The Emmanuel College School of Education certification programs are committed to the three domains of the conceptual framework, preparing knowing, sharing, caring teachers for the twenty-first century. No domain by itself is effective, but all three are interconnected so as to produce effective teachers who are capable of working with a diverse student population. This framework is designed to develop the following student learning competencies:

### STUDENT LEARNING COMPETENCIES (OUTCOMES)

Teachers who KNOW will demonstrate:

#### K1: Content

A knowledge of discipline-specific central concepts, tools of inquiry, structures of the discipline, and curriculum standards appropriate for their teaching field which creates

learning experiences that are meaningful to learners and assures mastery of content.

#### K2: Learner Development

A knowledge of the intellectual, social, physical, linguistic, and personal growth of diverse learners and developmentally appropriate, challenging learning experiences to teach children of diverse cultures.

Teachers who SHARE will demonstrate:

#### S1: Planning for Instruction

The ability to design effective differentiated learning activities which promote rigorous learning goals based on the teacher's knowledge of discipline-specific content, curriculum, students, learning environments, pedagogy, and assessment.

#### S2: Instructional Strategies

The ability to select and use a variety of appropriate instructional resources and strategies, including current technology, to develop a deeper understanding of content, make across the curriculum connections, and build skills to apply knowledge in meaningful ways.

#### S3: Application of Content

The ability to effectively connect concepts using differing perspectives which engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

#### S4: Assessment

The ability to develop and utilize multiple formal and informal assessment strategies to engage learners in their own growth, allow teachers to monitor the progress of all learners, and guide decision making for the teacher and the learner in the learning process.

Teachers who CARE will demonstrate

#### C1: Learning Environments

The ability to work with others to create safe and stimulating learning environments which support

individual and collaborative learning and encourage positive social interaction, active engagement, and self-motivation of all learners.

#### C2: Learning Differences

The ability to understand individual differences, diverse cultures, and communities to create inclusive learning environments which enable each learner to meet high standards.

#### C3: Leadership and Collaboration

The ability to collaborate with learners, families, colleagues, other school professionals, and community members to ensure student learning and growth, and to advance the profession by accepting appropriate leadership roles.

#### C4: Professional Learning and Ethical Practices

The ability to grow professionally as a teacher by continually evaluating his/her practice, participating in professional learning, and adapting new practices to meet the needs of each learner.

### **ADMISSIONS REQUIREMENTS**

Admission to School of Education certification programs is accomplished in three phases: Pre-Professional, Professional, and Clinical Practice. Forms and applications are available in the School of Education Office and in the SOE Canvas course

#### **Pre-Professional Phase**

Individuals who show an interest in teaching are considered for admission into the Pre-professional phase of the program. Candidates are admitted to the Pre-professional phase who have met the general admissions requirements for the college and meet the following criteria:

- a. purchase professional liability insurance before being allowed to enter the public schools for field placements (Additional information regarding this insurance will be provided in ED 101 and ED 200),
- b. write a 2-page paper entitled “Why I Will Be A Successful Knowing, Sharing, and Caring Teacher,”
- c. submit to a background check from [castlebranch.com](http://castlebranch.com) and
- d. begin to gather evidence for an entrance portfolio.

#### **Professional Phase**

Application to the Professional Phase of a certification program should occur during the sophomore year. The candidate works closely with the academic advisor to complete the process and ensure that all criteria are met for admission to the School of Education program and for the Pre-Service certificate from the Georgia Professional Standards Commission (GaPSC). Transfer students who have received credit for ED 200 must seek admission to the program during their first semester of enrollment.

Candidates gather evidence in a portfolio demonstrating that all requirements to be admitted into the School of Education certification program and the Pre-Service Certificate have been met. When this is completed, candidates submit the application and portfolio to the Governance Committee for review. The candidates then request an interview with the Governance Committee. During the interview candidates will be asked to present this evidence of their potential to become a “Knowing, Sharing, Caring” teacher. Interviews will be scheduled on an individual basis. After a successful interview with the Governance Committee, the candidate’s application for the Pre-Service Certificate is then submitted to the Georgia Professional Standards Commission. If a Pre-Service Certificate is issued by the Georgia Professional Standards Commission to the candidate, the candidate will be admitted into the School of Education program for which he/she applied.

The following criteria should be met by teacher candidates before admission:

#### **KNOWING**

- a. at least 30 hours of college credit courses and a “C” or better in each lower and upper division major or minor course attempted
- b. a cumulative grade point average of at least 2.75 on all college work completed
- c. a final grade of “C” or better in EN 101, EN 102, CM 130, ED 101 and ED 200 or equivalent courses
- d. a final grade of “C” or better in the mathematics Liberal Arts Core course(s) required for each program (see programs for specific courses that fulfill this requirement)
- e. a recommendation of academic ability by a non-education Emmanuel College faculty member

## **SHARING**

- a. documentation of successful practical classroom experience either through practicum experiences in ED 101 and ED 200 or another practical classroom experience
- b. documentation of potential teaching ability through the presentation of the entrance portfolio
- c. a recommendation regarding teaching potential from a faculty member in the School of Education

## **CARING**

- a. a character reference from a professional that has known the candidate well for a significant period of time
- b. successful completion of interview by the School of Education Governance Committee
- c. passing score of the Georgia Educator Ethics Assessment
- d. acquire a Pre-Service Certificate from the Georgia Professional Standards Commission which includes passing a background check.

Note: Admission into the Professional Phase of a School of Education certification program and a Pre-Service Certificate are required in order to enroll in Education courses numbered 300 and above unless specific permission is given by the School of Education Governance Committee.

### **Clinical Practice Phase**

With the assistance of his/her academic advisor, a teacher candidate will apply for admission to Clinical Practice. An application form may be obtained in the School of Education Office.

The following requirements must be met for admission to Clinical Practice I:

- a. admission into the Professional Phase of the program for at least one semester and maintenance of all admission criteria
- b. hold a Pre-Service Certificate from the Georgia Professional Standards Commission which includes passing a background check.
- c. successful completion of all junior level courses and practicums

The following requirements must be met for admission to Clinical Practice II:

- a. successful completion of Clinical Practice I
- b. presentation of the Professional Portfolio to the Governance Committee with documentation of mastery in each of the Knowing, Sharing, and Caring competencies
- c. hold a Pre-Service Certificate from the Georgia Professional Standards Commission which includes passing a background check
- d. recommendation of the Governance Committee

Note: At the time of enrollment in Clinical Practice I and Clinical Practice II, the student must have a 2.75 overall GPA, have a “C” grade or better for every upper or lower division major or minor course, have proof of current professional liability insurance, and have completed all upper and lower division major and minor courses unless permission is granted by the School of Education Governance Committee.

### **PRE-SERVICE CERTIFICATE REQUIREMENTS**

- a. successful recommendation by the SOE Governance Committee
- b. signed GaPSC Application for Certification, including completed Personal Affirmation questions and signature authorizing a criminal background check
- c. passing score on the Georgia Educator Ethics Assessment
- d. signed and notarized Verification of Lawful Presence (VLP) affidavit
- e. copy of supporting documentation for VLP.

### **GRADUATION REQUIREMENTS**

The following requirements must be met to graduate from an Emmanuel College School of Education certification program:

- a. completion of all basic requirements for graduation from Emmanuel College
- b. completion of all course requirements in the chosen School of Education program with a cumulative grade point average of 2.75 or higher
- c. completion of the required GACE content tests designated by each individual program
- d. passing score on the Georgia Educator Ethics Assessment.

## **CERTIFICATION REQUIREMENTS**

The following requirements must be met to be recommended for an induction certificate in the State of Georgia:

- a. completion of all graduation requirements
- b. completion of certification application
- c. passing score on GACE Assessments required for program
- d. passing score on the Georgia Educator Ethics Assessment
- e. B- or higher in ED 403 Exceptional Children or HPE 431 Adaptive PE (HPE majors only).

### **Recency Requirements for Certification**

According to the Georgia Professional Standards Commission (GaPSC), “program completers must be recommended for certification within five years of completing an approved program. Completers seeking a recommendation for certification more than five years after completing a program will be required to meet requirements specified by the program provider to assure up-to-date knowledge in the field of certification sought.”

The Emmanuel College School of Education will examine each individual requesting certification and determine the best course of study to meet this requirement. The course of study could include, but not be limited to, specific courses, practicums, and internships.

## **TRANSFER STUDENTS**

Of the minimum twenty (20) semester hours of upper division courses that must be completed in a student’s major at Emmanuel College during a two-semester period, a transfer student in a School of Education certification program must take one methods course with a practicum, in residence, in addition to Clinical Practice II (EC/ECSP/EM/ES/ME/HPE/AGED 465). In addition, the transfer student must meet requirements for admission into the Clinical Practice phase and demonstrate mastery of the Knowing, Sharing, and Caring competencies. (See academic requirements for transfer students for additional College requirements.)

## **CERTIFICATION ONLY STUDENTS**

Certification only students are those students who have received a baccalaureate degree from an accredited institution and are only seeking certification. These

students should communicate with the School of Education regarding requirements.

## **HIGH SCHOOL APPRENTICESHIP PROGRAM**

Students completing a Secondary Teacher Education Apprenticeship Program from a secondary school with whom Emmanuel College has an articulated agreement may receive credit at Emmanuel College for ED 101 and ED 200. Evidence of completion of the above program will be by an official high school transcript and an official certificate of competency.

Students from other field-based High School Apprenticeship Programs with whom Emmanuel College does not have an articulated agreement may receive credit for ED 101. To receive credit, the high school transcript must be presented to the dean of the school of education within the first week of classes. High school course work will be evaluated by the School of Education to determine if credit for ED 200 will also be granted.

### **Course Fees**

Certain education courses will contain a course fee to cover the cost of some requirements in the certification and non-certification degrees. See Student Costs.

# ELEMENTARY EDUCATION MAJOR

## PURPOSE

The Elementary Education Major leads to the Bachelor of Science degree and prepares students for a teaching career in preschool through grade five. The Elementary Education Program is designed to develop knowing, sharing, caring teachers with a Christian philosophy who are generalists in content areas and who are specialists in child development. A collaborative shared inquiry framework is used to equip students with the competencies needed to link child development theory with developmentally appropriate curricula and teaching strategies.

At the completion of the program, if certification requirements for the state of Georgia have been met, candidates will receive an induction certificate in Elementary Education with a reading endorsement.

## BACHELOR OF SCIENCE

### LIBERAL ARTS CORE

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

#### Humanities

Literature	3 hrs.
Humanities	3 hrs.

#### Social and Behavioral Science

HY 272 (American History I)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

#### Natural Science/Mathematical Reasoning

SC 110 (Issues in Biology)	4 hrs.
MA 200 (Statistics)	3 hrs.

#### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

#### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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#### ECF 101 (Foundations)

2 hr.

#### SS 400 (Professions, Vocations, Missions)

1 hr.

#### Total

44 hrs.

### MAJOR LOWER AND UPPER-LEVEL COURSES

#### Social and Behavioral Sciences

HY 273 (American History II)	3 hrs.
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#### Natural Science/Mathematical Reasoning

SC 125 (Physical Science with lab)	4 hrs.
SC 210 (Earth Science)	3 hrs.
MA 211 (Math for Elementary)	3 hrs.

#### Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ED 305 (Multicultural Society)	3 hrs.
ED 350 (Media and Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

#### Professional Courses

EC 300 (Curriculum)	3 hrs.
EC 309 (Designing Instruction/All Learners)	3 hrs.
EC 310 (Reading)	3 hrs.
EC 313 (Language Arts/Children's Lit)	3 hrs.
EC 315 (Reading/Writing Content Area)	3 hrs.
EC 330 (Social Studies Methods)	3 hrs.
EC 360 (Junior Practicum I)	3 hrs.
EC 365 (Junior Practicum II)	2 hrs.
EC 410 (Reading Problems)	3 hrs.
EC 420 (EC Math Methods)	3 hrs.
EC 421 (EC Science Methods)	3 hrs.
ED 451 (Classroom/Behavior Mgmt)	3 hrs.
EC 460 (Clinical Practice I)	4 hrs.
EC 465 (Clinical Practice II)	12 hrs.

#### TOTAL

124 hrs.

# DUAL ELEMENTARY/SPECIAL EDUCATION GENERAL CURRICULUM MAJOR

## PURPOSE

The dual Elementary/Special Education Major leads to the Bachelor of Science degree and prepares students for a teaching career in preschool through grade five with a dual certification in Elementary Education and Special Education General Curriculum. The Elementary/Special Education Program is designed to prepare candidates to meet the challenges of students with disabilities as well as the typical elementary school student. Theory and practice from both the fields of elementary education and special education are incorporated into the foundation of the program.

The ECSP Dual Program exemplifies Emmanuel College's educational mission by preparing students to become Christ-like disciples who integrate faith, learning and living, which will produce students who are "Knowing, Caring, and Sharing" education professionals.

At the completion of the program, if certification requirements for the state of Georgia have been met, candidates will receive an induction certificate in Elementary Education and Special Education with a reading endorsement.

## BACHELOR OF SCIENCE

### LIBERAL ARTS CORE

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

#### Humanities

Literature	3 hrs.
Humanities	3 hrs.

#### Social and Behavioral Science

HY 272 (American History I)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

#### Natural Science/Mathematical Reasoning

SC 110 (Issues in Biology/Lab)	4 hrs.
MA 200 (Statistics)	3 hrs.

#### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

#### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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#### ECF 101 (Foundations)

SS 400 (Professions, Vocations, Missions)	1 hr.
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<b>Total</b>	<b>44 hrs.</b>
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### MAJOR LOWER AND UPPER-LEVEL COURSES

#### Social and Behavioral Sciences

HY 273 (American History II)	3 hrs.
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#### Natural Science/Mathematical Reasoning

SC 125 (Physical Science with lab)	4 hrs.
SC 210 (Earth Science)	3 hrs.
MA 211 (Math for Elementary)	3 hrs.

#### Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (Principles of American Education)	3 hrs.
ED 305 (Multicultural Society)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ED 350 (Media and Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

#### Professional Courses

EC 300 (Curriculum)	3 hrs.
EC 309 (Designing Instruction for All Learners)	3 hrs.
EC 310 (Reading)	3 hrs.
EC 313 (Language Arts/Children's Lit)	3 hrs.
EC 315 (Reading/Writing Content Area)	3 hrs.
EC 330 (Social Studies Methods)	3 hrs.
EC 410 (Reading Problems)	3 hrs.
EC 420 (Math Methods)	3 hrs.
EC 421 (Science Methods)	3 hrs.
ED 451 (Behavior Management)	3 hrs.
ECSP 312 (Ethics, Policies & Procedures)	3 hrs.
ECSP 320 (SpEd Curriculum and Methods I)	3 hrs.
ECSP 420 (SpEd Curriculum and Methods II)	3 hrs.
ECSP 360 (Junior Practicum I)	3 hrs.
ECSP 365 (Junior Practicum II)	2 hrs.



ECSP 460 (Clinical Practice I)	4 hrs.
ECSP 465 (Clinical Practice II)	12 hrs.
<b>TOTAL</b>	<b>133 hrs.</b>

<b>Christian Ministries</b>	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

<b>Physical Wellness</b>	
PE 105 (Total Fitness)	1 hr.

ECF 101 (Foundations)	2 hrs.
SS 400 (Profession, Vocation, Mission)	1 hr.

**Total** 44 hrs.

<b>Foundation Courses</b>	
ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ED 305 (Multicultural Society)	3 hrs.
ED 350 (Media and Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

<b>Professional Courses</b>	
EM 300 (Curriculum)	3 hrs.
EM 315 (Reading/Writing Content Area)	3 hrs.
EM 361 (Junior Practicum I)	2 hrs.
EM 365 (Junior Practicum II)	1 hr.
Methods Courses: Choose 2	6 hrs.
EM 412 (Language Arts Methods)	
EM 420 (Math Methods)	
EM 421 (Science Methods)	
EM 430 (Social Studies Methods)	
ED 451 (Classroom/Behavior Mgmt)	3 hrs.
EM 460 (Clinical Practice I)	4 hrs.
EM 465 (Clinical Practice II)	12 hrs.

Concentration I	15-20 hrs.
Concentration II	15-18 hrs.

**TOTAL** 124-134 hrs.

## MIDDLE GRADES EDUCATION MAJOR

### PURPOSE

The Middle Grades Education Major leads to the Bachelor of Science degree and prepares students for a teaching career in grades four through eight. The Middle Grades Program is designed to develop knowing, sharing, caring teachers with a Christian philosophy who are specialists in at least two content areas.

### Concentrations

Students majoring in Middle Grades Education are required to take 15-21 semester hours in two concentrations in addition to the professional education courses. These concentrations are chosen from the areas of language arts, mathematics, science, or social studies.

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

#### Humanities

Literature#	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

#### Social and Behavioral Science

History*	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

#### Natural Science/Mathematical Reasoning

*Science (Lab course)	4 hrs.
**Mathematics	3 hrs.

### AREAS OF CONCENTRATION CHOICES

Choose two concentrations from the four listed below:

#### LANGUAGE ARTS

#EN 207 or EN 208 Required as the Core Literature.	
EN 311 (Adolescent Literature)	3 hrs.
EN 360 (Advanced Grammar)	3 hrs.

EN 370 (Advanced Composition) OR	
EN 302 (Technical Writing)	3 hrs.
EN 401 (American Literature) OR	
EN 315 (Multicultural American Lit)	3 hrs.
Upper-Level Literature	3 hrs.
Total	15 hrs.

#### MATHEMATICS

\*\*For those with a mathematics concentration, the mathematics core requirement is MA 200 (Statistics).

MA 130 (College Algebra)	4 hrs.
MA 175 (Pre-Calculus)	4 hrs.
MA 240 (Calculus I)	4 hrs.
MA 300 (Foundations of Geometry)	3 hrs.
MA 305 (Intro to Higher Mathematics)	3 hrs.
MA 315 (Linear Algebra I)	3 hrs.
Total	21 hrs.

#### NATURAL SCIENCE

\*For those with a science concentration, the core science course must be BIO 111 (Biology I).

\*\* For those with a science concentration, MA 130 (College Algebra) or higher is required.

SC 125 (Physical Science)	4 hrs.
BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.
Chemistry/Physics/Environmental Science	
Zoology	7-8 hrs.
SC 210 (Earth Science)	3 hrs.
Total	18-19 hrs.

#### SOCIAL AND BEHAVIORAL SCIENCE

\*For those with a social and behavioral science concentration, the core history course must be HY 272.

GY 101 (Geography)	3 hrs.
HY 260 (World History)	3 hrs.
HY 301 (Georgia History)	3 hrs.
HY 273 (American History II)	3 hrs.
PS 101 (American Government)	3 hrs.
Total	15 hrs.

## SECONDARY EDUCATION MAJORS

### PURPOSE

The Secondary Education Major leads to the Bachelor of Arts or Science degree and prepares students for a teaching career in grades six through twelve. The Secondary Education programs are designed to develop knowing, sharing, caring teachers with a Christian philosophy who are specialists in a particular field of study.

Admission to Secondary Education programs follows the same policies as outlined previously for other School of Education certification programs. Program requirements are found within the department from which the major subject material is administered.

## AGRICULTURAL EDUCATION

The Agricultural Education Major leads to the Bachelor of Science degree and prepares students for a teaching career in grades six through twelve. The Agricultural Education Major is designed to develop knowing, sharing, and caring teachers with a Christian philosophy who are specialists in agricultural education.

### AGRICULTURAL EDUCATION MAJOR

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

#### Communication Skills

EN101, 102 (Freshman Composition)	6 hrs.
CM130 (Intro to Communication)	3 hrs.

#### Humanities

Literature	3 hrs.
Humanities/Philosophy	
Theater/Foreign Language/Literature	3 hrs.

#### Social & Behavioral Sciences

History	3 hrs.
PY 220 (Human Growth/Dev)	3 hrs.

#### Natural Sciences/Mathematical Reasoning

BIO 111 (Biology I)	3 hrs.
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BIO 111L (Biology I Lab)	1 hr.
MA 200 (Statistics)	3 hrs.

#### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

#### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
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SS 400 (Professions, Vocations, Missions)	1 hr.
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<b>Total</b>	<b>44 hrs.</b>
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### MAJOR LOWER AND UPPER-LEVEL COURSES

#### Natural Sciences/Mathematical Reasoning

BIO 112 (Biology II)	3 hrs.
BIO 112L (Biology II Lab)	1 hr.

#### Agriculture Content Courses

AG 101 (Introduction to Agriculture)	1 hr.
AG 105 (Basic Agriculture Science)	3 hrs.
AG 201 (Ag Operation/Experience)	1 hrs.
AG 205 (Greenhouse Operations)	3 hrs.
AG 301 (Crop Science)	4 hrs.
AG 302 (Biology, Care/Production)	4 hrs.
AG 305 (Ag Economics)	3 hrs.
AG 325 (For Science)	3 hrs.
AG 402 (Insect/Disease Management)	3 hrs.
AG 403 (Advanced Animal Science)	3 hrs.
AG 404 (Ag Processing/Marketing)	3 hrs.
AG 410 (Internship)	3 hrs.

#### Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ED 350 (Media and Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.
ED 451 (Classroom/Behavior Mgmt)	3 hrs.

#### Professional Courses

AGED 300 (Curriculum/Learn Focus)	3 hrs.
AGED 350 (Ag Mechanics)	3 hrs.
AGED 360 (Junior Practicum I)	1 hr.
AGED 365 (Junior Practicum II)	1 hr.
AGED 370 (Program Mgmt)	3 hrs.

AGED 455 (Ag Ed Methods)	3 hrs.
AGED 460 (Clinical Practice I)	5 hrs.
AGED 465 (Clinical Practice II)	12 hrs.

SS 400 (Professions, Vocations, Missions)	1 hr.
<b>Total</b>	<b>45 hrs.</b>

**TOTAL** 127 hrs.

**MAJOR LOWER AND UPPER-LEVEL COURSES**

**BUSINESS EDUCATION**

The Secondary Business Education Major leads to the Bachelor of Science degree and prepares students for a teaching career in grades six through twelve. The program is designed to develop knowing, sharing, caring teachers with a Christian philosophy who are specialists in the field of business education.

**BUSINESS EDUCATION MAJOR**

**BACHELOR OF SCIENCE**

**LIBERAL ARTS CORE**

<b>Communication Skills</b>	
EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.
<b>Humanities</b>	
Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.
<b>Social &amp; Behavioral Science</b>	
History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.
<b>Natural Sciences/Mathematical Reasoning</b>	
Science (Lab course)	4 hrs.
MA 130 (College Algebra or higher)	4 hrs.
<b>Christian Ministries</b>	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
<b>Physical Wellness</b>	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.

**Business Content Courses:**

BU 200, 201 (Macro/Microeconomics)	6 hrs.
BU 250 (Comp Office Apps I)	3 hrs.
BU 252 (Business Problem Solving)	3 hrs.
BU 260 (Financial Acct)	3 hrs.
BU 264 (Managerial Acct)	3 hrs.
BU 285 (Personal Financial Mgmt)	3 hrs.
BU 300 (Management/Org. Behavior)	3 hrs.
BU 305 (Marketing)	3 hrs.
BU 310 (Business Law)	3 hrs.
BU 325 (Entrepreneurship)	3 hrs.
BU 422 (Business Ethics)	3 hrs.
BU 460 (International Business)	3 hrs.
CM 310 (Business Communication)	3 hrs.
IS 255 (Information Systems)	3 hrs.

**Foundation Courses**

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ED 350 (Media and Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

**Professional Courses**

ES 300 (Curriculum)	3 hrs.
ES 360 (Junior Practicum)	1 hr.
ES 365 (Junior Practicum II)	1 hr.
ES 425 (Instructional Strategies)	3 hrs.
ED 451 (Classroom/Behavior Mgmt)	3 hrs.
ES 461 (Clinical Practice I)	5 hrs.
ES 465 (Clinical Practice II)	12 hrs.

**TOTAL** 131 hrs.

## ENGLISH EDUCATION

The general purpose of the English Education curriculum is to provide a program which broadens students' knowledge and gives them a firm Christian foundation. The general core in the curriculum gives students experiences in areas in addition to English and teaches them a Christian philosophy and worldview. Students take courses in communication skills, humanities, history and the behavioral sciences, science and mathematics, physical wellness, and Christian ministries in addition to courses in literature, old and new, western and non-western, and in writing both creatively and informatively. This knowledge base is then paired with pedagogy and experience to create knowing, sharing, and caring teachers for today's classrooms.

### ENGLISH EDUCATION MAJOR

#### BACHELOR OF ARTS OPTION

##### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communications)	3 hrs.

##### Humanities

EN 205 (Ancient/Medieval Literature)	3 hrs.
Foreign Language (French, Spanish, Greek, Old English)	3 hrs.

##### Social & Behavioral Science

History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

##### Natural Sciences/Mathematical Reasoning

Science (Lab course)	4 hrs.
MA 130 (College Algebra or higher)	4 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

TOTAL 45 hrs.

#### MAJOR LOWER AND UPPER-LEVEL COURSES

Foreign Language (French, Spanish, Greek, Old English) 3 hrs.

##### English Content Courses

EN 206 (Renaissance/Enlightenment)	3 hrs.
EN 207 (Romanticism/Transcendentalism/Realism)	3 hrs.
EN 208 (20 <sup>th</sup> Century/Contemporary)	3 hrs.
EN 311 (Adolescent Literature)	3 hrs.
EN 360 (Advanced Grammar)	3 hrs.
EN 370 (Advanced Composition) OR EN 302 (Technical Writing)	3 hrs.
EN 380 (History/English Language)	3 hrs.
EN 395 (Critical Theories)	3 hrs.
EN 401 (American Literature) OR EN 315 (Multicultural American Lit)	3 hrs.
EN 402 (British Literature)	3 hrs.
EN 403 (European Literature)	3 hrs.
EN 487 (American Literature Seminar) OR EN 488 (British Literature Seminar) OR EN 489 (World Literature Seminar)	3 hrs.
EN 490 (Shakespeare)	3 hrs.

##### Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ED 350 (Media & Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

##### Professional Courses

ES 300 (Curriculum)	3 hrs.
ES 315 (Reading/Writing Content Area)	3 hrs.
ES 360 (Junior Practicum)	1 hr.
ES 365 (Junior Practicum II)	1 hr.
ES 412 (Methods of Teaching English)	3 hrs.
ED 451 (Classroom/Behavior Mgmt)	3 hrs.
ES 461 (Clinical Practice I)	5 hrs.
ES 465 (Clinical Practice II)	12 hrs.

TOTAL 131 hrs.

**BACHELOR OF SCIENCE OPTION****LIBERAL ARTS CORE**

## Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communications)	3 hrs.

## Humanities

EN 205 (Ancient/Medieval)	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

## Social &amp; Behavioral Science

History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

## Natural Sciences/Mathematical Reasoning

Science (Lab course)	4 hrs.
MA 130 (College Algebra or higher)	4 hrs.

## Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

## Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
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SS 400 (Professions, Vocations, Missions)	1 hr.
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Total	45 hrs.
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**MAJOR LOWER AND UPPER-LEVEL COURSES**

## English Content Courses

EN 206 (Renaissance/Enlightenment)	3 hrs.
EN 207 (Romanticism/Transcendentalism/ Realism)	3 hrs.
EN 208 (20 <sup>th</sup> Century/Contemporary)	3 hrs.
EN 311 (Adolescent Literature)	3 hrs.
EN 360 (Advanced Grammar)	3 hrs.
EN 370 (Advanced Composition) OR EN 302 (Technical Writing)	3 hrs.
EN 380 (History English Language)	3 hrs.
EN 395 (Critical Theories)	3 hrs.
EN 401 (American Literature) OR EN 315 (Multicultural American Lit)	3 hrs.
EN 402 (British Literature)	3 hrs.

EN 403 (European Literature)	3 hrs.
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EN 487 (American Literature Seminar) OR EN 488 (British Literature Seminar) OR EN 489 (World Literature Seminar)	3 hrs.
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EN 490 (Shakespeare)	3 hrs.
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## Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ED 350 (Media & Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

## Professional Courses

ES 300 (Curriculum)	3 hrs.
ES 315 (Reading/Writing Content Area)	3 hrs.
ES 360 (Junior Practicum)	1 hr.
ES 365 (Junior Practicum II)	1 hr.
ES 412 (Methods of Teaching English)	3 hrs.
ED 451 (Classroom/Behavior Mgmt)	3 hrs.
ES 461 (Clinical Practice I)	5 hrs.
ES 465 (Clinical Practice II)	12 hrs.

TOTAL	128 hrs.
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## HISTORY EDUCATION

The Secondary History Education major leads to a Bachelor of Science degree and prepares students for teaching history in grades six through twelve. The program is designed to produce **knowing** teachers who have internalized content of breadth and depth enabling them to instruct history as a specialty field. The required foundational and professional courses will ensure and enhance abilities characteristic of **sharing** and **caring** instructors.

### HISTORY EDUCATION MAJOR

#### BACHELOR OF SCIENCE

##### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### Social and Behavioral Sciences

HY 110 (Western Civ I)	3 hrs.
HY 272 (American History I)	3 hrs.

##### Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
MA 123 (Mathematical Modeling) or higher	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.

Total 44 hrs.

#### MAJOR LOWER AND UPPER-LEVEL COURSES

##### Social/Behavioral Sciences

##### Content Courses Lower Level:

GY 101 (Geography)	3 hrs.
HY 111 (Western Civ II)	3 hrs.
HY 273 (American History II)	3 hrs.
HY 260 (World History)	3 hrs.
PS 101 (American Government)	3 hrs.

##### Content Courses Upper Level:

HY 301 (Georgia History)	3 hrs.
HY320 (Historiography)	3 hrs.
Upper-Level European History	6 hrs.
Upper-Level American History	6 hrs.
Upper-Level History Elective	3 hrs.

##### Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ED 350 (Media & Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

##### Professional Courses

ES 300 (Curriculum)	3 hrs.
ES 360 (Junior Practicum)	1 hr.
ES 365 (Junior Practicum II)	1 hr.
ES 430 (Social Studies Methods)	3 hrs.
ED 451 (Classroom Behavior Mgmt)	3 hrs.
ES 461 (Clinical Practice I)	5 hrs.
ES 465 (Clinical Practice II)	12 hrs.

TOTAL 124 hrs.

# MATHEMATICS EDUCATION

The Mathematics Secondary Education Major leads to the Bachelor of Science degree and prepares students for a teaching career in grades six through twelve. The Mathematics Secondary Education Major is designed to develop knowing, sharing, and caring teachers with a Christian philosophy who are specialists in mathematics education. Strong emphasis is placed on learning the mathematics content, on the NCTM Curriculum Standards, on the Georgia Standards of Excellence, and on the candidate's ability to exhibit effective practices in the preparation of and delivery of lessons.

## MATHEMATICS EDUCATION MAJOR

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman English)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### Social & Behavioral Science

History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

##### Natural Sciences/Mathematical Reasoning

Science (Lab course)	4 hrs.
MA 200 (Statistics)	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpretation Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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ECF 101 (Foundations)	2 hrs.
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SS 400 (Professions, Vocations, Missions)	1 hr.
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Total	44 hrs.
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## MAJOR LOWER AND UPPER-LEVEL COURSES

### Mathematics Content Courses

MA 175 (Pre-Calculus)	4 hrs.
MA 240 (Calculus I)	4 hrs.
MA 241 (Calculus II)	4 hrs.
MA 242 (Calculus III)	3 hrs.
MA 300 (Foundations of Geometry)	3 hrs.
MA 305 (Intro to Higher Mathematics)	3 hrs.
MA 315 (Linear Algebra I)	3 hrs.
MA 350 (Differential Equations) OR MA 441 (Numerical Analysis)	3 hrs.
MA 400 (Statistics and Probability) OR MA 440 (Mathematical Analysis)	3 hrs.
MA 420 (Abstract Algebra)	3 hrs.
MA 450 (Senior Seminar in Math)	3 hrs.

### Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ED 350 (Media and Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

### Professional Courses

ES 300 (Curriculum)	3 hrs.
ES 360 (Junior Practicum)	1 hr.
ES 365 (Junior Practicum II)	1 hr.
ES 420 (Secondary Math Methods)	3 hrs.
ED 451 (Classroom/Behavior Mgmt)	3 hrs.
ES 461 (Clinical Practice I)	5 hrs.
ES 465 (Clinical Practice II)	12 hrs.

TOTAL	121 hrs.
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## P-12 EDUCATION MAJORS

### PURPOSE

P-12 Majors prepare students for a teaching career in grades pre-kindergarten through twelve. The P-12 Education programs are designed to develop knowing, sharing, caring teachers with a Christian philosophy who are specialists in a particular field of study.

Emmanuel College prepares P-12 teachers in Health and Physical Education. Admission to P-12 certification programs follows the same policies as outlined previously for other School of Education certification programs.

### HEALTH/PHYSICAL EDUCATION

#### (P-12)

The Health and Physical Education major leads to a Bachelor of Science degree and prepares students for teaching health and physical education in grades P-12. The Health and Physical Education major is designed to develop knowing, sharing, caring teachers with a Christian philosophy who are specialists in the areas of health and physical education.

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition) 6 hrs.

CM 130 (Intro to Communication) 3 hrs.

##### Humanities

Literature 3 hrs.

Humanities/Philosophy/  
Theater/Foreign Language/Literature 3 hrs.

##### Social & Behavioral Science

History 3 hrs.

PY 220 (Human Growth/Development) 3 hrs.

##### Natural Sciences/Mathematical Reasoning

BIO 111 (Biology I) 3 hrs.

BIO 111L (Biology I Lab) 1 hr.

Mathematics 3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness) 1 hr.

ECF 101 (Foundations) 2 hrs.

SS 400 (Professions, Vocations, Missions) 1 hr.

Total 44 hrs.

### MAJOR LOWER AND UPPER-LEVEL COURSES

#### Foundation Courses

ED 101 (Orientation to Teaching) 1 hr.

ED 200 (Principles of American Education) 3 hrs.

ED 310 (Assessment of Learning) 3 hrs.

ED 350 (Media and Technology) 3 hrs.

#### Professional Courses

HPE 300 (Essentials of HPE Instruction) 3 hrs.

HPE 320 (Health Education) 3 hrs.

HPE 325 (Principles of Coaching) 3 hrs.

HPE 330 (Teaching Strength & Conditioning) 3 hrs.

HPE 360 (Junior Practicum) 2 hrs.

HPE 419 (Team & Individual Sports) 2 hrs.

HPE 420 (Methods P-5) 3 hrs.

HPE 421 (Methods 6-12) 3 hrs.

HPE 431 (Adapted PE) 3 hrs.

ED 451 (Classroom/Behavior Mgmt) 3 hrs.

HPE 460 (Clinical Practice I) 3 hrs.

HPE 465 (Clinical Practice II) 12 hrs.

#### Kinesiology/Science Courses

KN 215 (First Aid/Safety) 3 hrs.

KN 218 (History/Philosophy PE) 3 hrs.

KN 219 (Personal/Community Health) 3 hrs.

KN 319 (Athletic Training) 3 hrs.

KN 321 (Kinesiology) 3 hrs.

KN 322 (Exercise Testing and Prescription) 3 hrs.

KN 413 (Motor Learning) 3 hrs.

SC 330, 331 (Anatomy/Physiology I & II) 8 hrs.

TOTAL 126 hrs.

# EDUCATION

## NON-CERTIFICATION PROGRAMS

### PURPOSE

The purpose of the education non-certification programs is to provide a venue for those who want to work with children and adolescents in a setting where certification is not required.

### ADMISSION REQUIREMENTS

To be admitted into a non-certification program, students must meet the following requirements: have completed at least 30 hours of coursework, hold a cumulative grade point average of 2.0 or higher, obtain an acceptable background check from castlebranch.com, and submit a recommendation from an Emmanuel College faculty member and a character reference.

### GRADUATION REQUIREMENTS

Students who successfully meet the requirements below will be recommended for graduation:

- a. completion of all basic requirements for graduation from Emmanuel College including the liberal arts core requirements
- b. completion of requirements for the Child Studies Program or the Health and Physical Education Non-Certification Program
- c. maintain a minimum grade point average of 2.0 or higher and perform satisfactorily on an exit examination.

## CHILD STUDIES MAJOR NON-CERTIFICATION

The Child Studies major provides a program for students who want to work with young children but do not want to be certified to teach P-5 children. This non-certification major will enable students to work with young children in a variety of agencies, such as Head Start, preschool centers, after-school programs, children's museums, recreation programs, children's ministries, and some private schools. The curriculum will provide a strong holistic background in the study of children, from birth to early adolescence, and develop students who know, guide, and nurture children and adolescents.

## STUDENT LEARNING OUTCOMES

The student will demonstrate:

### Knowing

1. a knowledge of discipline-specific concepts related to teaching and supervising young children.
2. a knowledge of the developmental characteristics of diverse young learners.

### Guiding

1. the ability to plan differentiated, developmentally appropriate learning activities.
2. the ability to use developmentally appropriate learning activities and assessment strategies to meet the needs of diverse learners.

### Nurturing

1. the ability to create a safe and stimulating learning environment which supports all learners.
2. the ability to work collaboratively with learners, families, colleagues, and other professionals to ensure student learning and growth.
3. the ability to grow professionally by evaluating his/her practice and participating in professional learning.

## CHILD STUDIES MAJOR NON-CERTIFICATION

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

#### Humanities

Literature	3 hrs.
Humanities	3 hrs.

#### Social and Behavioral Science

HY 272 (American History I)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

Natural Science/Mathematical Reasoning		ED 467 (Child Studies Internship II)	4 hrs.
SC 110 (Issues in Biology)	4 hrs.	Minor	18-21 hrs.
Mathematics	3 hrs.	TOTAL	120-123 hrs.
Christian Ministries			
BI 111 (Biblical Literature & History)	3 hrs.		
BI 112 (Interpreting Biblical Literature)	3 hrs.		
BI 300 (Gospel of John)	3 hrs.		
TH 237 (Christian Ethics)	3 hrs.		
Physical Wellness			
PE 105 (Total Fitness)	1 hr.		
ECF 101 (Foundations)	2 hrs.		
SS 400 (Professions, Vocations, Missions)	1 hr.		
TOTAL	44 hrs.		

#### MAJOR LOWER AND UPPER-LEVEL COURSES

Social and Behavioral Sciences	
HY 273 (American History II)	3 hrs.
SO 172 (Intro to Sociology)	3 hrs.
Natural Science/Mathematical Reasoning	
SC 125 (Physical Science)	4 hrs.
SC 210 (Earth Science)	3 hrs.
MA 211 (Math for Elementary Teachers)	3 hrs.
Physical Wellness	
KN 215 (First Aid and Safety)	3 hrs.
KN 219 (Personal & Community Health)	3 hrs.
KN 314 (Nutrition)	3 hrs.
Foundation Courses	
ED 101 (Orientation to Teaching)	1 hr.
ED 200 (Principles of American Education)	3 hrs.
ED 305 (Multicultural Society)	3 hrs.
ED 350 (Media and Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.
Professional Courses	
EC 300 (Curriculum)	3 hrs.
EC 310 (Reading)	3 hrs.
EC 313 (Language Arts/Children's Lit)	3 hrs.
ED 451 (Behavior Management)	3 hrs.
ED 361 (Junior CS Practicum I)	1 hrs.
ED 366 (Junior CS Practicum II)	1 hrs.
ED 461 (Child Studies Internship I)	2 hrs.

## **SPORT AND FITNESS NON-CERTIFICATION**

The Sport and Fitness major prepares students for many professional positions in the realm of health and physical education. This non-certification major will enable students to work in areas such as coaching, administrative positions in exercise/athletic centers, personal training, and strength and conditioning fields.

### **STUDENT LEARNING OUTCOMES**

Graduates of the Sport and Fitness program should be able to demonstrate the following:

- a. Knowledge of central concepts specific to health and physical education, sport, and fitness, and strategies for creating experiences for growth and development in these areas that are meaningful for a variety of students/athletes/clients and assure mastery of content.
- b. Knowledge of intellectual, social, physical, and personal growth of diverse individuals, developmentally appropriate practices, and cultural characteristics related to sport and fitness.
- c. Ability to design effective differentiated learning activities that promote rigorous goals for growth and development based on the graduate's knowledge of discipline-specific content, student/athlete/client needs, environments, pedagogy, and assessment.
- d. Ability to select and use a variety of appropriate resources, including current technology, to develop a deeper understanding of content and build skills to apply knowledge in meaningful ways.
- e. Ability to effectively connect concepts using differing perspectives to practical applications in authentic situations and environments.
- f. Ability to develop and utilize multiple assessment strategies to engage students/athletes/clients in their own growth, allow for progress monitoring, and guide decision-making.
- g. Ability to work with others to create safe and stimulating learning/work environments that support individual and collaborative development and encourage positive social interaction, active engagement, and self-motivation of all involved parties.
- h. Ability to understand individual differences, diverse cultures, and communities to create inclusive and supportive environments to promote and achieve high standards.

- i. Ability to collaborate with students/athletes/clients, other professionals in the field, and community members to advance the profession.
- j. Ability to grow professionally by continually conducting self-evaluation, participating in professional learning experiences, and adapting practices to meet current standards and student/athlete/client needs.

## **SPORT AND FITNESS NON-CERTIFICATION MAJOR**

### **BACHELOR OF SCIENCE**

#### **LIBERAL ARTS CORE**

<b>Communication Skills</b>	
EN101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.
<b>Humanities</b>	
Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.
<b>Social &amp; Behavioral Science</b>	
History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.
<b>Natural Sciences/Mathematical Reasoning</b>	
BIO 111 (Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
Mathematics	3 hrs.
<b>Christian Ministries</b>	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
<b>Physical Wellness</b>	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.
<b>Total</b>	<b>44 hrs.</b>

## MAJOR LOWER AND UPPER-LEVEL COURSES

### Kinesiology/Science Courses

KN 215 (First Aid/Safety)	3 hrs.
KN 218 (History/Philosophy PE)	3 hrs.
KN 219 (Personal/Community Health)	3 hrs.
KN 319 (Athletic Training)	3 hrs.
KN 321 (Kinesiology)	3 hrs.
KN 322 (Exercise Testing and Prescription)	3 hrs.
KN 330 (Sports Psychology)	3 hrs.
KN 400 (Issues in Sports)	3 hrs.
KN 413 (Motor Learning)	3 hrs.
SC 330, 331 (Anatomy/Physiology I & II)	8 hrs.

### Health/Physical Education Courses

HPE 300 (Essentials of HPE Instruction)	3 hrs.
HPE 300L (Essentials of HPE Lab)	NC
HPE 320 (Health Education)	3 hrs.
HPE 325 (Principles of Coaching)	3 hrs.
HPE 330 (Strength and Conditioning)	3 hrs.
HPE 419 (Team & Individual Sports)	2 hrs.
HPE 420 (Methods P-5)	3 hrs.
HPE 421 (Methods 6-12)	3 hrs.
HPE 431 (Adapted PE)	3 hrs.
HPE 454 (Internship)	3 hrs.
HPE 456 (Internship)	3 hrs.

### Electives (Choose 9 hrs. from the following):\*

ED 200 (Principles of Education)	9 hrs.
ED 451 (Classroom Behavior Manage)	
KN 221 (Sports Officiating)	
KN 313 (Organization/Admin PE)	
KN 314 (Principles of Nutrition)	
KN 335 (Facility Design & Mgmt)	
KN 401 (Tests and Measurements)	
KN 410 (Sports Management)	
KN 414 (Exercise Physiology)	

General Elective 3 hrs.

TOTAL 120 hrs.

\*NOTE: Three (3) hours of varsity sport may be used to fulfill one of the Sport/Fitness Electives.

## **ASSOCIATE DEGREES**

### **Programs of Study:**

**General Education**

**Allied Health**

**Business Administration**

## GENERAL EDUCATION

### PURPOSE

As a Christian liberal arts college, Emmanuel provides educational opportunities that go beyond job training in marketable skills for employment. Studying liberal arts is not synonymous with career preparation. The general education program is designed to help the person develop as a holistic individual in society. In that liberal arts education seeks to help the student make a life rather than merely a living, and that career goals often change, the general education program is highly valuable for career preparation, and for further work toward a baccalaureate degree.

### STUDENT LEARNING OUTCOMES

Based upon the purpose described above, the Emmanuel College faculty have established the following student learning outcomes for the Associate Degree in General Education in four broad areas of study (developing personal skills, understanding cultural and philosophical foundations, appreciating artistic and literary dimensions of culture, and understanding the natural world).

Student graduates in the AA General Education program should be able to:

1. Communicate effectively through writing and speaking
2. Develop an awareness and sensitivity to people of varied cultural backgrounds
3. Understand steps to Biblical interpretation, so as to apply them to one's daily life
4. Demonstrate proficiency in the use of technology

### GRADUATION REQUIREMENTS

In order to graduate with an Associate of Arts Degree in General Education, a student must complete the course requirements listed below (a minimum of 60 semester hours) with a minimum grade point average of 2.00 for all coursework taken and meet all other college graduation requirements outlined under Requirements for Graduation in this catalog.

## ASSOCIATE OF ARTS

### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

### Humanities\*

Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	6 hrs.

### Social and Behavioral Science\*

History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography/History	6 hrs.

### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.

### Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics	3 hrs.

### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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Electives 17 hrs.

ECF 101 (Foundations) 2 hrs.

**TOTAL 60 hrs.**

\*Students who are following curricula which place emphasis on mathematics and science may request at the beginning of the sophomore year to be permitted to make the following substitutions:

A student with a total of 20 hours of math/science (this is 12 hours above the 3-hour math and 4-hour science requirement) may substitute 3 hours of math/science courses for one of the options under humanities or social science. A student with a total of 23 or more hours of math/science (15 or more hours above requirements) may substitute for one option under both humanities and social science. A student may not substitute for two humanities or two social science courses under this provision.

# ALLIED HEALTH

## PURPOSE

The Allied Health Program at Emmanuel College is designed to provide the undergraduate prerequisites for a student pursuing a Bachelor of Science degree in nursing, nuclear and radiological sciences, respiratory therapy, clinical laboratory science, dental hygiene, health informatics, medical illustrations, and many other health-related careers. Since the prerequisites of each of the above-mentioned Allied Health fields vary, the student should work closely with their Allied Health advisor to choose the required prerequisites for their transfer institution.

## GOALS AND STUDENT LEARNING OUTCOMES

Upon completion of the Allied Health program, graduates should be able to demonstrate the following:

### I. Knowledge

1. Graduates will have a working knowledge of biological vocabulary.
2. Graduates should be able to explain the concepts in the following six critical areas of biology in their own words: interaction and interdependence; genetic continuity and reproduction; growth, development, and differentiation; energy; matter; and organization.
3. Graduates will be able to articulate what the scientific process means philosophically (i.e., be able to distinguish science from non-science).
4. Graduates will be able to describe the place of biology among other disciplines and the interactions between biology and society.

### II. Use of technology to create knowledge

1. Graduates will know the scientific techniques of observation, measurement, sampling, and analysis.
2. Graduates will demonstrate an ability to use laboratory and computer technologies to gather information, analyze, and communicate findings.

3. Graduates will demonstrate a working knowledge of processes, protocols, and proper operation of instrumentation and software that provides them with information and analyses on biological phenomena.

### III. Communication of knowledge

1. Graduates will be able to clearly articulate the problem at hand or objective of a study, and then analyze and discuss the available data, drawing conclusions warranted by the evidence.
2. Graduates will be competent in scientific writing and oral communication. Graduates will know and be able to apply the scientific method (i.e., to understand procedural knowledge and skills so that one can carry out a scientific study as well as critically analyze the work of others -- part of structural biological literacy). This includes the ability to develop hypotheses and make predictions; design experiments to test hypotheses; and critically evaluate results and draw conclusions.

## GRADUATION REQUIREMENTS

In order to graduate with an Associate of Science Degree in Allied Health, a student must complete the course requirements listed below (a minimum of 65 semester hours) with a minimum grade point average of 2.00 for all coursework taken and meet all other college graduation requirements outlined under Requirements for Graduation in this catalog.

## ASSOCIATE OF SCIENCE

### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

### Social and Behavioral Science

History/Political Science	3 hrs.
PY 210 (General Psychology)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

### Natural Science/Mathematical Reasoning\*

MA 130 (College Algebra)	4 hrs.
MA 200 (Statistics)	3 hrs.
BIO 111 (Biology I)	3 hrs.
BIO 111L (Biology I Lab)	1 hr.
CHM 220 (Chemistry I)	3 hrs.
CHM 220L (Chemistry I Lab)	1 hr.



SC 135 (Medical Terminology)	3 hrs.
SC 330 (Anatomy/Physiology I)	4 hrs.
SC 331 (Anatomy/Physiology II)	4 hrs.
Science Electives (BIO 112, CHM 221, SC 240, SC 320, SC 340)	8 hrs.
Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
Humanities	
Literature	3 hrs.
Humanities/Philosophy/ Literature/Theater/Foreign Language	3 hrs.
Physical Wellness	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
TOTAL	67 hrs.

# BUSINESS ADMINISTRATION

## PURPOSE

This degree is designed for those students who wish to pursue a two-year degree in business administration. The curriculum is designed to prepare the student for immediate entry-level placement in the business job market and will also prepare the student to go directly into a Bachelor Degree program here at Emmanuel. This degree also fills a need under the Trade Readjustment Act (TRA) which gives anyone who loses a job that is covered by this act eligibility for a two-year retraining program funded by the TRA. The Act requires that the candidate complete the program within two years. Therefore, most four-year programs are ineligible for funding.

## GOALS

To accomplish its purpose, the Business Administration program will:

1. Provide education and training through business courses deemed essential to successful employment after graduation.
2. Maintain a visible involvement in the local business community, so as to provide avenues of exposure and support for students, as well as possible employment opportunities.

## STUDENT LEARNING OUTCOMES

Graduates of the Business Administration program should be able to do the following:

1. Demonstrate a knowledge base appropriate to an associate of business administration level of proficiency.
2. On an introductory level, integrate a knowledge of Scripture with business practice.
3. Demonstrate an ability to effectively write and speak in an appropriate business manner.

## GRADUATION REQUIREMENTS

In order to graduate with an Associate of Science degree, a student must:

1. Complete the requirements listed below for the Business Administration curriculum (for a total of at least 61 semester hours).
2. Earn a minimum grade point average of 2.00 for all course work taken. No grade below "C" in required business courses will be accepted for graduation credit.

3. Meet all other college graduation requirements outlined under Requirements for Graduation in this catalog.

## ASSOCIATE OF SCIENCE

Communication Skills	
EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.
Humanities	
Humanities/Philosophy/ Theater/Literature	3 hrs.
Social & Behavioral Science	
History	3 hrs.
Natural Sciences/Mathematical Reasoning	
Science (Lab course)	4 hrs.
MA 130 (College Algebra or higher)	4 hrs.
Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
Physical Wellness	
PE 105 (Total Fitness)	1 hr.
ECF 101 (Foundations)	2 hrs.
Business Courses	
BU 200 (Macroeconomics) OR	
BU 201 (Microeconomics)	3 hrs.
BU 250 (Computer Office Apps I)	3 hrs.
BU 252 (Business Problem Solving)	3 hrs.
BU 260 (Financial Acct)	3 hrs.
BU 264 (Managerial Acct)	3 hrs.
BU 285 (Personal Financial Mgmt)	3 hrs.
BU 300 (Mgmt/Org Behavior)	3 hrs.
BU 305 (Marketing)	3 hrs.
BU 310 (Business Law)	3 hrs.
<b>TOTAL</b>	<b>62 hrs.</b>

# IX. DISTANCE LEARNING PROGRAMS

## DISTANCE LEARNING ACADEMIC CALENDAR

<b>SUMMER SEMESTER</b>	<b>2022</b>
ENROLLMENT AND PAYMENT DEADLINE	APRIL 11
CLASSES BEGIN 1 <sup>ST</sup> 8-WEEK SESSION	MAY 2
DROP-ADD PERIOD	MAY 2-4
MID-TERM	MAY 27
WITHDRAWAL DEADLINE 1 <sup>ST</sup> 8-WEEK SESSION	JUNE 2
END OF 1 <sup>ST</sup> 8-WEEK SESSION	JUNE 24
CLASSES BEGIN 2 <sup>ND</sup> 8-WEEK SESSION	JUNE 27
MID-TERM	JULY 22
WITHDRAWAL DEADLINE 2 <sup>ND</sup> 8-WEEK SESSION	JULY 28
END OF 2 <sup>ND</sup> 8-WEEK SESSION	AUGUST 19
<b>FALL SEMESTER</b>	<b>2022</b>
ENROLLMENT AND PAYMENT DEADLINE	AUGUST 10
CLASSES BEGIN 1 <sup>ST</sup> 8-WEEK SESSION	AUGUST 29
DROP-ADD PERIOD	AUGUST 29-31
MID-TERM	SEPTEMBER 23
WITHDRAWAL DEADLINE 1 <sup>ST</sup> 8-WEEK SESSION	SEPTEMBER 29
END OF 1 <sup>ST</sup> 8-WEEK SESSION	OCTOBER 21
CLASSES BEGIN 2 <sup>ND</sup> 8-WEEK SESSION	OCTOBER 24
DROP-ADD PERIOD	OCTOBER 24-26
MID-TERM	NOVEMBER 18
WITHDRAWAL DEADLINE 2 <sup>ND</sup> 8-WEEK SESSION	NOVEMBER 23
END OF 2 <sup>ND</sup> 8-WEEK SESSION	DECEMBER 16
<b>SPRING SEMESTER</b>	<b>2023</b>
ENROLLMENT AND PAYMENT DEADLINE	DECEMBER 16, 2022
CLASSES BEGIN 1 <sup>ST</sup> 8-WEEK SESSION	JANUARY 2
DROP-ADD PERIOD	JANUARY 2-4
MID-TERM	JANUARY 27
WITHDRAWAL DEADLINE 1 <sup>ST</sup> 8-WEEK SESSION	FEBRUARY 2
END OF 1 <sup>ST</sup> 8-WEEK SESSION	FEBRUARY 24
CLASSES BEGIN 2 <sup>ND</sup> 8-WEEK SESSION	FEBRUARY 27
DROP-ADD PERIOD	FEBRUARY 27-MARCH 1
MID-TERM	MARCH 24
WITHDRAWAL DEADLINE 2 <sup>ND</sup> 8-WEEK SESSION	MARCH 30
END OF 2 <sup>ND</sup> 8-WEEK SESSION	APRIL 21
<b>SUMMER SEMESTER</b>	<b>2023</b>
REGISTRATION/CLASSES BEGIN SUMMER TERM (1 <sup>ST</sup> 4-WEEK, 8-WEEK CLASSES BEGIN)	MAY 10
WITHDRAWAL DEADLINE (4-WEEK CLASSES)	MAY 25
MEMORIAL DAY HOLIDAY (MONDAY)	MAY 29
FOUR-WEEK CLASSES END	JUNE 7
2 <sup>ND</sup> FOUR-WEEK CLASSES BEGIN	JUNE 8
WITHDRAWAL DEADLINE (8-WEEK CLASSES)	JUNE 13
WITHDRAWAL DEADLINE (2 <sup>ND</sup> FOUR-WEEK CLASSES)	JUNE 23
INDEPENDENCE DAY HOLIDAY (TUESDAY)	JULY 4
2 <sup>ND</sup> FOUR-WEEK AND EIGHT WEEK CLASSES END	JULY 6
3 <sup>RD</sup> FOUR-WEEK CLASSES BEGIN	JULY 7
WITHDRAWAL DEADLINE (3 <sup>RD</sup> FOUR-WEEK CLASSES)	JULY 24
3 <sup>RD</sup> FOUR-WEEK CLASSES END	AUGUST 3

# DISTANCE LEARNING ADMISSIONS

**Admissions Policies contained herein will apply to those applicants for admission to Emmanuel College Distance Learning Programs from May 2022 to July 2023. These policies are subject to change at the discretion of the College.**

Most policies for the Distance Learning Programs are the same as the more traditional learning programs as found in this catalog. Only specifically different policies are outlined in the following section.

## ADMISSIONS

Students are admitted to Emmanuel College without discrimination on the basis of race, color, nationality, creed, or sex, providing they agree to abide by the academic and behavioral standards of Emmanuel College.

## ADMISSION CLASSIFICATIONS

All applications will be reviewed by Admissions staff. Acceptance is granted under one of the following classifications. Please contact the Office of Admissions if you have any questions about your eligibility to enroll.

## DEPOSIT

After acceptance in any classification, all students are required to pay a tuition deposit of \$100 to secure enrollment. The deposit for fall enrollment is non-refundable after May 1 and deposits for spring enrollment are non-refundable after December 1.

## HIGH SCHOOL GRADUATES

Emmanuel considers multiple factors for admission, including high school GPA, previous course work, and standardized exams (SAT/ACT). Admission decisions are based on an Admissions Index (AI) calculated through a combination of high school GPA and standardized test scores. All high school students must submit the following documentation and meet the minimum standards noted to be considered for admission:

1. Emmanuel College Distance Learning Application
2. Application fee of \$25
3. Online Course Readiness Exam Score report.

4. Official high school transcript showing grade point average (GPA), class rank, and graduation date. Final transcript must be received within two-weeks of graduation and prior to the first day of class attendance. Minimum GPA of 2.50.

5. Official SAT, ACT scores; waived for students age 25 or older. **This requirement continues to be waived due to COVID and will not be required for the Fall 2022 or Spring 2023 incoming classes.**

6. Official transcript(s) from each college where courses were taken for dual enrollment (if any). Final college transcript must be received within two-weeks after last enrollment period.

## Full Acceptance

Full acceptance is offered to any student with an AI of 3200 or higher. The student can deposit and plan to enroll in the desired semester. **Under COVID protocols, a student with a high school GPA of 2.50 or higher is eligible for full acceptance.**

## Conditional Acceptance

For applicants who do not meet the minimum Admissions Index (AI) required for full acceptance or for whom the high school GPA falls below minimum standards, conditional acceptance is still possible. Students with an AI less than 2500 are not eligible for conditional acceptance. Additional documentation required for conditional acceptance include:

Signed Conditional Acceptance Contract (provided to the student by the Admissions Office at the time of acceptance).

Students admitted conditionally are in good academic standing though their academic load for the first semester may be limited to 6-12 hours. Continued enrollment will be dependent upon adherence to the Conditional Acceptance Contract.

## Appeal Process

For applicants who do not meet the minimum Admissions Index (AI) required for full or conditional acceptance or for whom the high school GPA falls below

minimum standards, an appeal for admission is required. Additional documentation required for admission consideration includes:

1. Recommendation from minister (or other character reference, if not available)
2. A signed, 200-word essay to the following prompt: "Why I want to attend Emmanuel, why I haven't been academically successful in the past, and how I plan to change that in the future."
3. A personal or phone interview with the applicant may be required before making an admission decision.
4. Signed Conditional Acceptance Contract

Students admitted through the appeal process are in good academic standing though their academic load for the first semester may be limited to 6-12 hours. Continued enrollment will be dependent upon adherence to the Conditional Acceptance Contract.

### HOME SCHOOL STUDENTS

Students who have been home-schooled must be at least 16 years old to apply for admission. Home school students are subject to the same documentation requirements as high school students, with the following clarification.

1. If an official transcript is unavailable, the following must be provided:
  - a printed list of classes taken through home school
  - the grade in which they were taken, the grade the student made in the class and the curriculum used, if available
  - transcripts must be signed by the primary teacher of the student (most likely a parent)
2. GED scores can be submitted in lieu of a final high school transcript if graduation requirements were not met.

### TRANSFER STUDENTS

Emmanuel College's academic integrity demands that the quality of the coursework from other institutions be equivalent to that provided by its faculty. Therefore, a student in good standing at another regionally accredited institution of higher education will be admitted, and credit granted for courses which are comparable to courses offered by Emmanuel College. A minimum of 35 semester hours must be completed at Emmanuel College

for a transfer student to earn an associate or a baccalaureate degree from Emmanuel College. Student classification (freshman, sophomore, etc.) will be determined once all college transcripts have been received and evaluated.

The following materials must be submitted for transfer admission:

1. Emmanuel College Distance Learning Application
2. Application fee of \$25
3. Official transcript(s) from each college/university attended. Final college transcripts must be received within two-weeks after last enrollment period and prior to the first day of class attendance. **A minimum college GPA of 2.5 is required.**
4. Online Course Readiness Exam Score report.

Students with less than 24 transferable hours will be required to provide additional documentation:

1. Official final high school transcript showing grade point average (GPA), class rank, and graduation date.
2. Official SAT/ACT scores.

### Full Acceptance

Full acceptance is offered to transfer students with a cumulative GPA and most recent term GPA of 2.5 or higher. The student can deposit and plan to enroll in the desired semester.

### Conditional Acceptance

Transfer students who have been placed on academic probation/dismissal, whose cumulative GPA is below 2.5, or whose last term GPA is below 2.5 at their previous institution will be admitted conditionally. Additional documentation required for academic alert include:

Signed Conditional Acceptance Contract (provided to the student by the Admissions Office at the time of acceptance).

Students admitted conditionally are in good academic standing though their academic load for the first semester may be limited to 6-12 hours.

## Conditional Academic Loads

Students admitted on Conditional Acceptance may be limited to one 3-hour course in the first module of their first semester based on past academic performance. If the student receives a B- or better in the 3-hour course, they may register for 6 hours in the second module of their first semester. If the student receives less than a B-, they will be limited to 3 hours in the second module of their first semester.

## Provisional Acceptance

Provisional acceptance may be extended to transfer students when unofficial or in-progress transcripts have been submitted if proof is provided official documentation has been requested and will be received prior to enrollment. Students must have a “Full” or “Conditional” acceptance status prior to attending. Students that experience extenuating circumstances with regard to delays in documentation should contact the Admissions Office to appeal for admittance.

## FULL AND ACCURATE DISCLOSURE

Students who have attended another college or university must disclose that information and submit transcripts from every school previously attended. Failure to report and submit all transcripts or paperwork from previous institutions by the start of the drop/add period of the student’s first semester and/or submission of fraudulent transcripts may result in dismissal from Emmanuel College.

Emmanuel College reserves the right to deny admission to any student based on transcripts which are received from institutions deemed “degree mills” by the US Department of Education Council for Higher Education Accreditation [www.chea.org](http://www.chea.org).

## GED OR ADMITTANCE BY EXAM

Adults whose high school preparation is incomplete may be admitted on the basis of their scores on the General Education Development Test (GED) provided that the official score report shows the student has successfully passed the exam and each GED section score is 150 or higher.

The following materials must be submitted by students who are entering by examination or by special approval:

1. Emmanuel College Distance Learning Application

2. Application fee of \$25
3. Official results of GED test
4. High school transcripts which show work completed
5. SAT, ACT (required if the applicant is 22 years of age or less)
6. Online Course Readiness Exam Score report.

## INTERNATIONAL STUDENTS

International students who wish to enroll at Emmanuel College must submit the following materials:

1. Emmanuel College Application Form
2. A copy of the student’s passport must be attached.
3. Application fee of \$100 US
4. TOEFL (Test of English as a Foreign Language) scores if English is not primary language. Students may be accepted if they have earned a TOEFL score of 550 or higher on a paper exam; a computer TOEFL score of 213; or an internet based TOEFL exam score of 80 or higher or an IELTS score of 6.5 or higher. SAT or ACT scores may be submitted in lieu of the TOEFL if the student’s primary language is English and must be equivalent to scores required for acceptance of non-international students.
5. Proof of equivalent high school graduation and/or college work through official transcripts.
6. International Students must have all transcripts evaluated by an accredited service such as Josef Silny & Associates, ([translation@jsilny.org](mailto:translation@jsilny.org)) or IEE (International Education Evaluation) or a similar translation service at their own expense. **Emmanuel College recommends IEE as the preferred vendor. Evaluation must include Date of Graduation and Grade Point Average.**
7. Official transcript(s) from each college/university attended with a current class schedule if enrolled at the time of application to Emmanuel College.

8. Final college transcripts must be received within two-weeks of last enrollment period and prior to first day of class attendance.

9. Transfer Eligibility Form: Completed by the dean of students or the administrative officer in charge of student discipline at the last postsecondary school attended as a student, regardless of length of time passed since your enrollment. Please be advised that information disclosed on this required form may impact your acceptance to Emmanuel College.

10. Transfer Authorization Form. Completed by the International Student Office at the last postsecondary school attended as a student.

11. Online Course Readiness Exam Score report.

No international applications for admission will be considered until all required documents have been received. International applicants may not consider themselves admitted to Emmanuel College until they have received an official letter of acceptance.

### **READMISSION**

Students who wish to re-enroll after an absence of one year or more will be considered for enrollment after submission of the following to the Office of the Registrar:

1. Intent to Re-Enroll Application
2. Letter of Appeal to the SAP Committee if student was academically suspended in their last term of attendance.
3. Official transcript(s) from each college/university attended since leaving Emmanuel College

The student will not be registered for classes until the application has been reviewed and approved by appropriate college personnel.

If any questions arise which are not satisfactorily addressed in the readmit process, an interview with the SAP Committee may be requested by the registrar to determine the student's eligibility to re-enroll. As part of this interview, additional documentation and/or testing may be requested of the student to help the committee in its decision-making process. The decision of the SAP

Committee to allow/not allow the student to re-enroll is final.

Once the student has been approved for re-enrollment to Emmanuel College, the student will then be registered for classes by the registrar or his/her designee.

Students accepted for re-enrollment who have been away from Emmanuel College two years (four consecutive semesters) or more will re-enroll under the program of study curriculum as reflected in the Emmanuel College *Catalog* in effect at the time of their re-entry.

# DISTANCE LEARNING ACADEMIC POLICIES

Most policies for the Distance Learning Programs are the same as the more traditional learning programs as found in this catalog. Only specifically different policies are outlined in the following section.

## CLASS ATTENDANCE POLICY

### Attendance

The faculty of Emmanuel College believes that (in the college context) loving God with the whole mind entails faithful class attendance and that faithful class participation promotes academic success.

## GRADING SYSTEM

Letter	%	%	QP
A	90%	--100%	4.00
B	80%	- 89%	3.00
C	70%	- 79%	2.00
D	60%	- 69%	1.00
F	59%	or below	0

## DROP-ADD PERIOD

The drop-add period will extend three class days from the first day of classes. During this period a course may be dropped and/or added with the permission of the faculty advisor, the instructor, and the registrar. A student who simply stops attending class and does not complete the drop-add paperwork will receive an "F" for that course.

## WITHDRAWAL FROM CLASS

A student may be permitted to withdraw from a class with the approval of the instructor, academic advisor, and registrar prior to the expiration of one-week past mid-module. A "W" will be recorded on the student's academic record. A student who is permitted by the instructor and registrar to withdraw from a course following the expiration of one-week

past mid-module will automatically receive an "F" in the course. The student may appeal to the vice president for academics to receive a "W" in the course if satisfactory work is being done in the course at the time of withdrawal and/or the student believes there are extenuating circumstances that would warrant such a grade change. If there is an appeal made, appeals will be considered on an individual basis. The vice president for academics shall consider the merits of the appeal and make a decision based on his/her best professional judgment. The decision of the vice president for academics shall be final.

**Future financial aid eligibility may be negatively impacted by withdrawing from a class(es). Therefore, students should consult with a Financial Aid Office counselor prior to making a decision regarding such a withdrawal.**

## WITHDRAWAL FROM COLLEGE

In order to withdraw from the College, a student must complete the withdrawal procedure as outlined on the form supplied by the Registrar's Office. The registrar will assist Distance Learning Students to secure the appropriate signatures for completion of the form for processing. A student will be entitled to no refund of monies paid or financial aid unless the proper withdrawal procedure is followed. Grades for those withdrawing from the College will be assigned on the following basis:

1. A student who withdraws from the College prior to the expiration of one-week past mid-semester will receive a "W" (withdrawn from class) in all courses.
2. If, due to unavoidable circumstances, a student finds it necessary to withdraw from the College after the expiration of one-week past mid-semester, he/she will receive a "W" in each course in which he/she is performing satisfactorily at the time of withdrawal and an "F" in each course in which his/her performance is not satisfactory. ("W's" are not counted in the calculation of grade point averages.)



3. A student who is assigned a grade of “F” at the time of withdrawal may appeal to the vice president for academics to have that grade changed to a “W” if the student believes there are extenuating circumstances that would warrant such a grade change. The vice president shall consider the merits of the appeal and make a decision based on his/her best professional judgment. The decision of the vice president for academics shall be final.

4. Students who are mandatorily withdrawn due to expulsion or suspension will be assigned a “W” or “F” in accordance with the policy set forth in the Student Handbook. In such cases, the decision of the vice president for student development shall be final.

5. Failure to follow prescribed withdrawal procedures will result in an “F” in each course in which the student is enrolled.

**Future financial aid eligibility may be negatively impacted by withdrawing from the College. Therefore, students should consult with a Financial Aid Office counselor prior to making a decision regarding withdrawal from the College.**

### **FINAL EXAMINATIONS**

Final examinations are held on the last day of the module for each class. No students are exempt from final examinations. An unexcused absence from a final examination constitutes an exam failure and may adversely affect the final grade for the course.

### **CULTURAL AWARENESS PROGRAM**

In an effort to provide cultural enrichment for the student body, the College has developed the Cultural Awareness Program. The College will provide these cultural experience options for the Distance Learning program students.

Graduates of Emmanuel College must complete the required number of Cultural Awareness Events as determined by the registrar in accordance with the Core Curriculum Requirements as stated in this Catalog.

# DISTANCE LEARNING STUDENT COSTS

## SCHEDULE OF CHARGES FOR ACADEMIC YEAR 2022-2023

**Application Fee:** \$25.00

**Application Fee for International Students:** \$100.00

**Tuition:** per hour **\$325.00**

**Fees:**            \***Student Development Fee:**                **\$50 per semester**  
                      \***Technology Fee:**                               **\$100 per semester**

\*These fees are due upon registration and are used to support student services and campus information and technology.

**Registration Deposit (New Students Only):**                **\$100.00**

**All deposits are non-refundable and will be credited to the student's account at the time of receipt.**

**\*The College reserves the right to change charges, fees, and methods of payment prior to the printing of a new catalog.**

Most policies for the Distance Learning Programs are the same as the more traditional learning programs as found in this catalog. Only specifically different policies are outlined in the following section.

# DISTANCE LEARNING STUDENT DEVELOPMENT

## MISSION

“Student Development furthers the learning process by providing co-curricular experiences to enable the holistic development of students. Together with students, faculty, and staff we seek to challenge and support one another in the pursuit of mature relationships with God, self, and others.”

At Emmanuel College, opportunities for growth and learning extend beyond the classroom. The entire college experience provides students with valuable opportunities for personal, social, and spiritual growth. It is the intention of the institution to assist students in their personal development and to encourage lifestyles that exhibit responsible living in relation to God, other individuals, and the community at large.

Though it is experienced as a whole, life at Emmanuel can be described as falling into a number of categories. These include community life, residence life, academic pursuits, and spiritual growth experiences. Various programs and services provided by the College help to combine these into a total growth experience. The following section provides a brief description of these areas of Student Development. A more detailed description is presented in the Student Handbook.

# DISTANCE LEARNING PROGRAMS OF STUDY

## LIBERAL ARTS (GENERAL EDUCATION)

### CORE COMPETENCIES

Building on the purpose and requirements of the liberal arts (general education) core and the mission of Emmanuel College, upon graduation, students should be able to:

- Communicate effectively through writing and speaking
- Think critically to evaluate the quality or credibility of any subject under consideration
- Develop a global perspective reflecting awareness and sensitivity to people of varied cultural backgrounds
- Articulate a Christ-centered worldview within one's academic discipline and towards contemporary issues

## LIBERAL ARTS (GENERAL EDUCATION)

### CORE CURRICULUM

Students in all bachelor degree programs are required to take the following comprehensive group of courses designed to assist them in achieving the liberal arts core (general education) competencies described above. These courses are also designed to open new dimensions of learning and personal growth. The core curriculum is foundational for all bachelor degree programs. Its broad range of developmental and cultural experiences helps empower the student both to understand and live in the world.

#### I. DEVELOPING PERSONAL SKILLS

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Mathematical Reasoning

Mathematics	3-4 hrs.
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#### II. UNDERSTANDING CULTURAL AND PHILOSOPHICAL FOUNDATIONS

##### Biblical Foundations

BI 111 (Biblical Literature & History)*	3 hrs.
BI 112 (Reading/Interpreting Biblical Literature)*	3 hrs.
BI 300# (Gospel of John)	3 hrs.

##### Theological and Philosophical Foundations

TH 237# (Christian Ethics)	3 hrs.
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##### Individual and Social Dimensions of Culture

History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

#### III. APPRECIATING ARTISTIC AND LITERARY DIMENSIONS OF CULTURE

Literature	3 hrs.
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Humanities/Philosophy/ Theater/Literature/Foreign Language	3 hrs.
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##### Cultural Awareness Program

2 CAP Events for each two full-time terms

#### IV. UNDERSTANDING THE NATURAL WORLD

Science (Lab course)	4 hrs.
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#### V. INTEGRATING A LIBERAL ARTS PERSPECTIVE

ECF 103 (EC Foundations Online)	3 hrs.
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SS 400# (Professions, Vocations, Missions)	1 hr.
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TOTAL	44-45 hrs.
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#These courses are not required for the associate degree.

\*SCM students will not be required to take these courses but will take BI 140 and BI 141 to fulfill this core requirement.

**The College reserves the right to change curricula and courses prior to issuing another Catalog.**

### ACADEMIC ADVISORS

Every student who enrolls at Emmanuel College is assigned to an academic advisor. A cumulative academic record which reflects the student's progress toward completion of a chosen curriculum is maintained in the degree audit (Status) portion of the MYMANE registration system. The academic advisor assists the student in the selection of appropriate courses in the appropriate sequence. The academic advisor, who is

available at any time for consultation regarding the student's academic program, meets with the student at registration time each semester and must approve the student's schedule as part of the registration process.

**Ultimately, it is the student's responsibility (not the advisor's) to make sure that the student enrolls for courses in the proper sequence. Failure of the student to follow the proper sequence in no way obligates the College to make special arrangements to ensure that the student completes his/her chosen program in a timely manner.**

#### **DISTANCE LEARNING STUDENT PARTICIPATION POLICIES AND PROCEDURES**

Students who enroll in an online class at Emmanuel College must be able to access the internet on a personal computer at home, school, or work. Students should be self-motivated to learn and possess diligence and self-discipline in following through with this mode of learning.

Because of the nature of online courses, if a faculty member has any concerns that a student's work might not be his/her own, the College reserves the right to require any distance education student to take or re-take any quizzes or exams in a supervised setting. Furthermore, under such circumstances, the College reserves the right to base the entire course grade upon the results of a supervised comprehensive exam. Students refusing to take supervised quizzes/exams will be subject to administrative withdrawal from the course(s).

Attempts by any student to buy, borrow, or steal work from another individual for the purpose of submitting that work as one's own will be treated as the equivalent of actually having submitted that work and may result in failure of the assignment, failure of the course, and/or expulsion from the College.

Students in fully online classes will, at the instructor's discretion, at times be required to use Lockdown Browser to monitor as they take an online test or exam. This will require access to a webcam and a private space where the student will not be interrupted. If Lockdown Browser is required for the test or exam there are no exceptions other than to comply with the use of Lockdown Browser, as verification of student identity is a requirement of SACSCOC.

#### **Hardware Specifications:**

**Note: Chrome Books may not be sufficient for Emmanuel College Fully Online programs and classes.**

- Processor: Intel i3 or higher or equivalent
- Memory: 8 GB RAM
- Hard Drive: 128GB or higher
- Video: Integrated or Dedicated graphics card
- Web cam
- Headphones and microphone that integrates with your laptop or computer
- Working Internet Connection

#### **Operating Systems:**

- Windows 10
- Mac OS X 10.14 or newer
- Chromebooks will not work

#### **Software Requirements:**

Microsoft Office

Office 365 (free for ALL students through EC email, for Mac and Windows)

- 2013, or 2016 (Windows)
- 2011, or 2016 (Mac)

## **ARTS AND SCIENCES**

### **Programs of Study:**

**Criminal Justice**

**Minor in Homeland Security/Emergency Management**

## **BUSINESS**

### **Programs of Study:**

**Business Administration**

## **CHRISTIAN MINISTRIES**

### **PROGRAMS OF STUDY:**

**Christian Ministries**

## **ASSOCIATE DEGREES**

### **Programs of Study:**

**General Education**

# CRIMINAL JUSTICE

## PURPOSE

The Criminal Justice program at Emmanuel College prepares students to enter the multifaceted field of law enforcement, corrections, probation/parole, and juvenile justice. The Criminal Justice program at Emmanuel takes both an academic and practical approach. The student will pursue the substantive investigation of criminal justice as well as participating in practical experiences such as labs and internships. The program is also interdisciplinary, drawing from studies in sociology, psychology, political science, and pre-law studies.

## GOALS

The Criminal Justice program at Emmanuel College will:

8. Begin from a Christ-centered worldview that will enable the graduate to integrate biblical principles with the various disciplinary approaches in the work of criminal justice.
9. Prepare students with substantive knowledge of the court system, the enforcement system, and the rehabilitation system.
10. Provide students with practical experience in criminal justice through seminars, internships, and field work to prepare them to move from the classroom to the job.
11. Provide students with the education and training so they can demonstrate competence and the ability to formulate and express the results that will allow them advance to positions of leadership in their chosen criminal justice career.

## STUDENT LEARNING OUTCOMES

2. Explain the function and purpose of the police, the courts, and the correctional systems in the United States justice system.
2. Describe the constitutional concepts of due process, equal protection, and fundamental fairness in policing, courts, and corrections.

3. Identify the major sociological theories that may explain criminal behavior and delinquency.

4. Explain the psychological theories that may explain many types of criminal behavior and delinquency.

5. Explain the professional and ethical contributions a Christian can make to the criminal justice profession in the contemporary United States.

## ADMISSIONS REQUIREMENTS

1. Submit application to Social and Behavioral Sciences Department requesting entry to the Criminal Justice program.

2. The student must have earned a cumulative grade point average of 2.00 or above on all work attempted.

## GRADUATION REQUIREMENTS

4. Completion of all basic requirements for graduation from Emmanuel College including the liberal arts core requirements and electives.

5. Completion of requirements for the Criminal Justice Major (Bachelor of Arts or Bachelor of Science).

6. Completion of requirements for Minor in another department for the Bachelor of Science in Criminal Justice OR completion of twelve (12) hours of Foreign Language for the Bachelor of Arts in Criminal Justice.

## TRANSFER STUDENTS

Of the minimum twenty-one (21) semester hours of upper division courses that must be completed in Criminal Justice, twelve (12) semester hours of upper division Criminal Justice courses must be completed at Emmanuel College.

# CRIMINAL JUSTICE MAJOR

## BACHELOR OF SCIENCE OPTION

### LIBERAL ARTS CORE

Communication Skills	
EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.
Humanities	
Literature	3 hrs.
Humanities/Philosophy	
Theater/Foreign Language/Literature	3 hrs.
Social and Behavioral Science	
HY 273 (American History II)	3 hrs.
PY 210 General Psychology	3 hrs.
Natural Science/Mathematical Reasoning	
Science (Lab course)	4 hrs.
Mathematics	3 hrs.
Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
ECF 103 (EC Foundations Online)	3 hrs.
SS 400 (Professions, Vocations, Missions)	1 hr.
<b>Total</b>	<b>44 hrs.</b>

### MAJOR LOWER AND UPPER-LEVEL COURSES

Criminal Justice Courses	
CJ 200 (Introduction Criminal Justice)	3 hrs.
CJ 240 (Introduction to Law Enforcement)	3 hrs.
CJ 300 (Criminology)	3 hrs.
CJ 310 (Criminal Law)	3 hrs.
CJ 320 (Incarceration, Parole, Probation)	3 hrs.
CJ 330 (Youth and the Law)	3 hrs.
CJ 400 (Law Enforcement Theory and Practice)	3 hrs.
CJ 440 (Criminal Justice Seminar)	1 hr.
Criminal Justice Electives	6 hrs.
CJ 315 (Judicial System)	

CJ 340 (Criminal Investigation)	
CJ 350 (Crisis Intervention)	
CJ 422 (Ethics/Criminal Justice)	
CJ 425 (Homeland Security)	
CJ 430 (Marksmanship/Firearms Safety)	
CJ 450 (Practicum Criminal Justice)	
CJ 470 (Special Topics in CJ)	
CJ 480 (Internship Criminal Justice)	

Social and Behavioral Science	
PY 331 (Personality Theories)	3 hrs.
PY 416 (Abnormal Psychology)	3 hrs.
PY 429 (Social Psychology)	3 hrs.
SO 172 (Sociology)	3 hrs.
SO 275 (Social Problems)	3 hrs.
Social and Behavioral Science Electives	
	9 hrs.
CM 210 (Interpersonal Communication)	
CM 302 (Persuasion)	
EN 360 (Advanced Grammar)	
EN 370 (Advanced Composition)	
GY 101 (Geography)	
HY 272 (American History I)	
PS 101 (American Government)	
PS 102 (State and Local Government)	
Minor Area	18 hrs.
Electives	9 hrs.
<b>TOTAL</b>	<b>123 hrs.</b>



**HOMELAND SECURITY AND EMERGENCY  
MANAGEMENT MINOR**

The Department of Homeland Security is the largest federal governmental department, which includes the Federal Bureau of Investigation and Federal Emergency Management Agency.

**ADMISSIONS REQUIREMENTS**

Qualifications for admission to the Criminal Justice Minor:

1. Grade point average of at least 2.00;
2. Maintain an average of 2.5 in Criminal Justice courses.

**REQUIREMENTS**

In addition to completion of the Liberal Arts Core and completion of the requirements for the major in another area, the following courses must be taken to qualify as a Homeland Security and Emergency Management Minor. In general, courses that are required in a student’s major will not meet a requirement in a student’s minor. However, a maximum of two courses may be used to satisfy the requirement of the minor from the major. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this Catalog. A grade of “C” or higher in each course is required.

The prerequisite for each of these courses will be CJ 200 (Introduction to Criminal Justice). These courses are only offered online.

CJ 250 (Intro to Emergency Management)	3 hrs.
CJ 351 (Disaster Resilience)	3 hrs.
CJ 352 (Terrorism & Counter Terrorism)	3 hrs.
CJ 422 (Ethics & Leadership)	3 hrs.
CJ 425 (Homeland Security)	3 hrs.
CJ 426 (Cyber Security)	3 hrs.
<b>TOTAL</b>	<b>18 hrs.</b>

# BUSINESS ADMINISTRATION

## PURPOSE

The Bachelor of Business Administration (BBA) program is designed to prepare students for entry-level management positions in a variety of business organizations within the context of a Christian worldview. The Management concentration provides a broad study of business management-related subjects and issues.

Students considering further graduate studies in business programs will find that our BBA program sets an academic foundation for typical Master of Business Administration (MBA) or Master of Science (MS) degree programs. Students preparing for MBA or MS studies are encouraged to take MA240 Calculus I and MA241 Calculus II in preparation for graduate level quantitative research.

However, students who are preparing for graduate studies in a Master of Arts area are encouraged to choose 6 hours of foreign languages as electives in preparation for that curriculum.

Our BBA program study includes but is not limited to: Accounting (Financial and Managerial), Business Ethics, Business Law, Business Policy and Strategy, Computer Office Applications, E-Commerce, Economics, Entrepreneurship (Small Business Management), Finance (Managerial), Human Resources, Information Systems, International Business, Internships, Management and Organizational Behavior, Marketing, Personal Financial Management, Production Operations, and Statistics.

## GOALS

To accomplish its purpose, the Business Administration program will:

1. Provide education and training through business courses deemed essential to successful employment after graduation.
2. Prepare interested students for successful pursuit of graduate study in the field of business administration. (NOTE: Completion of a course(s) in Calculus will usually be necessary for entrance into graduate school).

3. Maintain a visible involvement in the local business community, so as to provide avenues of exposure and support for students, as well as possible employment opportunities.

## STUDENT LEARNING OUTCOMES

Graduates of the Business Administration program should be able to:

1. Demonstrate a knowledge base appropriate to an undergraduate business administration level of proficiency, specifically in the areas of accounting, economics, finance, information systems, international business, legal and social environment, management, marketing, and statistics.
2. Integrate business knowledge and skills learned to think critically about business problems.
3. Apply business knowledge and skills learned to solve real-world problems.
4. On an introductory level, integrate one's knowledge of Scripture with the practice of business, and in particular (although not exclusively), properly apply Scripture and a Christian-based reasoning system to problems of business ethics.
5. Demonstrate an ability to effectively write and speak in an appropriate business manner.
6. Demonstrate an ability to work well with business teams, including (but not limited to) taking initiative, working with different types of personality and leadership styles, and following through with assignments.

## ADVANCED STANDING

For students to be eligible for advanced standing as a Business Administration major in the School of Business, the following requirements must be met: completion of MA 130 (College Algebra) or a higher math with a minimum grade of "C-" and a cumulative grade point average of 2.50 by the time the student has completed 60 hours of coursework at Emmanuel College. Business students who have not yet completed this requirement may not be allowed to register for any Business 300 or 400-level courses without permission of the department chair.

Transfer students who have already completed 60 or more hours of coursework but have not completed the mathematics requirement, must pass the required math course in the first semester of transfer. Until the math requirement is met, such students will be allowed to register for 300 or 400-level business courses only with the permission of the department chair.

### TRANSFER STUDENTS

Any student transferring to Emmanuel College and wishing to enroll in the Business Administration program must meet all requirements as outlined above. Each business course transferred in requires a minimum of “C-” to be counted toward graduation.

### TECHNOLOGY REQUIREMENTS

The Department of Business Administration has adopted course materials, textbooks, and technology for a standard platform of instruction. Students taking courses in Business Administration or Computer Information Systems are required to have a laptop or tablet capable of running the current release of the Microsoft Windows Operating System with video and audio capabilities. Students may use other computer systems for personal use and classroom notes.

### GRADUATION REQUIREMENTS

In order to graduate with a Business Administration degree, a student must:

1. Complete the requirements listed below for the curriculum, for a total number of at least 120 semester hours.
2. Earn a minimum grade point average of 2.50 for ALL course work taken. NO grade below “C-” in required business administration courses (those listed under Major Lower and Upper-Level Courses) will be accepted for graduation credit. In the event a grade of “D” or lower is earned in any required business course, that course must be retaken until a grade of “C-” or higher is earned.
3. Meet all other college graduation requirements listed under Requirements of Graduation in this catalog.

## BACHELOR OF BUSINESS ADMINISTRATION MAJOR

### LIBERAL ARTS CORE

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

#### Humanities

Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

#### Social & Behavioral Science

History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

#### Natural Sciences/Mathematical Reasoning

Science (Lab course)	4 hrs.
MA 130 (College Algebra or higher)	4 hrs.

#### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

ECF 103 (EC Foundations Online)	3 hrs.
SS 400 (Professions, Vocations, Mission)	1 hr.

<b>Total</b>	<b>45 hrs.</b>
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### BUSINESS ADMINISTRATION CORE

#### Business Core Courses

BU 200, 201 (Macro/Microeconomics)	6 hrs.
BU 252 (Business Problem Solving)	3 hrs.
BU 260 (Financial Accounting)	3 hrs.
BU 264 (Managerial Accounting)	3 hrs.
BU 285 (Personal Financial Management)	3 hrs.
BU 300 (Management/Org. Behavior)	3 hrs.
BU 305 (Marketing)	3 hrs.
BU 310 (Business Law)	3 hrs.
BU 315 (Business Statistics) OR MA 200 (Statistics)	3 hrs.
BU 422 (Business Ethics)	3 hrs.

BU 440 (E-Commerce Management)	3 hrs.
CM 310 (Business Communication)	3 hrs.
IS 255 (Information Systems)	3 hrs.
Business Core Total	42 hrs.

**MANAGEMENT CONCENTRATION**

BU 325 (Entrepreneurship)	3 hrs.
BU 345 (Managerial Finance)	3 hrs.
BU 410 (Human Resources Management)	3 hrs.
BU 430 (Production/Operations Management)	3 hrs.
BU 460 (International Business)	3 hrs.
BU 480 (Strategic Management)	3 hrs.
BU 490 (Business Seminar)	3 hrs.

Management Concentration Total	21 hrs.
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GENERAL ELECTIVES	12 hrs.
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TOTAL	120 hrs.
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# CHRISTIAN MINISTRIES

## MISSION STATEMENT AND BACKGROUND

**To teach, disciple, and train emerging leaders of God's kingdom in the context of a Christian community.**

The School of Christian Ministries was established at Emmanuel College in 1972 to provide four-year baccalaureate studies in Bible and Christian Ministry. As an academic department within Emmanuel College, it offers a Bachelor of Arts and Bachelor of Science degree in Christian Ministries, and a Bachelor of Science degree in Worship Ministry. The Bachelor of Arts degree differs primarily from the Bachelor of Science degrees by requiring courses in New Testament Greek.

Both of the Bachelor degree programs incorporate the college liberal arts educational core with biblical, theological, and ministry courses. In addition, the Worship Ministry degree also offers additional courses specifically designed to train those planning on entering the area of worship ministry within the church. A basic purpose of both programs is to promote Christian understanding, spiritual formation, character development, and basic ministry skills. Students who graduate from the School of Christian Ministries will have had the necessary studies to assist them in developing a biblical understanding of the world, the opportunity to participate in volunteer Christian service, as well as the opportunity to combine their classroom learning with real-life training in an extended internship experience. Christian faith, Christian practice, and practical training are inseparable elements in the educational experience of the degree programs offered by the School of Christian Ministries.

## GOALS

### DEVELOPMENT OF CHRISTIAN UNDERSTANDING

1. To help the student experience a liberal arts educational core in critical thinking, communication, computer literacy, natural science, art, and literature.

2. To help the student acquire a basic knowledge of the Bible and a knowledge of God revealed in Jesus Christ as unfolded in biblical history and literature.
3. To help the student understand Christian ideas, including key Pentecostal Holiness Church doctrines, which are relevant for developing a Christ-centered worldview.
4. To help the student assess the role of Christianity in a multicultural and pluralistic world.

### DEVELOPMENT OF CHRISTIAN CHARACTER AND LIVING

5. To encourage the student to develop Christ-like moral decision making, and to seek God through prayer and other biblical spiritual disciplines.
6. To provide the student experiences for integrating Christ-like attitudes and practices of Christian service.

### DEVELOPMENT OF CHRISTIAN MINISTRY

7. To assist the student in understanding his/her individual calling, and identifying his/her spiritual gifts, interests, and skills in various forms of Christian ministry.
8. To help the student experience a balance between knowing and doing in ministry, between Christian understanding and Christian practice, between academic studies and volunteer Christian service and ministry internship.

### STUDENT LEARNING OUTCOMES (ALL MAJORS)

Graduates of the School of Christian Ministries should demonstrate the following knowledge, skills, and practices:

1. Knowledge of the Bible in its historical, cultural, and literary contexts.

2. Knowledge of the principles and practice of sound biblical interpretation.
3. Knowledge of the key themes and doctrines in the development of Christian theology throughout the history of the church, including representative views of the International Pentecostal Holiness Church.
4. Knowledge of and ability to use various methodologies related to the practice of ministry.
5. Ability to use traditional Christian disciplines as a means of contributing to a life of ongoing Christian formation.

### **WORSHIP MINISTRY MAJORS ONLY**

6. Knowledge of and ability to use methodologies inherent in the practice of worship and ministry-

### **ADMISSIONS REQUIREMENTS**

The Christian Ministries programs are open to all qualified majors who desire higher education in a Christian environment. Applicants must be of sound Christian character, committed to fulfilling God's call on their lives, and interested in preparing themselves for a life of Christian service in one form or another.

1. All applicants must give evidence of a Christian conversion experience and a sincere desire to seek and experience the truths of God's Word. Applicants must be committed to the will of God for their lives and to a life of service for Jesus Christ.
2. Before making application to the SCM, the student must have completed the following courses in the liberal arts core with a grade of "C-" or above: EN101, EN102, CM130, BI 140, BI 141 and TH237.
3. Applicants must have a minimum of a 2.00 grade point average on a 4.00 scale on all course work completed at Emmanuel College. A minimum grade of "C-" is required in GR 351 and PY 210 as part of the Liberal Arts Core.
4. In addition to being admitted to Emmanuel College, applicants must fulfill specific application requirements stated on the SCM application form. Official admission to a SCM baccalaureate degree

program is determined by the faculty in the SCM. Forms for application and letters of recommendation are available from the office of the Dean of the School of Christian Ministries.

5. Once admitted to a SCM program, the student must maintain a 2.00 overall GPA in order to continue in the program, as well as complete chapel and Christian Service Practicum requirements.
6. Transfer credits which are applicable to the programs of the SCM are accepted as stated in the College's Transfer Policy.

### **GRADUATION REQUIREMENTS**

Students majoring and minoring in a program offered in the School of Christian Ministries should declare their major and/or minor early in their college experience in order to be able to enroll in the required courses when they are offered by the college. Courses should be taken according to the suggested course sequence plan if timely graduation is desired.

SCM majors must have a minimum 2.00 GPA on all course work taken. A minimum grade of "C-" must be earned in the previously identified courses from the liberal arts core as well as all courses within the SCM core. In the event a grade of "D" or lower is earned in any required SCM course, each course must be retaken until a grade of "C-" or higher is earned. Any time a student's GPA falls below 2.00, the student will be placed on probation with the SCM. Failure to improve the GPA to 2.00 or higher within two semesters will result in dismissal from the SCM degree program.

An SCM degree candidate at Emmanuel College must spend at least three sequential semesters (excluding summer) in residence, carrying a minimum of 12 credits per semester. For two of these semesters, the student must be registered as a senior. These residential requirements reflect the SCM's emphasis on growth and development in personal character and ministry. SCM majors must take at least 30 hours of their major in residence. Included in these thirty hours must be TH460.

In addition, any courses taken from other institutions while a student is attending EC full time must be approved by the SCM faculty in order for such courses to be counted toward the student's degree program. This

approval must be granted prior to the student's enrollment in any such course. In order to gain approval students must submit a letter to the Dean of the SCM explaining the course they wish to take and the reason it cannot be taken on campus

Mere completion of a curricular program is not regarded as sufficient to meet graduation requirements. A student must be officially accepted by the SCM and fulfill additional SCM requirements before courses can be used in an SCM baccalaureate degree program.

During the junior or senior year, an SCM student must satisfy a public speaking requirement judged by an SCM faculty member in one of the following ways: (1) Speaking in an Emmanuel College or SCM Chapel; (2) Doing an oral presentation of ten minutes minimum in an approved junior or senior level course.

In addition to completing the requirements of chapel attendance (SCM and EC Convocation), Christian service practicum, and internship, the student must be recommended for graduation by the SCM faculty. The student must also successfully complete both a comprehensive theology exit exam and a selected exit exegetical paper, as well as an SCM exit interview. Other requirements for graduation are listed under Requirements for Graduation in this Catalog.

### **POSITION ON THEOLOGICAL PERSPECTIVES**

While the School of Christian Ministries serves the Wesleyan and Pentecostal traditions of its sponsoring denomination, it recognizes the need to speak appreciatively of various theological traditions found in the historical church of Jesus Christ.

### **POSITION ON BIBLE TRANSLATION**

The School of Christian ministries does not sanction only one translation but encourages its faculty and students to utilize the contributions various translations of God's Word provide. Formal equivalent translations, such as the King James Version or New American Standard, are useful for seeing a more literal reading of the words and word-relationships in the original languages of the Bible. Dynamic equivalent translations, such as the New International Version or the Good News for Modern Man, express the meaning of Scripture using concepts more in line with contemporary language and ways of speaking. The SCM faculty encourages students to see that free

translations and paraphrases are more a rephrasing and editing of Scriptures than actual translation. The SCM faculty believe that many of the translations available today serve to show the fundamentals of Christian doctrine.

## **CHRISTIAN MINISTRIES MAJOR**

### **PURPOSE**

Emmanuel College is committed to the view that preparation for ministry includes the development of ministers as persons and not just the acquisition of technical skills for ministry. The Christian Ministry major is designed to introduce a variety of studies in practical ministry as well as Biblical and theological studies to help define the student's interests in ministry. The major provides opportunity for the student to consider various forms of Christian ministry and what kinds of persons are suited for various ministry forms.

### **BACHELOR OF SCIENCE**

#### **LIBERAL ARTS CORE**

#### **Communication Skills**

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

#### **Humanities**

Literature	3 hrs.
Humanities/Philosophy/ Theatre/Literature/Foreign Language	3 hrs.

#### **Social and Behavioral Science**

History	3 hrs.
PY 210 (General Psychology)	3 hrs.

#### **Natural Science/Mathematical Reasoning**

Science (Lab course)	4 hrs.
MA 123 (Mathematical Modeling)	3 hrs.

#### **Christian Ministries**

BI 140, 141 (Biblical History & Literature)	6 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

ECF 103 (EC Foundations Online)	3 hrs.
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SS 400 (Professions, Vocations, Missions)	1 hr.	TOTAL	122 hrs.
Total	44 hrs.		

#### MAJOR LOWER AND UPPER-LEVEL COURSES

##### Bible Courses

BI 215 (Pentateuch)	3 hrs.
BI 232 (Acts)	3 hrs.
BI 275 (Biblical Interpretation)	3 hrs.
BI 350 (Old Testament Prophets)	3 hrs.
BI 390 (Life and Epistles of Paul)	3 hrs.
BI 422 (Synoptic Gospels)	3 hrs.
Bible Elective	3 hrs.

##### Theology Courses

HT 340 (Christianity and Pentecostalism)	3 hrs.
TH 260 (Church Doctrines)	3 hrs.
TH 360 (Biblical Theology I)	3 hrs.
TH 460 (Biblical Theology II)	3 hrs.

##### Ministry Courses

MN 101 (Christian Ministry)	3 hrs.
MN 102/302 (Christian Service Practicum)	NC
MN 235 (Personal Evangelism)	3 hrs.
MN 315 (Communicating Scripture)	3 hrs.
MN 335 (Youth Ministries)	3 hrs.
MN 361 (Church Leadership I)	3 hrs.
MN 460 (Church Leadership II)	3 hrs.
MN 470 (Pastoral Care and Counseling)	3 hrs.
MN 475 (Marriage/Family Counseling)	3 hrs.
MN 485 (Intro to Christian Education)	3 hrs.
MS 330 (Global Missions)	3 hrs.
PY 410 (Spiritual Formation I)	3 hrs.

##### Internship

MN 495 (Internship)	6 hrs.
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General Electives	6 hrs.
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# GENERAL EDUCATION

## PURPOSE

As a Christian liberal arts college, Emmanuel provides educational opportunities that go beyond job training in marketable skills for employment. Studying liberal arts is not synonymous with career preparation. The general education program is designed to help the person develop as a holistic individual in society. In that liberal arts education seeks to help the student make a life rather than merely a living, and that career goals often change, the general education program is highly valuable for career preparation, and for further work toward a baccalaureate degree.

## STUDENT LEARNING OUTCOMES

Based upon the purpose described above, the Emmanuel College faculty have established the following student learning outcomes for the Associate Degree in General Education in four broad areas of study (developing personal skills, understanding cultural and philosophical foundations, appreciating artistic and literary dimensions of culture, and understanding the natural world).

Student graduates in the AA General Education program should be able to:

1. Communicate effectively through writing and speaking
2. Develop an awareness and sensitivity to people of varied cultural backgrounds
3. Understand steps to Biblical interpretation, so as to apply them to one's daily life
4. Demonstrate proficiency in the use of technology

## GRADUATION REQUIREMENTS

In order to graduate with an Associate of Arts Degree in General Education, a student must complete the course requirements listed below (a minimum of 60 semester hours) with a minimum grade point average of 2.00 for all coursework taken and meet all other college graduation requirements outlined under Requirements for Graduation in this catalog.

## ASSOCIATE OF ARTS

Communication Skills	
EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.
Humanities*	
Literature	3 hrs.
Humanities/Philosophy/ Theater/Foreign Language/Literature	6 hrs.
Social and Behavioral Science*	
History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography/History	6 hrs.
Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
Natural Science/Mathematical Reasoning	
Science (Lab course)	4 hrs.
Mathematics	3 hrs.
Electives	
ECF 103 (EC Foundations Online)	3 hrs.
<b>TOTAL</b>	<b>60 hrs.</b>

\*Students who are following curricula which place emphasis on mathematics and science may request at the beginning of the sophomore year to be permitted to make the following substitutions:

**A student with a total of 20 hours of math/science (this is 12 hours above the 3-hour math and 4-hour science requirement) may substitute 3 hours of math/science courses for one of the options under humanities or social science. A student with a total of 23 or more hours of math/science (15 or more hours above requirements) may substitute for one option under both humanities and social science. A student may not substitute for two humanities or two social science courses under this provision.**



## X. GRADUATE STUDIES PROGRAMS

### GRADUATE STUDIES ACADEMIC CALENDAR

<b>FALL SEMESTER</b>	<b>2022</b>
ENROLLMENT AND PAYMENT DEADLINE	AUGUST 10
CLASSES BEGIN 1 <sup>ST</sup> 8-WEEK SESSION	AUGUST 29
DROP-ADD PERIOD	AUGUST 29-31
MID-TERM	SEPTEMBER 23
WITHDRAWAL DEADLINE 1 <sup>ST</sup> 8-WEEK SESSION	SEPTEMBER 29
END OF 1 <sup>ST</sup> 8-WEEK SESSION	OCTOBER 21
CLASSES BEGIN 2 <sup>ND</sup> 8-WEEK SESSION	OCTOBER 24
DROP-ADD PERIOD	OCTOBER 24-26
MID-TERM	NOVEMBER 18
WITHDRAWAL DEADLINE 2 <sup>ND</sup> 8-WEEK SESSION	NOVEMBER 23
END OF 2 <sup>ND</sup> 8-WEEK SESSION	DECEMBER 16
<b>SPRING SEMESTER</b>	<b>2023</b>
ENROLLMENT AND PAYMENT DEADLINE	DECEMBER 16, 2022
CLASSES BEGIN 1 <sup>ST</sup> 8-WEEK SESSION	JANUARY 2
DROP-ADD PERIOD	JANUARY 2-4
MID-TERM	JANUARY 27
WITHDRAWAL DEADLINE 1 <sup>ST</sup> 8-WEEK SESSION	FEBRUARY 2
END OF 1 <sup>ST</sup> 8-WEEK SESSION	FEBRUARY 24
CLASSES BEGIN 2 <sup>ND</sup> 8-WEEK SESSION	FEBRUARY 27
DROP-ADD PERIOD	FEBRUARY 27-MARCH 1
MID-TERM	MARCH 24
WITHDRAWAL DEADLINE 2 <sup>ND</sup> 8-WEEK SESSION	MARCH 30
END OF 2 <sup>ND</sup> 8-WEEK SESSION	APRIL 21
<b>SUMMER SEMESTER</b>	<b>2023</b>
REGISTRATION/CLASSES BEGIN SUMMER TERM (1 <sup>ST</sup> 4-WEEK, 8-WEEK CLASSES BEGIN)	MAY 10
WITHDRAWAL DEADLINE (4-WEEK CLASSES)	MAY 25
MEMORIAL DAY HOLIDAY (MONDAY)	MAY 29
FOUR-WEEK CLASSES END	JUNE 7
2 <sup>ND</sup> FOUR-WEEK CLASSES BEGIN	JUNE 8
WITHDRAWAL DEADLINE (8-WEEK CLASSES)	JUNE 13
WITHDRAWAL DEADLINE (2 <sup>ND</sup> FOUR-WEEK CLASSES)	JUNE 23
INDEPENDENCE DAY HOLIDAY (TUESDAY)	JULY 4
2 <sup>ND</sup> FOUR-WEEK AND EIGHT WEEK CLASSES END	JULY 6
3 <sup>RD</sup> FOUR-WEEK CLASSES BEGIN	JULY 7
WITHDRAWAL DEADLINE (3 <sup>RD</sup> FOUR-WEEK CLASSES)	JULY 24
3 <sup>RD</sup> FOUR-WEEK CLASSES END	AUGUST 3

# GRADUATE STUDIES ADMISSIONS POLICIES

## PURPOSE

Master's degrees provide the next logical progression in degree levels offered by Emmanuel College. The programs will attract graduates in each of the current undergraduate programs who wish to continue their education and/or non-traditional students, who have family and job responsibilities and desire job promotion and advancement as well as new career paths.

The initial offerings will be: Master of Education in Elementary Education, and Master of Science in Exercise Science.

In 2020, Emmanuel College began exploring the implementation of a graduate studies program. The Deans and Chairs surveyed the Emmanuel Faculty concerning opinions, thoughts, and ideas regarding the implementation and met on a regular basis to discuss curriculum. They also conducted research on competing private, Christian colleges already offering graduate programs as well as national trends in higher education. After analyzing seven proposed master's degrees, the list was narrowed down to the four degrees that would begin the Graduate Studies Program in fall 2022. The Deans and Chairs also met with the Senior Leadership Team to discuss the proposed degrees and received approval to move forward with a SACSCOC level change application.

A level change from Level II to Level III and the addition of a Graduate Studies program compliments the goals and the mission statement of Emmanuel College, which states the following: *Emmanuel College is a community of Christ-centered **higher learning** that integrates faith, learning, and living within a biblical worldview and **fosters spiritual, intellectual, and professional growth.***

The mission statement is clearly defined, comprehensive, and appropriate for both the existing undergraduate degree programs as well as the addition of graduate degrees. Also, the four new

proposed master's degrees are compatible with the stated mission and goals of the institution as the graduate programs will seek to teach Judeo-Christian values and a biblical worldview and fulfill the institution's purpose to integrate faith and learning and foster spiritual growth.

The new graduate degrees also will further enhance the institution's goal to foster intellectual growth by offering a higher level of knowledge in an asynchronous, online format to nontraditional students, who may be limited by location and time, but wish to further their education for possible job advancement and professional achievement.

## ADMISSIONS REQUIREMENTS

1. Application for Graduate Studies Admission.
2. Non-refundable \$50 Application Fee.
3. Official College transcripts showing undergraduate degree(s) earned from a regionally accredited college or university as well as any graduate level courses completed, if applicable.

International Students must have transcripts evaluated by an accredited service such as World Education Services (**WES**) or International Education Evaluation (**IEE**) or a similar translation service at their own expense. Evaluation must include date of Undergraduate Degree Graduation and Grade Point Average.)

4. Minimum GPA of 2.5 for their undergraduate degree.

Master's Degree:	Minimum GPA Requirement:
Master of Education in Elementary Education	3.0
Master of Science in Exercise Science	2.75

5. Current Resume or Curriculum Vitae.
6. Minimum of a two-page essay on the personal commitment to the profession and reasons for obtaining a master's degree.
7. Transcripts will be reviewed by Emmanuel College Registrar in cooperation with the Graduate Coordinator for each program. **Transfer requirements:** the Graduate Coordinator will review transfer credits on a case-by-case basis.

#### Masters Degree Transfers:

The College may accept on a limited basis up to nine (9) graduate credits from accredited colleges, universities, and programs, provided the work is equivalent to an Emmanuel College graduate level course, has been earned in conjunction with the completion of a 500 level or higher course, and a grade of B or better was earned.

Transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Academic Registrars and Admissions Officers, is used as a general guide in determining acceptability.

Once an application is received, the application and credentials are reviewed by the Graduate Coordinator and program faculty who grant admission. Candidates will receive official notice of acceptance by the Emmanuel College Admissions Office.

#### Conditional Acceptance

For applicants who do not meet the minimum admissions requirements, Conditional Acceptance may be granted. To be consistent with the institution's undergraduate conditional acceptance policy, graduate students can apply for Conditional Acceptance or appeal the admissions decision by submitting the following documents:

1. Recommendation from a minister (or other character reference, if not available)
2. A signed, 200-word essay to the following prompt: "Why I want to attend Emmanuel, why I

haven't been academically successful in the past, and how I plan to change that in the future." An in-person, phone, or Zoom interview with the applicant may be required before making an admission decision.

#### 3. Signed Conditional Acceptance Contract

The above documents will be reviewed by an Admissions Counselor and the Graduate Coordinator. Students will receive written notification if Conditional Acceptance is granted. Students admitted conditionally must be in good academic standing after completion of their first semester with no grade lower than a "B" in any graduate course work or they may be dismissed from the graduate program.

#### ACADEMIC REQUIREMENTS

To fulfill graduation requirements, students must maintain a 3.0 overall GPA (2.5 overall GPA for students in the School of Christian Ministries Master's degree programs). Graduate students who fall below a 3.0 overall GPA (2.5 overall GPA for students in the School of Christian Ministries Master's degree programs) will be placed on Academic Probation and will be monitored by the Graduate Studies Coordinator, who will offer the student an individualized academic plan. A student will be removed from academic probation when the cumulative GPA is 3.00 (2.50 for School of Christian Ministries Master's Degree Programs). Students who fall below a 3.0 overall GPA (2.5 overall GPA for students in the School of Christian Ministries Master's degree programs) for two consecutive semesters will be subject to dismissal from the program. If dismissed, the student will be allowed to appeal.

To appeal Academic Probation, students must submit a written letter to the Academic Appeals Committee explaining the circumstances and a detailed plan of action to improve academic performance. The appeal decision is the discretion of the Appeals Committee and is final. (This appeal process mirrors that of the undergraduate programs, and the College Catalog will be updated to include the new graduate program Academic Probation and Appeals Process.)

## **Graduation Requirements**

Completion of program requirements as outlined in this catalog for each program of study as well as the Grade Point Average stipulated for the program of study. Students enrolled in Graduate Studies are subject to the academic regulations and degree requirements of the graduate program in which enrolled.

<b>Master's Degree:</b>	<b>Minimum Graduation GPA Requirement</b>
Master of Education in Elementary Education	3.0
Master of Science in Exercise Science	3.0

# GRADUATE STUDENT COSTS

## SCHEDULE OF CHARGES FOR ACADEMIC YEAR 2022-2023

**Application Fee:** \$25.00

**Application Fee for International Students:** \$100.00

<b>Tuition:</b>	<b>per hour \$500</b>	<b>Elementary Education Program</b>
	<b>per hour \$525</b>	<b>Exercise Science Program</b>

**Fees:**            **\*Technology Fee:**                            **\$100 per semester**

\*These fees are due upon registration and are used to support student services and campus information and technology.

**Registration Deposit (New Students Only):**                            **\$100.00**

**All deposits are non-refundable and will be credited to the student's account at the time of receipt.**

**\*The College reserves the right to change charges, fees, and methods of payment prior to the printing of a new catalog.**

Most policies for the Graduate Programs are the same as the more traditional learning programs as found in this catalog. Only specifically different policies are outlined in the following section.

# MASTER OF EDUCATION ELEMENTARY EDUCATION

The Master of Education in Elementary Education is also compatible with the stated mission and goals of the institution and the School of Education. In keeping with the philosophy of Emmanuel College, which is based on a Christian worldview, the School of Education’s mission is to integrate faith, living, learning, and teaching in such a way as to prepare prospective teachers to become servant leaders who make a positive contribution in a diverse society. Within this framework, our students, as professional educators, will develop:

1. A knowledge of content, pedagogy, and the development of learners;
2. Procedures for developing and utilizing developmentally appropriate instructional strategies, technology, and assessments;
3. Varied strategies for developing positive classroom environments that actively engage students, facilitate student learning, support students, and encourage partnerships with the home, school, and community;
4. Ethical practices;
5. A professional attitude regarding the teaching profession.

Reflecting our Christian worldview, the goal of the Emmanuel College School of Education is to develop teachers who possess the knowledge, skills, and dispositions to meet the challenges they will face in the twenty-first century classroom. The Emmanuel College School of Education is committed to preparing knowing, sharing, caring teachers. No domain by itself is effective, but all three are interconnected to produce effective teachers who can work with a diverse student population. As part of the School of Education, the Master of Education degree in Elementary Education will continue the college’s mission to integrate faith, learning, and living within a biblical worldview to foster teachers who reflect and grow spiritually, intellectually, and professionally.

Through the Master of Education in Elementary Education, elementary teachers will further their knowledge in their chosen field through advanced study and research which will foster learning in the P-12 classroom.

## **Program Specific Admission Requirements- Master of Elementary Education**

1. Hold a current certificate in Elementary Education (will qualify for a certificate upgrade upon successful completion of all program requirements). Candidates with an out-of-state certificate will not receive Georgia certification upon program completion.
2. Candidates must report a minimum GPA of 3.0 on a 4.0 scale on all undergraduate and previous graduate work combined.
3. Submit a completed “Disclosure and Affirmation Form” that addresses misconduct disclosure; criminal background check; proof of passing the Georgia Code of Ethics for Educators GACE or for out-of-state educators, the equivalent required ethics verification; and tort liability insurance.

## **ELEMENTARY EDUCATION**

### **MASTER OF EDUCATION**

#### Professional Development

ED 500 (Advanced Curriculum/Pedagogy)	3 hrs.
ED 509 (Collaborative Classrooms)	3 hrs.
ED 550 (Technology/Effective Instruction)	3 hrs.
ED 670 (Assessment/Decision Making)	3 hrs.
ED 675 (Current Issues)	3 hrs.
ED 680 (School Laws/Ethics)	3 hrs.

#### Research

ED 551 (Educational Research)	3 hrs.
ED 651 (Teacher as Researcher)	3 hrs.

#### Endorsements: **Choose One Pathway**

##### Reading Pathway

ED 510 (Teaching Reading)	3 hrs.
ED 515 (Reading/Writing Content Area)	3 hrs.



ED 610 (Reading Diagnostics/Correction) 3 hrs.

Gifted Pathway

ED 503 (Characteristics) 3 hrs.

ED 570 (Assessment) 3 hrs.

ED 600 (Programs/Curriculum/Methods) 3 hrs.

English as a Second Language

ED 505 (Foundations/Cultural Issues) 3 hrs.

ED 512 (Language Acquisition) 3 hrs.

ED 625 (Methods for Teaching) 3 hrs.

Total 33 hours.

# MASTER OF SCIENCE EXERCISE SCIENCE

The Master of Science in Exercise Science degree with concentrations Strength Training and Conditioning and Health and Human Performance is also compatible with the stated mission and goals of the institution and the Kinesiology and Sport Management department. In keeping with the philosophy of Emmanuel College, which is based on a Christian worldview, the Department of Kinesiology and Sport Management's mission is to prepare a student for numerous career opportunities in health and wellness in schools, community, business, and government settings. Through the Master of Science in Exercise Science, Kinesiology and Sport Management majors will further their knowledge in their chosen field through advanced study and research, which will foster their competency in their profession. Faculty will integrate faith and learning through specific class assignments and experiences. For example, the Health and Fitness Coaching class will prepare students to assist clients in making behavioral changes from a Christian perspective.

## **Program Specific Admission Requirements- Master of Exercise Science**

1. A four-year baccalaureate degree or its equivalent in exercise science, kinesiology, biology, chemistry, pre-med, nutrition, health sciences, physiology, psychology, public health, or physical therapy from an accredited institution.
2. Applicants from other disciplines or related fields will be considered for admission with evidence of foundational coursework related to the degree.
3. Academic Prerequisites
  - a. One semester of Biology I with lab
  - b. Two semesters of Human Anatomy and Physiology

# EXERCISE SCIENCE

## MASTER OF SCIENCE

### Exercise Science Core

EX 500 (Research/Design/Methods)	3 hrs.
EX 510 (Applied Exercise Physiology)	3 hrs.
EX 520 (Sports Nutrition)	3 hrs.
EX 600 (Sports Psychology)	3 hrs.
EX 620 (Fitness/Health Promotion)	3 hrs.
EX 640 (Sports Performance Training)	3 hrs.
EX 690 (Capstone Research Project)	3 hrs.

### Concentrations: **Choose One Concentration**

#### Strength Training and Conditioning

EX 530 (Essentials)	3 hrs.
EX 540 (Advanced)	3 hrs.
EX 650 (Practicum)	3 hrs.
EX 660 (Seminar)	3 hrs.

#### Health and Human Performance

EX 550 (Health/Fitness Coaching)	3 hrs.
EX 570 (Advanced Exercise Testing)	3 hrs.
EX 670 (Special Populations)	3 hrs.
EX 680 (Counseling/Behavior Mod)	3 hrs.

Total	33 hrs.
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# X. COURSES OF INSTRUCTION

## **COURSE CREDIT HOUR DEFINITION**

In accordance with federal regulations and the policy statements of the Southern Association of Colleges and Schools, Emmanuel College defines a credit hour as follows:

1. One credit hour is the equivalent of one hour of classroom or faculty instruction and a minimum of two hours of learning activities outside the classroom each week for the duration of the fourteen-week semester.
2. For academic activities outside of the traditional classroom setting (laboratory work, internships, practicums, workshops, recitals, projects, etc.), an amount of work equivalent to a traditional course credit hour must be performed for each credit hour awarded.

**Online and Directed Studies.** It is the policy of Emmanuel College that a minimum of 2100 engaged minutes are required for the awarding of each semester credit hour in all online classes and directed studies. As noted above, a credit hour is awarded in a traditional classroom setting for each hour of classroom instruction with an associated minimum of two hours of learning activities outside the classroom. Therefore, each credit hour awarded in a course that meets outside the traditional classroom setting requires a minimum of 2100 engaged minutes. [14-week semester X 50-minute hour of instruction = 700; 14 week semester X 100 minutes of outside the classroom activities = 1400; 700+1400=2100].

Online and directed study courses, whether they are hybrid or entirely online, must also meet this minimum engaged minute quota of 2100 minutes per semester credit hour. While difficult to determine and measure the amount of time students are engaged in online and directed study learning, the amount of time spent on course content and mastering learning outcomes can be mapped from traditional classroom experiences, as practically all College classes taught online have a traditional face-to-face class counterpart. Further, online students are expected to have the same content and classroom rigor of that for a traditional face-to-face class. Therefore, Emmanuel College demands the same minimum quotas of engaged minutes per semester credit hour for all of its courses, regardless of the nature of the course, or its mode of delivery.

For the following academic activities outside of the traditional classroom one credit hour is awarded per the completion of a minimum of 45 hours of learning activity per semester as defined for the course:

- a. Internships
- b. Practica
- c. Applied Lessons
- d. Class Workshops
- e. Student Projects
- f. Student Recitals
- g. Research Projects
- h. Studios
- i. Seminars

## **Laboratories and Physical Education Activity Courses:**

For the following academic activities outside of the traditional classroom, there are these exceptions:

- a. Laboratories: Two hours per week in class represent one hour of course credit.
- b. Physical Education activity classes: A minimum of one hour per week (over the entire semester) represents one hour of course credit.

## **Credit Hour Procedures**

The following practices shall be followed for assigning student course credit for any College class:

1. Faculty in charge of a course (usually within a department or school) shall be responsible for applying the above credit hour definitions when creating a new course or modifying an existing course in consultation with the Dean in charge of that department and/or the Vice president for academics.
2. All such courses newly created or modified with the appropriate number of credit hours assigned to the course shall be approved by a majority vote of the full Faculty Council. Final approval for these courses shall rest with the Senior Management Team of the College. Included in the approval process for such courses shall be a proper rationale for assignment of course credit according to the definitions set forth in this policy statement.

## **COURSE NUMBERINGS**

- 000-099 Developmental Level Courses
- 100-199 Freshman Level Courses
- 200-299 Sophomore Level Courses
- 300-399 Junior Level Courses
- 400-499 Senior Level Courses

In general, freshman-level courses should be taken before sophomore-level; sophomore-level before junior-level and junior-level before senior level. Students who desire a change from the normal requirements of a degree program (e.g., a substitution or a waiver) must complete and file a Course Substitution/Waiver form with the registrar, who will make the appropriate notations in the MYMANE registration system. Completion of the form will require the advisor to consult with the registrar and will require the student to obtain the signatures of the advisor, the department chair, and the vice president for academics (in that order). The form must be returned to the registrar for to complete the course substitution/waiver process.

## **COURSE LISTINGS**

The courses offered at Emmanuel College are listed in alphabetical order. The information contains a course number, title, description, hours credit, and semesters offered. Courses generally meet as many times per week as credit hours indicate.

## AGRICULTURE

AG 101 Introduction to Agriculture (Fall, Spring) 1 hr.

The course will review the role of Agriculture and Natural Resources in human history, present and future. Discussion will include current opportunities and future activities in the field of agriculture.

AG 105 Basic Agriculture Science (Spring) 3 hrs.

This course is designed as the foundational course for all Agriculture students. The course introduces the major areas of scientific agricultural production and research; presents problem solving lessons and introductory skills and knowledge in agricultural science and ag-related technologies. Classroom and laboratory activities are supplemented through agricultural experiences and leadership programs and activities. Classroom discussion, lecture, and practical experience are used to familiarize the students with Agriculture, Natural Resources and Forestry. Laboratories will develop understanding and competency in operating equipment at the classroom labs. Students will receive instruction in agricultural safety to develop an understanding and competency in the areas of current agricultural production practices and safety procedures.

AG 201 Agricultural Operation and Experience (Fall) 1 hr.

This course is designed to give students the opportunity to develop additional skills and proficiencies in agricultural operations. Students will be required to perform hands on experiences on a working farm while developing solutions for the management and care of the operation.

AG 205 Greenhouse Operations (Spring) 3 hrs.

Students will develop hands on activities in the techniques and principles of plant propagation by seeds, grafts, buds, cuttings, layers, and division. Fundamentals of greenhouse management and construction will be included along with marketing, wholesale and commercial sales and new innovations in the green industry.

AG 210 Live Animal Evaluation (Fall, even years) 3 hr.

This is a hands-on course concentrating on the science and the art of live animal evaluation. The lectures will cover all aspects of improving the selection of meat animals and the efficiency of meat animal production. Laboratory activities will include the evaluation of market animals and the evaluation and selection of breeding animals of all meat animal species. Worksheets on calculating carcass grades and performance data will be given to complement in-class activities. This course is an excellent introduction for all livestock production courses and will provide a baseline of information for students interested in intercollegiate livestock judging. Two-hour lecture/two-hour lab.

AG 215 Introductory Poultry Science (Spring) 3 hrs.

Introductory Poultry Science is a hands-on lecture/laboratory course concentrating on the biology of the domesticated avian species, nutrition, reproduction, genetics, processing, marketing, and management as related to commercial and backyard production. Class will meet for two hours of lecture and two hours of laboratory time.

AG 301 Crop Science (Fall) 4 hrs.

An introduction to the fundamentals of crop growth and the study of the more important field crops. Emphasis will be placed on the effects of various cultural practices on the plant growth. Crop distribution and breeding will be considered. Cropping systems will be developed and analyzed. Prerequisite: Biology 112.

AG 302 Biology, Care, and Production of Domestic Animals (Spring) 4 hrs.

Students will study and become proficient in the history, management, physiology, breeding, lactation, feeding, health, and products of cattle, swine, sheep, poultry, companion animals, and other species as they relate to humans and the creation. Prerequisite: AG 101, AG 105.

AG 303 Fruit and Vegetable Production (Spring) 3 hrs.

This course is a study of scientific principles impacting fruit and vegetable production. Breeding and selection, asexual techniques, and development of fruiting and vegetative bodies will be included. Adaptation, cultural practices, and storage of major fruit and vegetable species will be considered. Prerequisite: AG 301.

AG 305 Agricultural Economics and Finance (Fall) 3 hrs.

This course will provide knowledge (in theory and practice) of agricultural commodity, resource, and financial markets for small as well as medium-to-large size markets (including Agri-business models). In addition, emphasis will be placed on agricultural financial planning and means of financing agricultural operations. Pre-requisites: BU201 and BU 260.

AG 306 Agricultural Operation and Experience II (Infrequent) 1 hr.

This course is designed to give students the opportunity to develop advanced skills and proficiencies in agricultural operations. Students will be required to perform hands on experiences on a working farm while developing solutions for the management and care of the operation.

AG 307 Agricultural Communication & Leadership (Fall) 3 hrs.

Introduction to agricultural communication as a professional field, including its current status and role within the larger United States mass media system applying a comprehensive knowledge base and skill in writing for a variety of situations relevant for professionals of agricultural communication. An overview of leadership positions, career options, and professional skills and competencies required of agricultural communicators. Prerequisite: CM 130 with "C" or higher.

AG 325 Forestry Science (Lecture and Lab) (Spring) 3 hrs.

Students will explore the forestry industry and learn skills related to careers in forestry and natural resources industries. Theory and practice will prepare students for classroom instruction in forestry, as well as give them experiences to help prepare them for numerous careers. Students will explore dendrology, land and resource measurement, conservation, forest measurement, insects, diseases, and hazards of the forest, as well as an overview of the 2<sup>nd</sup> most important industry in the Southeast. Two-hour lecture and one-hour lab. Prerequisites: AG 105 and BIO 111.

AG 401 Marketing of Agricultural Products (Fall) 3 hrs.

An analysis of agricultural marketing systems, factors determining agricultural prices, and farmer marketing management. Topics include setting marketing goals, government price institutions, contract and futures markets, and marketing under risk and uncertainty. Students will develop an agriculture product, create an advertising campaign, and implement a marketing plan. Prerequisites: AG 101, AG 302, BU201.

AG 402 Insect and Disease Management (Fall, Summer) 3 hrs.

An overview of the types of organisms causing harm to plants and a presentation of management concepts for pests and diseases, related safety and environmental concerns, laws, and regulations. Prerequisite: AG 303.

AG 403 Advanced Animal Science (Fall) 3 hrs.

A combined lecture and lab course, this course is presented with the agriculture student in mind. The first unit, Physiology, addresses cellular digestion, reproduction, genetics, and ecology. The second unit, Applications, teaches the practical application of animal science. The third unit instructs students in the interpretation of performance data for judging and evaluating livestock. Prerequisite: AG 302.

AG 404 Agriculture Processing and Marketing (Spring) 3 hrs.

This course provides students with many hands-on opportunities in the area of processing and marketing of agriculture products. Students will study of slaughtering, grading, cutting, processing, identification, buying and cooking of cuts of meat, vegetables, fruits, and timber. The exploration, analysis, and application of marketing principles for agriculture products will be utilized in this course.

AG 405 Agriculture Directed Research (Fall, Spring) 3 hrs.

Students, working individually, will collect and analyze data on a specific issue in one of the areas of agriculture business, missions, or science, evaluate the findings from a Christian perspective, and present their results in written and oral form. Prerequisite; AG 101, AG 201, AG 301 or SC 215, AG 302, BU 201. Junior or Senior only.

AG 406 Environmental and Natural Resources  
(Per student demand) 3 hrs.

Students will evaluate agriculture production practices and explore the environmental impact those systems have on our earth and its resources. The relationship between biological systems, the use of inputs and outputs in agriculture and the interface between plants and animals will be explored.

AG 407 Agriculture Seminar (Spring) 2 hrs.

This course provides students the opportunity to collect, discuss, interpret, and defend current issues that affect agricultural business, missions and science through economic, environmental, and social conditions and the production of agricultural commodities. Graduating Seniors only.

AG 410 Agriculture Internship (Fall, Spring, Summer) 3 hrs.

A student initiated, designed, and executed occupational learning experience in one of the concentrations of business, missions, or science.

On-the-job work experiences are integrated with educational objectives to give students an opportunity to broaden their learning experiences. Between the Junior and Senior year, students will obtain a 6–8-week internship, working 40 hours per week with a reputable firm or company. All students will prepare and present a summary of experiences to faculty and undergraduates.

AG 411 Agriculture Internship II (Per student demand) 3 hrs.

A student initiated, designed, and executed international occupational learning experience. On-the-job work experiences are integrated with educational objectives to give students an opportunity to broaden their global learning experiences. Between the Junior and Senior year, students will obtain a 6–8-week internship, working 40 hours per week with a reputable firm or company. All students will prepare and present a summary of experiences to faculty and undergraduates.

AG 413 Special Topics in Agriculture Business  
(Per student demand) 3-6 hrs.

This is a flexible course ranging from 3 to 6 credit hours, for the purpose of special studies in agriculture business processes, marketing, management, financial studies, accounting, advertising, and banking. The student must be of junior or senior standing and must have approval of the instructor and department chair in order to take the course.

AG 414 Special Topics in Agriculture Missions (Fall) 3-6 hrs.

This is a flexible course ranging from 3 to 6 credit hours, for the purpose of special studies in agriculture missions. The student must be of junior or senior standing.

AG 415 Agriculture Science Research (Fall) 3-6 hrs.

This is a flexible course ranging from 3 to 6 credit hours, for the purpose of research in agriculture science. The student must be of junior or senior standing and must have approval of the instructor and department chair in order to take the course.

## BUSINESS

BU 200 Principles of Macroeconomics (Fall) 3 hrs.

This course is the introduction to the American economic system and economic analysis with an overall picture of the operation of the economy. Included are the basic economic theories of supply and demand, production possibilities, performance measures, circular flow of income, inflation and unemployment, the roles of fiscal policy and monetary policy, and economic growth. Prerequisite: MA 130 or a higher math with a grade of “C” or higher or permission of the instructor.

BU 201 Principles of Microeconomics (Spring) 3 hrs.

This course is the study of economics with an emphasis on the theory of the firm, along with price theory and decision making by individuals, households, and firms. Other topics include the determination of prices in various market structures, the distribution of income along functional lines, international trade, and comparative economic systems.

Prerequisite: MA 130 or a higher math with a grade of “C” or higher or permission of the instructor.

BU 250 Computer Office Applications I (Fall, Spring) 3 hrs.

This is a course designed to teach the student computer office productivity applications, including word processing, spreadsheets, database, and multimedia presentation software.

BU 252 Business Problem Solving (Spring) 3 hrs.

This course is designed to develop the business student’s ability to solve business problems using Microsoft Excel and Access software. Using a case-based teaching model will provide the student with opportunity to think about real-world business situations and hands-on experience using problem solving software. The course will focus on common business cases which will strengthen the student’s ability to analyze a problem, examine alternative solutions and implement a solution using software. Prerequisite: MA 130 or a higher math with a grade of “C” or higher or permission of the instructor.

BU 260 Financial Accounting (Fall) 3 hrs.

This course provides an introduction to the fundamental principles and procedures of financial accounting, including, but not limited to coverage of the following: financial transactions analysis, the accounting cycle, financial statements, current assets, long term assets, intangible assets, current and long-term liabilities, stockholder equity, cash flow statements, and financial statement analysis. Emphasis is placed on applying these principles and procedures to businesses organized as corporations. Prerequisite: Sophomore status or permission of the instructor.

BU 264 Managerial Accounting (Spring) 3 hrs.

This is a course designed to study the concepts, mechanics, and issues of managerial accounting for use in decision making, including but not limited to the following topics: managerial cost concepts, job order and process costing, variable costing, activity based costing, and standard costing. Prerequisite: Grade of “C” or better in BU 260.

BU 285 Personal Financial Management (Spring) 3 hrs.

This course covers the application of money (financial) management responsibilities of individuals and families. Study and practical work include financial planning, budgeting, taxes, savings, use of credit, auto and home purchasing, insurance, personal investing, and retirement and estate planning.

BU 300 Management and Organizational Behavior (Fall) 3 hrs.

This is a course designed to teach the process involved in coordinating an organization’s resources to achieve its goals. Emphasis is given to the management functions of planning, organizing, directing, and controlling especially within the context of team behavior, motivation, and performance. Prerequisite: Grade of “C” or better in MA 130 or a higher math.

BU 305 Principles of Marketing (Fall) 3 hrs.

This is a course designed to teach the elements of the marketing function with emphasis placed on product, price, promotion, and distribution concepts. Market development teams are used on various cases and

projects. Covered also is an overview of global marketing concepts and practices from a diverse global perspective. Prerequisite: Grade of “C” or better in MA 130 or a higher math.

BU 310 Business Law (Spring) 3 hrs.

This course is designed to provide the student an overview of the United States legal system along with the principles and processes related to business law including, but not limited to the following topics: federal and state court systems, administrative agencies, torts, crimes, and contracts. Prerequisite: Grade of “C” or better in MA 130 or a higher math.

BU311 Commercial Law (Infrequent) 3 hrs.

This course provides an overview of transactional and commercial law such as personal property and bailments, the legal aspects of supply chain management, the nature and form of sales, title and risk of loss, product liability, warranties and torts, obligations and performance, remedies for breach of sales contracts, kinds of instruments and negotiability, transfers of negotiable instruments and warranties of parties, liability of the parties under negotiable instruments, checks and funds transfers, the nature of the debtor-creditor relationship, consumer protection, secured transactions in personal property, bankruptcy, insurance, agency, third persons in agency, regulation of employment, equal employment opportunity law, and the types of business organizations. Prerequisite: BU310 or permission of the instructor

BU 315 Business Statistics (Spring) 3 hrs.

This is a course designed to teach the statistical tools used in business analysis including, but not limited to the following topics: descriptive statistics- tabular, graphic, and numerical methods; probability; distributions; and regressions. Prerequisite: Grade of “C” or higher in MA 130 or a higher-level math course and a grade of “C” or higher in BU 252. A grade of “C” or higher in MA 200 shall satisfy this course requirement for graduation.

BU 325 Entrepreneurship (Small Business Management) (Fall) 3 hrs.

This is a course designed to teach the policies, practices, and procedures applicable to the management of a small firm with an emphasis placed on entrepreneurial decision making. Prerequisite: Grade of “C” or better in MA 130 or a higher math.

BU 342 Readings in Business Administration  
(Scheduled on an Individual Basis) 1-3 hrs.

This is a course designed for independent study under the supervision of a member of the Business Administration faculty. This course involves independent reading from selected literature in the field of business followed by written and/or oral reports. This course may be taken only with the approval of the Business Administration program chair.

BU 345 Managerial Finance (Fall) 3 hrs.

This is a course designed to teach the objectives, tools, methods, and problems of corporate financial management. Topics include but are not limited to the following: time value of money, financial risk, working capital management, capital budgeting, raising capital, capital structure, and dividend policy. Prerequisite: BU 260 and grade of “C” or better in MA 130 or a higher math.

BU 346 Small Business Finance (Infrequent) 3 hrs.

This is a course designed to acquaint the student with topics in small firm finance, including, but not limited to the following: time value of money, financial risk, working capital management, forecasting, capital budgeting, raising capital, and entrepreneurial finance issues. Prerequisite: BU 260.

BU 375 Management of Financial Institutions (Infrequent) 3 hrs.

This is a course designed to provide a study of basic principles of managing financial institutions, especially commercial banks. Prerequisite: BU 260 and grade of "C" or better in MA 130 or a higher math.

BU 390 Internship (Per student demand) 3 hrs.

This is a course which allows a student to work in a business firm and receive academic credit. A written agreement between the student, the college, and the business firm, detailing the parameters of the internship, must be approved by the business internship coordinator before a student is permitted to register for the course. 180 hours of work must be related to management activities and be supervised by a manager. Reports and evaluations are required. Work may only be fulfilled in the junior or senior year. Prerequisites: Junior or senior status in good standing; completion of BU 300 and/or approval of internship instructor.

BU 410 Human Resource Management (Fall) 3 hrs.

This is a course designed to provide a foundation in the principles and practices of personnel management; organization and operation of the personnel function; and consideration of key personnel problems in the areas of recruitment, selection, placement, training and development, performance and appraisal, compensation, safety and health, separation, as well as employee and labor relations. Co-requisite: BU 300 and grade of "C" or better in MA 130 or a higher math.

BU 422 Business Ethics (Spring) 3 hrs.

This course applies basic Christian principles to modern standard business practices. Emphasis will be placed on the principles of conduct used to govern the decision making and behavior on an individual or group of individuals in the workplace and the significant implications for the organization's stakeholders: its employees, customers, shareholders, suppliers, government and the public at large. Case studies will be used to facilitate learning.

BU 430 Production/Operations Management (Fall) 3 hrs.

This is a course designed to deal with the concepts, processes, and techniques used to transform inputs into outputs. Topics include but are not limited to forecasting, quality management, inventory control, and supply chain management. Prerequisite: BU 300.

BU 435 Principles of Real Estate I (Infrequent) 3 hrs.

This course surveys the topics of real property for the real estate profession. Topics include: present and future land interest, extent of real estate interests, nonpossessory interests in real estate, fixtures, liens, describing land interests, real estate ownership, co-ownership of real estate, landlord-tenant relationship, commercial leases, multiunit interests and owners' associations, transferring title to real estate, and

the broker's role in the transfer of real estate. This course is a multi-state approach to the study of real estate and is academic in nature. This course introduces students to the language of the profession and basic theory of real estate and is not approved by any state licensing examination board.

BU 436 Principles of Real Estate II (Infrequent) 3 hrs.

This course is a continuation of BU435, Principles of Real Estate I. Topics include: the real purchase contract, methods of transfer and conveyance in real estate, financing in the transfer of real estate, closing the deal, wills, estates, and probate, economic development, zoning, constitutional issues in real estate, environmental law, legal issues in land and economic development, and tax aspects of real estate ownership and transfer. This course is a multi-state approach to the study of real estate and is academic in nature. This course introduces students to the language of the profession and basic theory of real estate and is not approved by any state licensing examination board. Prerequisite: BU435 or permission of the instructor.

BU 438 Insurance and Risk Management (Infrequent) 3 hrs.

This course is an introduction to insurance and risk management. Topics include: enterprise risk management, types of insurers and marketing systems, insurance company operations, financial operations of insurers, government regulation of insurance and fundamental legal principles, analysis of insurance contracts, life insurance and the associated contractual provisions, buying life insurance, annuities and individual retirement accounts, healthcare reform and individual health insurance, employee benefits: group life and health insurance, retirement plans, and social insurance; also, general liability, auto, homeowners, and commercial property and liability insurance.

BU 440 E-Commerce Management (Fall) 3 hrs.

This course is designed to acquaint the student with topics in e-commerce management. Topics include but are not limited to: creating a business plan for an online business, technical computing issues in setting up an online business, marketing issues for the online business, and operational issues for the online business. Prerequisite: BU 300 or permission of the instructor.

BU 460 International Business (Spring) 3 hrs.

This is a course designed to provide an overview of the principles, procedures and policies necessary to operating a business engaged in international trade. Prerequisite: BU 300.

BU 473 Special Topics in Business (Infrequent) 3 hrs.

This is a course designed to provide an examination of subjects in business not otherwise offered. Topics may vary.

BU 480 Strategic Management (Fall) 3 hrs.

This course is designed to give students an understanding of the dynamics involved in business strategy decisions in the context of a Christian worldview. Topics include but are not limited to the following: strategy in relation to the business mission; strategy execution; strategy options; forces that affect strategy (internally and externally); strategy and forecasting; strategy and organizational

structure; strategy and change; strategy as it interfaces the marketing and finance functions; and strategy and ethics. Pre-requisite: BU 300.

BU 490 Business Seminar (Spring) 3 hrs.

This capstone business course is designed to: help students integrate business knowledge learned in prior courses to think critically about business problems; help students apply business knowledge and skills to solve real-world problems; reinforce students' ability to make effective business oral presentations and write in an appropriate business manner; and solidify students' ability to work well in business teams. A business case study approach will be used to achieve these objectives across business disciplines. Pre-requisite: BU 480.

## **INFORMATION SYSTEMS**

IS 240 Microcomputer Operating Systems I with Lab (Spring) 4 hrs.

This course examines microcomputer operating systems, utilities, control languages/commands, and differences between single and multi-user systems. Advanced application of DOS commands are introduced which include pipes, redirection, file management, and batch files. Other topics include Windows system architecture, and the system registry. This course also introduces microcomputer hardware design. Upon course completion, students should be able to install, configure, and troubleshoot microcomputer hardware and software. Other topics include the basics of peripherals and software drivers. Lecture 3 hours/Lab 1 hour weekly. Students who register for IS 240 must also register for a weekly lab.

IS 255 Principles of Information Systems (Fall) 3 hrs.

This course surveys information systems technology from a managerial perspective, covering such topics as hardware, software, data, telecommunications and networks.

IS 342 Microcomputer Operating Systems II (Fall) 3 hrs.

This course is a continuation of Microcomputer Operating Systems I. Advanced topics in single-user (DOS/Windows) and multi-user (UNIX) systems include command syntax, configuration, policy, and security, file management, processes, and services. Additional studies include Internet services, ports and protocols. Prerequisite: IS 240 and grade of "C" or higher in MA 130 or a higher math course.

IS 355 Advanced Database (Fall) 3 hrs.

This course is an introduction to design, implementation, and management of relational database management systems. Topics include data modeling, data normalization, database design, application design, foundations of relational implementation, and SQL. The course provides the student with hands-on experience with a current database software package. Prerequisite: BU 252 and a grade of "C" or higher in MA 130 or a higher math course.

IS 358 Information Systems Analysis and Design (Spring) 3 hrs.

This course surveys the theory of systems development. Emphasis is placed on structured analysis and logical design using analysis tools and techniques, life cycle concepts, user relationships, and cost benefit analysis. Prerequisite: IS 355; Co requisite: IS 380.

IS 380 Programming Logic and Design (Spring) 3 hrs.

This course provides the students with the fundamentals of computer programming logic and design. The student will be introduced to topics including variables, modules, decisions, looping, algorithms, arrays, and object-oriented concepts. A current programming language will be used. Prerequisite: Grade of "C" or better in MA 130 or a higher math.

IS 457 Windows Application Programming (Infrequent) 3 hrs.

This course provides the students with the fundamentals of developing and implementing Windows-based applications. Topics will include, but are not limited to: forms, controls, database access, reports, security, configuration, and deployment issues. A current programming language will be used. Prerequisites: IS 355, IS 380

IS 458 Web Application Programming (Spring) 3 hrs.

The course focuses on Internet/Intranet web application development. Topics include, but are not limited to: HTML, XML, CSS, JavaScript, server-side scripts, security, database access, and server configuration. A current programming language will be used. Prerequisites: IS 355, IS 380, and IS 457.

IS 466 C# Programming (Infrequent) 3 hrs.

This programming course introduces students to procedural object-oriented programming techniques; file processing and developing applications. Topics include, but are not limited to, designing controls in applications, using variables and constants, file access, menus, variable arrays, and database access. Prerequisite: IS 380.

IS 476 Information Technology Internship (Fall, Spring) 3 hrs.

The course provides the student with a practical application of information technology services. Each student will apply the skills and knowledge of the prerequisite course work from the Information Systems concentration curriculum. This is a course which allows a student to work in a business firm and receive academic credit. A written agreement between the student, the college, and the business firm, detailing the parameters of the internship, must be approved by the business internship coordinator before a student is permitted to register for the course. 180 hours of work must be related to information systems and be supervised by a manager. Reports and evaluations are required. Senior status only. Prerequisite: Grade of "C" or better in IS 342, and an application and interview completed with the internship coordinator.

## **CHRISTIAN MINISTRIES**

### **BIBLE**

BI 111 Introduction to Biblical Literature and History (Fall, Spring) 3 hrs.

BI 111 is a survey course of the entire Bible. Both the Old Testament and New Testament are considered from the standpoints of history, literature, and theology. From the standpoint of history, the course examines the Old Testament account of creation and how God is subsequently portrayed at work through the centuries, culminating with the New Testament record of Christ's coming and the early church's



formation. From the standpoint of literature and theology, the diverse literary units of both Testaments are considered as well as their thematic unity which theologically grounds God's unfolding redemption and revelation in Jesus Christ.

BI 112 Introduction to Reading and Interpreting Biblical Literature (Fall, Spring) 3 hrs.

This course consists of an investigation into the practices and procedures for properly reading and interpreting the Bible. The course is geared toward providing a practical, hands-on approach to the practice of biblical interpretation. In addition, issues such as the history of the biblical text, presuppositions a person brings to the text, and the diversity of modern English translations will also be discussed. Emphasis is placed upon the unique personal encounter with God experienced through the reading and interpretation of the Bible. Prerequisite: BI 111.

BI 140 Old Testament History & Literature (Fall) 3 hrs.

A survey course of the Old Testament. It consists of an introduction to the Old Testament from the standpoints of history, literature, and theology. From the standpoint of history, the Old Testament is overviewed in terms of nine major periods: primeval history, the patriarchal age, the Mosaic period, the Canaan conquest and occupation, the judges, the United Kingdom, the Divided Kingdom, the exile, and the restoration postexilic period. From the standpoint of literature, each book is examined with respect to such issues as date of composition, authorship, structure, and genre. From the standpoint of theology, the content of Old Testament faith is explained in summary fashion and the relationship of the Old Testament to the New Testament revelation of God in Jesus Christ is emphasized.

BI 141 New Testament History and Literature (Spring) 3 hrs.

A survey course of the New Testament. Beginning with an introduction to the New Testament historical (social, political, cultural, religious) environments and the concept of canon, the course examines in overview fashion the following broad literary and historical units: the gospels, Acts, epistles, and Revelation. All the New Testament books are studied from the standpoint of genre, authorship, date of composition, writing, and structure, and theological content. An emphasis in the course is on the person and teachings of Jesus Christ for developing a Christian world view.

BI 215 Pentateuch (Fall) 3 hrs.

This course consists of an expository and theological study of the Old Testament books known by the Greek name Pentateuch: Genesis, Exodus, Leviticus, Numbers, and Deuteronomy. Special emphasis is placed upon tracing the story line, analyzing and categorizing the legal materials, and examining the key theological themes of promise, election, deliverance, covenant, law, and land. The relationship of the Pentateuch to New Testament revelation is also addressed. Prerequisite: BI140 and BI141.

BI 232 Acts (Spring) 3 hrs.

This course provides an in-depth study of the Book of Acts. Background issues relating to authorship, date, purpose, structure, and genre are addressed first. After this, some of the major themes found in Acts are investigated, along with consideration of how Acts can best be

interpreted. This preliminary consideration of background issues is then followed by systematic study of the content of the book as a whole. Prerequisite: BI140 and BI141.

BI 275 Principles of Biblical Interpretation (Fall) 3 hrs.

This course consists of an investigation into the practice of Hermeneutics. Issues such as the history of the biblical text, presuppositions a person brings to the text, the diversity of modern English translation, etc. are discussed, while at the same time an attempt is made to maintain a practical, hands-on approach to the actual practice of biblical interpretation. Prerequisite: BI140 and BI141.

BI 300 Gospel of John (Fall, Spring) 3 hrs.

Analysis of John's Gospel with special reference to the methods and tools of Bible study. The course seeks to introduce the student to one of the foundational documents of the Christian faith while at the same time nurturing the skills needed for adequate interpretation of any Biblical book. Prerequisite: BI140, BI141, or BI 112.

**SPECIAL NOTE: For all of the following Bible courses prerequisites apply: BI140, BI141, BI215, BI232, BI275, BI300, MN101, and junior standing.**

BI 335 Historical Books of the Old Testament (Infrequent) 3 hrs.

An expository and theological study of the Old Testament historical books Joshua-Esther. Each book is examined with respect to authorship, date of composition, and purpose. Special attention is given to historical development, theological emphases, biographical sketches of key political and religious leaders, and the place of the literary prophets in the framework of the Divided Kingdom, Exilic, and Restoration-Postexilic period of the Old Testament history.

BI 350 Old Testament Prophets (Fall) 3 hrs.

An expository and theological study of the sixteen Old Testament prophetic books, Isaiah-Malachi (except for Lamentations). Each is examined with respect to historical background, major literary and textual critical questions, a biographical sketch of the prophet, and theological emphases. One or more books may be the focus of more extensive treatment than the others.

BI 372 General Epistles (Infrequent) 3 hrs.

The letters known as the General Epistles contain the writings of James, Peter, John, and Jude. These letters were written as circular letters for reading by a number of churches. The style, content, authorship, and purpose of the letters will be explored in depth.

BI 375 Special Topics in Biblical Studies (Infrequent) 1-3 hrs.

This course provides the student opportunity to examine subjects not otherwise offered as courses in the Christian Ministries Department. Instructors and subject matter will vary each time the course is offered. Some topics will include Studies in Matthew, Studies in Deuteronomy, and Studies in Pauline Spirit-Christology. Additional prerequisite: three hours of upper-level Bible courses.

BI 390 Life and Epistles of Paul (Spring) 3 hrs.

This course consists of an examination of the body of Pauline New Testament literature within the context of the life and ministry of Paul and the rise of early Christianity, including its place within the biblical canon. It includes an exploration of Paul's life as well as the letters he wrote, and consideration of methodological approaches to understanding and interpreting Paul's letters. Each canonical letter of Paul is considered with respect to its aim, purpose(s), historical setting, theological doctrines, and practical applications for spiritual formation. Paul's chief theological ideas are also surveyed. In addition, a detailed methodological study will be conducted of at least one of Paul's letters in order to teach the student sound principles and practices of biblical interpretation.

BI 420 Romans & Galatians (Infrequent) 3 hrs.

An expository and theological study of these two Pauline epistles. The development of Paul's thought is examined as he unfolds the doctrines of sin, salvation, sanctification, glorification, and practical Christian living.

BI 422 Jesus and the Synoptics (Fall) 3 hrs.

An examination of the nature and purpose of the synoptic gospels and of the life, teachings, and actions of Jesus. Following an introductory section treating methods of Synoptic interpretation, a survey of each of the Synoptic Gospels is undertaken to explore the distinctive contributions of each evangelist. Attention is directed to the synoptic portrayal of significant events in the life of Jesus, as well as the theological and literary aims of each Evangelist. Consideration is also given to each Evangelist's portrayal of Jesus' approach to topics such as the kingdom of God, ethics, discipleship, and eschatology, His miracles, healings, and the people of God.

BI 425 Major Prophets (Infrequent) 3 hrs.

An expository and theological study of three of the Old Testament prophetic books traditionally known as the Major Prophets: Isaiah, Jeremiah, and Ezekiel. Each book is examined with respect to historical background, literary and textual-critical questions, a biographical sketch of the author, and theological emphases. Attention is given to texts which are most important theologically and/or controversial. This course also serves as an introduction to the movement of prophetism in ancient Israel.

BI 435 Minor Prophets (Infrequent) 3 hrs.

An expository and theological study of those books known in the Christian canon as the Minor Prophets: Hosea through Malachi. Each book is examined with respect to historical background, literary and textual-critical questions, a biographical sketch of the author, and theological emphases. Special attention is given to passages which are most important theologically and /or controversial. The books are studied according to one particular view of their chronological order.

BI 440 Daniel-Revelation (Infrequent) 3 hrs.

An expository and theological study of the apocalyptic prophetic books Daniel and Revelation. Each book is examined with respect to preliminary matters such as literary and textual-critical questions and theological emphases. However, the bulk of course time consists of an

exposition of the apocalyptic prophetic portions of these books from a basically dispensational-premillennial point of view.

BI 445 Wisdom and Poetic Literature (Infrequent) 3 hrs.

A study of Psalms, Proverbs, Job, Ecclesiastes, and Song of Solomon. Each book will be studied as to background, historical setting, authorship, structure, devotional content, theological content, philosophical content, spiritual values and moral outlook. Emphasis will be placed on Psalms.

BI 482 Hebrews (Infrequent) 3 hrs.

An expositional study of the New Testament letter to Hebrew Christians, placing emphasis on its Christology and use of the early apostolic preaching. Special attention is devoted to a study of contrasts between the ceremonial emphasis in Judaism, Qumran, and the superiority of the New Covenant realized in the person of Jesus Christ.

### **BIBLICAL LANGUAGES**

GR 351 New Testament Greek I (Fall, even years) 4 hrs.

This course is the first of a one-year study of the essentials of Greek grammatical forms, syntax, and vocabularies for preparing students to read the New Testament in the original language.

GR 352 New Testament Greek II (Spring, odd years) 4 hrs.

A continuation of GR 351, a study of the essentials of Koine Greek grammar, syntax, and vocabulary of the New Testament. More focused attention begins to be given to ways in which New Testament Greek studies can provide grammatical and exegetical insights for preaching and teaching the New Testament. Prerequisite: Grade of "C" or better in GR351.

GR 411 Greek Readings in John's Gospel (Infrequent) 3 hrs.

Translation of passages from the Gospel and epistles of John with attention given to vocabulary building. Emphasis is placed upon attaining reading skills through work-form recognition. Attention will be given to exegetical insights derived from reading the texts. Prerequisite: Grade of "C" or better in GR352.

GR 451 Intermediate Greek Grammar and Exegesis (Fall, odd years) 4 hrs.

A continuation of GR 352, this course provides a review and elaboration of Greek syntactical and grammatical forms and vocabulary with a view toward enabling the student to do grammatical-historical exegesis of the Greek New Testament. In addition, the praxis of textual criticism will be introduced. Prerequisite: Grade of "C" or better in GR352.

### **HISTORICAL THEOLOGY**

HT 340 History and Theology of Christianity and Pentecostalism (Spring) 3 hrs.

This course is a broad introduction to the history and theological development of Christianity. The first half concentrates on the most important "turning points" in Christian history as a whole. The second

half focuses on the history of twentieth and twenty-first century Classical Pentecostalism, Neo-Pentecostalism, and the Third Wave. Prerequisite: BI 140 and BI 141.

HT 375 Special Topics in Historical Theological Studies (Infrequent) 1-3 hrs.

This course provides students the opportunity to examine HT subjects not otherwise offered as courses in the School of Christian Ministries. Instructors and subject matter will vary each time the course is taught. Topics include significant theologians and important theological movements in the history of the church. Prerequisite: either TH260 or HT340.

## MINISTRY

MN 101 Foundations of Discipleship and Christian Ministry (Fall) 3 hrs.

The purpose of this course is to provide students an understanding of the foundational components of discipleship and leadership formation that are essential for a life in service to His kingdom through Christian ministry. The course begins with an investigation of what biblical discipleship entails and includes discussions of the spiritual disciplines (i.e., what they are and how they can be used to enhance the believer's relationship with God and ability to carry out His will in one's life and ministry), personal and spiritual giftings for ministry, and aspects of self-leadership. The subject of divine guidance and how one discerns God's will is also included. This emphasis on discipleship will then be followed by a survey of various areas of vocational Christian ministry, which will include a discussion of the spiritual gifts and how students can begin to discern the Lord's direction in their life regarding his call to vocational Christian ministry.

MN 102/302 Christian Service Practicum (Fall, Spring) NC

The Christian service practicum is designed to allow students to fulfill a weekly ministry and field experience. This class allows students to apply academic principles to ministry situations. A variety of ministry opportunities are made available, including church, campus, and community. Students are able to choose the particular ministry in which to be involved as it fits into the overall requirements for experience in the three designated areas of ministry (church, campus, community). In addition, the class attempts to facilitate both communication and spiritual formation among students who are part of the School of Christian Ministries.

**SPECIAL NOTE: For all of the following ministry courses (MN235 and above) the following prerequisites apply: BI140, BI141, MN101.**

MN 235 Personal Evangelism and Church Outreach (Spring) 3 hrs.

This course consists of numerous topics including a biblical theology of evangelism, missions, the role of the local church in missions, vocational missions, church growth issues, relational evangelism, outreach strategies, pre-evangelistic activities, church planting, effective follow-up, random acts of kindness, purpose-driven ministry, and more.

MN 315 Communicating Scripture (Spring) 3 hrs.

Scriptural communication includes both written and oral communication. This course seeks to incorporate written sermons or

Bible lessons in a form that may be communicated orally. The course format will deal directly with Biblical exposition and proclamation. Consideration is given to the formation of sermons and Bible lessons based upon the student's individual goals for ministry. Additional prerequisites: BI275 and junior standing.

MN 335 Introduction to Youth Ministry (Fall) 3 hrs.

This course explores ways to use both Scripture and available resources and methods to reach young people and move them toward a life with Christ. Materials and assignments will assist in developing a structure necessary to accomplish this task. Consideration will also be given to the impact of culture on today's adolescents, highlighting the issues with which they are dealing. These issues include parents, self-image, peer pressure, music and other forms of media, love, sex, dating, and abuse. The course takes a biblical perspective in discussing these issues, equipping the student to teach, counsel, and minister to the needs of adolescents.

MN 361 Church Leadership I: Introduction to Church Leadership and Management (Fall) 3 hrs.

This course consists of numerous introductory discussions of a variety of topics related to local church and team leadership. Topics of discussion include vision development and vision casting, leadership styles, church systems, team building and development, and delegation. Fiscal year planning, IRS reporting, tax laws, legal liabilities, risk management, hiring/dismissal procedures, background checks, withholdings, confidentiality issues, and other issues that must be handled properly to insure credibility in our society. It is vital to our interests that churches hold themselves and their leaders to the highest standards of accountability and integrity. This course is designed to help ministry students understand the issues and develop systems of management that will allow for maximized ministry effectiveness.

MN 390 Worship and Music Ministry Internship (Infrequent) 3 hrs.

Worship and Music Ministry students only. Students serve in a carefully supervised life-situation of Christian ministry. They participate in as many areas of ministry and church life as possible in order to correlate the theoretical and practical. In this combination of study and experience, student are assisted in the evaluation of both themselves as ministers and their ministry. Readings, written reports, and evaluations are required. The course may be repeated with different learning experiences, and the requirements are usually fulfilled during the summer at the end of the junior year. 400 hours. Prerequisite: MN361, 10 hrs. of Bible, 6 hrs. of theology, and senior standing.

MN 391 Ag Missions Internship (Summer) 3 hrs.

Agricultural Missions students only. This course provides students the opportunity to serve in a carefully supervised setting in the area of mission's ministry. Emphasis will be placed on helping students to participate in various areas of ministry related to agricultural missions, with the hope of aiding students in bringing together the theoretical and practical aspects of what they have learned. Readings, written reports, personal study, and evaluations are all part of the internship experience. The internship is usually completed during the summer at the end of the junior year. Prerequisite: completion of all courses 300 level and below in the areas of Bible, ministry, and theology, and must have attained senior standing. 400 hours.

MN 415 Homiletics II (Infrequent) 3 hrs.

This course is designed to assist students in sharpening the sermon preparation and delivery skills they began developing in MN 315. An important component of the course is peer-evaluated sermon delivery. Prerequisite: MN315

MN 460 Church Leadership II: Team Building and Conflict Resolution (Spring) 3 hrs.

A course designed in modular format to study the basic concepts and principles of local church organization including different forms of church government, church and organization life cycle, organizational documents, staff and team dynamics, and the management of change and conflict, all from a Biblical, Christ centered perspective. The recruiting and training of leaders will be surveyed with special emphasis given to team leadership within the local church. One segment of the course will deal with the lasting impact of globalization, technology, and the COVID-19 pandemic on ministry approaches. Prerequisite: Senior standing as an SCM major.

MN 470 Pastoral Care and Counseling (Spring) 3 hrs.

In this course basic skills of counseling will be introduced. Each student will be challenged to be aware of their own values, needs, wants, and even shortcomings as they interact with the process of helping another. This is not a course to prepare the student to be a "professional counselor" but is instead a course designed to share a few basic skills, teach using these in a timely and appropriate manner, and to know when the person or circumstance is beyond their capability to handle and to refer. There is reading that is required to be done before coming to class. Each student will be expected to take an active part in class discussions. Teaching will be primarily by modeling and doing rather than through lectures.

MN 475 Introduction to Marriage and Family Counseling (Fall) 3 hrs.

This course is designed to introduce persons going into ministry to marriage and family counseling. Persons in ministry are consistently confronted with issues involving relationships in the family and in the marriage in particular. The content of this course consists of recognizing the complexity of marriage and family units, the introduction of different theoretical perspectives on marriage and family counseling, and skill development through learning basic intervention models when confronted with marriage and family distress. Focus in the course will be on looking at marriage and family from an integrated biblical and psychological counseling perspective.

MN 485 Introduction to Christian Education (Spring) 3 hrs.

This course introduces the student to theological and practical understandings of spiritual development and Christian Education. It equips the student in the principles and practices of leading people to God and discipling them in the process of knowing God and making Him known. Students will review various models, strategies, and programs which target people in a ministry of Christian Education. Students will also explore the dynamics of ministering in small groups.

MN 495 Internship (Infrequent) 9 hrs.

This course provides opportunity for students to serve in a carefully supervised setting of church, parachurch, or mission's ministry. They participate in as many areas of ministry related to their field of service as possible in order to integrate the theoretical and the practical aspects of Christian life and ministry. In this combination of study and experience, students are assisted in the evaluation of both themselves as ministers as well as their ministry. Readings, written reports, personal study, and evaluations are all part of the experience. The course is designed to serve as the capstone for the students' learning and training at Emmanuel College, and is to be taken during the spring semester of their senior year. Prerequisite: completion of all course work leading to Christian Ministries degree.

MN 496 Internship (Spring) 6 hrs.

This course provides opportunity for students to serve in a carefully supervised setting of church, parachurch, or mission's ministry. They participate in as many areas of ministry related to their field of service as possible in order to integrate the theoretical and the practical aspects of Christian life and ministry. In this combination of study and experience, students are assisted in the evaluation of both themselves as ministers as well as their ministry. Readings, written reports, personal study, and evaluations are all part of the experience. The course is designed to serve as the capstone for the students' learning and training at Emmanuel College, and is to be taken during the spring semester of their senior year. Prerequisite: completion of all course work leading to Christian Ministries degree. 400 hours.

## MISSIONS

MS 200: Short-term Missions Ministry (Infrequent) 3 hrs.

This course examines the components of preparation, travel and ministry experience in a cross-cultural setting different from the student's cultural, ethnic and home background. The course is a field experience done in conjunction with an approved short-term missions' trip. The student is required to do preliminary study prior to taking the trip as preparation for the cross-cultural experience and ministry. On-site study is done through journaling, doing assigned observations and ministry projects as well as doing reflective assessments after the trip. Attention is given to procedures and requirements for planning, promoting and leading a mission's trip. Prerequisite: BI140 and BI141.

MS 330 Introduction to Global Missions (Spring) 3 hrs.

An introductory, practical study of Christian missions giving the Biblical basis of missions, early beginning and modern methods of the missionary enterprise with emphasis on missionary education and promotion in the local church. Prerequisite: BI140, BI141, and junior standing.

## RELIGION

RN 200 Contemporary Religions and Cults (Infrequent) 3 hrs.

An examination of major religions in the world today, particularly the international forms of Islam and its historical relations with the Christian religion. Special consideration is given to how diverse cults and New Age religions have emerged from religious traditions such as Islam, Hinduism and Christianity. Attention is given to the common features of

Christianity with world religions as well as to what is unique in the Christian religion.

RN 201 World Religions (Summer) 3 hrs.

Students will engage with some of the historical texts of world religions and study their rituals, communities, and other realities for the sake of awareness of one's neighbors and for the sake of attending to the particularity of Christian traditions by comparison. The curriculum might include Islam, Buddhism, Hinduism, Judaism, and varieties of Christianity along with other traditions.

## THEOLOGY

TH 237 Introduction to Christian Ethics (Fall, Spring) 3 hrs.

After surveying different ethical methods, this course introduces Christian ethics as an activity of integrating faith, learning, and living in a post-Christian context. Using Scripture as a foundation, this course focuses on a Christ-centered approach to character development and moral decision-making. The maintenance of integrity in the moral process is emphasized as attention is given variously to issues related to valuing our neighbor, life (i.e. abortion, euthanasia, capital punishment, war), sexuality, marriage, the environment, and the rights of others. Prerequisite: BI 140, BI 141 or BI 112.

TH260 Church Doctrines (Fall) 3 hrs.

This course provides a survey of the essential doctrines of the church, drawing on the Biblical foundation, historical developments and creedal formulations of the Christian faith. Attention is given to key biblical texts, terms, concepts, doctrinal controversies and theologians. Among doctrines considered will be those of God, creation, sin, scripture, incarnation, redemption, Spirit-baptism, the church, and the Second Coming. Consideration is given to the diversity of the Church and to influences that divide as well as unite Christians within Western and Eastern Orthodox Christianity, Roman Catholic and Protestant, fundamentalist and liberal, evangelical and Pentecostal/charismatic Christianity. Practical consideration is given to how doctrines are at work in the student's personal worldview, spirituality, lifestyle, Christian worship, and ministry in the local church. Prerequisite: BI 140 and BI 141.

TH 360 Biblical Theology I (Spring) 3 hrs.

The purpose of this course is to identify and explore the central themes that run through the Old Testament, taking care to appreciate both the unity and diversity of theological perspectives found in the canon of the Old Testament. The development of such themes as creation, torah, covenant community, exodus, worship, wisdom and exile will be followed with a particular interest both in the historical context of the biblical writers and in the application of those themes in contemporary Christian contexts. Some attention will also be given to the continuity and discontinuity that exists between the theological perspectives of the Old and New Testament. Prerequisite: TH 260 and HT 340.

TH 370 Special Topics in Theological Studies (Infrequent) 1-3 hrs.

This course provides students the opportunity to examine theological topics not otherwise covered in the current list of School of Christian Ministry courses. Instructors and subject matter will vary each time the

course is taught. Example topics could include, but is not limited to, the following: pneumatology, Christology, studies in concepts of the Trinity, soteriology, Wesleyan understanding grace, personhood and souls, etc. Prerequisite: An upper-level Bible Course (200 or higher) and TH260.

TH 460 Biblical Theology II (Fall) 3 hrs.

This course consists of a study of the major themes and theological expressions of the New Testament documents in the context of their historical/cultural setting. Consideration will be given to the unity and diversity of theological expression within the New Testament, while attempting to work toward an overall understanding of its unified whole. The primary purpose is not to master a theological system, but to learn how to think biblically and theologically about crucial issues relevant for the church in mission today, and to determine how such thinking can also be used to shape one's daily life and ministry. Prerequisite: TH 260, HT 340, and TH 360.

## COMMUNICATION

CM 130 Intro. to Communication (Fall, Spring) 3 hrs.

A study and application of communication competencies essential to effective functioning in today's society. Emphasis is placed upon fundamentals of oral communication as they pertain to public speaking. Introduced are the techniques and skills involved in preparing and delivering various types of speeches. Students will use presentation software to enhance speeches.

CM 150 Communication Survey (Infrequent) 3 hrs.

The objective of this course is to familiarize students with the foundational elements of the Communication Studies field. It will provide an overview of the foundational elements of rhetorical, interpersonal, organizational, and mass communication.

CM 151 Communication Survey: Digital Media Production (Fall) 1 hr.

This course provides students with the foundational principles that comprise a variety of perspectives, traditions, and skills within the field of communication. Specifically, this course will survey theory and practice in the area of digital media production.

CM 152 Communication Survey: Organizational Communication (Fall) 1 hr.

This course provides students with the foundational principles that comprise a variety of perspectives, traditions, and skills within the field of communication. Specifically, this course will survey theory and practice in the area of communication studies: organizational communication.

CM 153 Communication Survey: Graphic Design (Fall) 1 hr.

This course provides students with the foundational principles that comprise a variety of perspectives, traditions, and skills within the field of communication. Specifically, this course will survey theory and practice in the area of graphic design.

CM 201 Storytelling and Screenwriting (Spring)	3 hrs.	communication. Prerequisite: CM 130.
<p>This course explores the art, craft, and business of writing for film and television production. Focuses on story concept development, story structure, and character development. Special emphasis is placed on the use of visual imagery in the storytelling process.</p>		CM 230 Media and Society (Fall)
CM 205 Writing for Media (Infrequent)	3 hrs.	3 hrs.
<p>A study and application of writing for print and electronic news, commercial advertising, and promotion. Students compose and submit articles electronically. Prerequisite: EN 102.</p>		<p>This course serves as an introduction to the theory and practice of small group communication. Two broad objectives guide the course: (1) To survey and apply diverse theoretical perspectives and concepts related to small group communication; and (2) to provide students with opportunities to practice specific skills that increase their effectiveness as group participants and leaders. Prerequisite: CM 130.</p>
CM 206 Communication Writing Styles (Spring)	3 hrs.	CM 235 New Media Tools (Spring, even years)
<p>A study and application of writing styles associated with the communication field including the AP stylebook, press releases, etc. Prerequisite: EN 102</p>		3 hrs.
CM 208 Introduction to Video Production (Infrequent)	3 hrs.	<p>Students explore emerging media used in digital and online environments. They will gain an understanding of social media and multimedia storytelling by exploring new media tools, including images, text, and streaming video and audio. Emphasis will also be placed on examining traditional media tools vs. new media tools.</p>
<p>Practical training and experience in a broad range of performance and technical video-related experiences with an emphasis on camera operations.</p>		CM 236 Introduction to Sound (Spring, odd years)
CM 209 Intro. To Design (Spring)	3 hrs.	3 hrs.
<p>This is an introductory course to the fundamentals of design. The course emphasizes design from a problem-solving point of view, as students receive instruction in design principles, basic drawing, color theory/principles and correction. Students are introduced to critical thinking, conceptualization, and design process and to the visual communication professional field.</p>		<p>Introduces students to the unique contributions that sound brings to images. Students develop a basic understanding of the workflow from field recording to post-production soundtracks. Emphasis is placed not only on sound design for film and television but for the web and interactive media. Post-production tools used will be Adobe Audition and ProTools.</p>
CM 210 Interpersonal Communication (Spring)	3 hrs.	CM 240 Intro. to Digital Media Production (Fall)
<p>This course focuses on developing communication skills in the dyadic setting including emphasis on essential preconditions, conflict management, interpersonal relationships, nonverbal behavior, and creative supportive climates. Prerequisite: CM 130 or permission of the instructor.</p>		3 hrs.
CM 211 Page Design (Infrequent)	3 hrs.	<p>Practical training and experience in a broad range of performance and technical digital media-related experiences with an emphasis on camera operations.</p>
<p>A study and application of computerized design principles from a journalism perspective, including pre-press and layout using Adobe InDesign software. Basic to intermediate computer skills are introduced. This course may be repeated twice with permission of the instructor.</p>		CM 241 Design Technology I (Spring)
CM 214 Digital Imaging (Infrequent)	3 hr.	3 hrs.
<p>This course focuses on concepts and practices of computer-based editing and designing of images using Adobe Photoshop software. Topics to be covered include principles of design, type, color, art, and illustration which are used in various tasks and design projects. This course may be repeated twice with permission of the instructor.</p>		<p>Students in these courses are introduced to vector and raster graphics through the use of some leading design software applications including Photoshop and web-based applications (2D &amp; 3D Design). Prerequisite: CM 209 or permission of the instructor.</p>
CM 220 Communication Theories (Fall, odd years)	3 hrs.	CM 242 Design Technology II (Fall)
<p>The objective of this course is to provide an overview of key theories in the study of human communication. We will discuss theoretical concepts and research instrumental in the development of the field of</p>		3 hrs.
		<p>Students in these courses are introduced to vector and raster graphics through the use of some leading design software applications including InDesign and Illustrator (2D &amp; 3D Design). Prerequisite: CM 209 or permission of the instructor.</p>
		CM 245 Typography (Spring)
		3 hrs.
		<p>This course explores the various Typographic theory, traditional and non-traditional forms, historical to contemporary typography. Through course projects and lectures, students learn how to apply, and explore typographic rules and principles. Prerequisite: CM 209.</p>
		CM 250 Small Group Communication (Spring, odd years)
		3 hrs.
		<p>This course surveys theory and application of concepts related to the dynamics of human communication in small group settings. Group interaction is studied as a means of understanding and applying principles of cohesiveness, roles, conflict management, decision-making, and leadership. This course may utilize service learning.</p>

CM 302 Persuasion (Spring, even years)	3 hrs.	including journalism, employment, and opinion polling. Prerequisite: CM 130.
The general objective for this course is to familiarize students with research on attitude structure and attitude formation, the attitude-behavior relationship, process models of persuasion, theories, motivational models, campaigns, and advertising approaches. Discussion of these topics will emphasize social-scientific approaches to the study of social influence and persuasion. The course is designed to provide students with the tools to critically evaluate various theories of attitudes and persuasion, and to give them the opportunity to apply these concepts and theories through engaging and practical activities. Prerequisite: CM 130.		
CM 304 Video Production I (Infrequent)	3 hrs.	CM 318 Organizational Communication (Spring, odd years) 3 hrs.
A study of the writing, performance, and technical production of video programs and video segments in the studio. Emphasis is on studio-laboratory settings. Applications include live broadcast, interviewing, and production (from pre- to post-). Basic computers skills are introduced in the nonlinear editing process. Prerequisite: CM 208.		This course introduces you to the field of organizational communication. It is designed to expand your knowledge and understanding of the processes, prospects, and difficulties of communicating and organizing in the 21 <sup>st</sup> century. It will introduce you to organizational communication theories and concepts, and help you develop the necessary tools to critically examine and improve organizational communication. Prerequisite: CM 130.
CM 305 Intro to Editing and Visual Effects (Spring)	3 hrs.	CM 320 Introduction to Public Relations (Spring) 3 hrs.
Students are introduced to postproduction concepts, including dialogue editing, scene transitions, tempo, sound effects, visual effects, editing with music, and mood changes. Prerequisite: CM 240.		The history, function, and practice of public relations with emphasis on persuasion, public opinion, mass media, and their applications to public relations. It also examines the tools of communication, the public, mass audiences, and working with media.
CM 308 Video Production II (Infrequent)	3 hrs.	CM 325 Sports Communications and Public Relations (Fall, even years) 3 hrs.
A study of the writing, performance, and technical production of video programs in non-studio settings. Emphasis is on field laboratory settings. Applications include broadcast of corporate script writing, training videos, and emerging video technologies with emphasis on editing platforms. Intermediate to advanced computer skills are introduced in the nonlinear editing process. Prerequisite: CM 304. This course may be repeated twice with permission of the instructor.		This course will examine the role of public relations, social media, and marketing in Sports Communication. Students will learn how each level of sports (amateur, collegiate, professional) operates and the role of Sports Communication in American Society. This course will focus on the preparation of professional sports communication materials including press releases and game stories for internal and external audiences. We will also study the emergence of social media use in Sports Communication and techniques for managing crisis in Sports. This course will also include opportunities to meet and gain insight from several professionals in the field. Prerequisite: CM320 or permission of the instructor.
CM 309 Digital Cinematography (Fall)	3hrs.	CM 330 Digital Illustrating (Spring, even years) 3 hrs.
Emphasizes composing with light, daytime exterior lighting, lighting strategies and image analysis. Prerequisite: CM 240.		This course will expand on skills learned in CM241 & CM242 with focus on image editing (Photoshop), vector graphics (Illustrator), and digital painting (Photoshop) to broaden students' understanding of concepting, composition, color and typography through original design projects aimed at developing individual digital illustration style. The course will use stylistic and conceptual approaches to digital illustration for specific design needs. Prerequisite: CM209, CM241, CM242, CM245.
CM 310 Business Communication (Fall)	3 hrs.	CM332 Art Direction (Fall) 3hrs.
A study of communication skills which have been identified as essential for persons entering business and professional careers. Special attention is directed toward communication competencies in oral presentations, teams, employment, and appraisal interviews. Students will use presentation software to enhance clarity and persuasiveness of their presentations. Prerequisite: CM 130.		This course teaches strategy and concepting, along with skills in directing the creation of advertising campaigns and other graphic design needs. It helps students develop their ability to think creatively and critically throughout the design process. Prerequisite: CM242 & CM245 or permission of the instructor.
CM 316 Multimedia & Public Communication (Spring)	3 hrs.	CM 334 Branding & Identity Design (Fall) 3 hrs.
A study and application of multimedia-based presentations which focus on career-related situations. Emphasis is placed on both individual and group multimedia presentations. Students will integrate presentation software with video, sound, and graphics. Prerequisite: CM 130 and Junior or Senior standing.		This course focuses on the design process, concept development and application of integrated brand communication systems with emphasis on identity design (i.e., logo design, corporate identity, iconographic systems). Students will develop comprehensive brand identities, typographic elements and layout designs for print and digital media
CM 317 Professional Interviewing (Fall, even years)	3 hrs.	
A study of interviewing practices applicable to a broad range of contexts		

incorporating historic and contemporary methodologies and practices. Prerequisite: CM209, CM241, CM242, CM245.

CM 335 Animation (Infrequent) 3 hrs.

This course is a study and application of digitally creating moving images and interactive content using Adobe Flash software. Students will work text, drawings, and still images. Prerequisite: CM 241, CM 242, CM 245, or permission of the instructor.

CM 340 Web Design (Spring, even years) 3 hrs.

Not only do students learn the fundamentals of page construction and technical skills, but students will explore how to use the internet as a medium for promotion, production, and distribution. Prerequisite: CM 241, CM 242, CM 245 or permission of the instructor.

CM 341 Page Layout and Publication Design (Fall, even years) 3 hrs.

The course focuses on the philosophy, concepts, and structures of making pages, both for print and screen. Students are equipped with the skills and knowledge to create continuity and variety in multi-page layout. The course emphasizes on grid structure, typography, conceptualization, integration of imagery with other design elements and colors. Prerequisite: CM 209, CM 241, CM 242, CM 245, or permission of the instructor.

CM 342 Packaging Design (Spring, odd years) 3hrs.

This course explores the structural, sustainability, graphics, and principles of package design through the design of prototypes. Prerequisite: CM 209, CM 241, CM 242, CM 245 or permission of the instructor.

CM 345 Web Graphics (Infrequent) 3 hrs.

This course is a study and application of creating optimized graphics for the web and other devices, such as smartphones, using Adobe Fireworks software. Prerequisite CM211 or CM214 or permission of the instructor.

CM 350 Motion Graphics (Fall, odd years) 3 hrs.

This course trains students in basic techniques of motion graphics creation through the use of software programs utilized by design and animation companies worldwide. Students gain a thorough knowledge of input/output techniques, special effects, image compositing, and motion graphics. Prerequisite: CM 241.

CM 360 Intercultural Communication (Fall, even years) 3 hrs.

This course provides an introduction to communication between people from different cultures. Course content focuses on the application of theory and research to intercultural communication. Specifically, this course is designed to increase understanding of the relationship between culture and communication. Provide an intellectual framework that allows description and understanding of communication between culturally heterogeneous individuals. Explain the role of cultural patterns, verbal codes, and nonverbal codes in the development of intercultural interpersonal relationships; describe obstacles to competent intercultural communication and develop communication skills that improve competence in intercultural communication.

CM 362 Gender Communication (Fall, odd years) 3 hrs.

This course will explore the social construction of gender through communication, including an analysis of gendered communication across multiple contexts, such as family, relationships, sports, advertising, magazines, news coverage, television programming, online communities, popular music, etc. It will further consider how gender may be used as a tool of social and cultural power capable of empowering or disempowering various cultural groups. Interplay between gender and other social constructs will be addressed.

CM 370 Hollywood Production Workshop 4 hrs.

Students work collaboratively in groups to create a festival-ready piece, including all the legal documentation and rights to enable the finished production to qualify for festival submission. The course offers students the opportunity to make a motion picture production using Hollywood locations, resources, and protocol. Students participate in a competitive vetting process of scripts, pitches, and meetings much like the process of the professional industry. For example, those who want to direct submit reels for review by a selection panel. This course operates as a community-building experience in which all students participate in at least one key role in the production process. The course also offers small group tutorials for each student's production position. The workshop environment is specifically designed to meet the needs of both novice and experienced students. The major emphases of the course are the importance of each contribution to a production, the process of production, and effective production management. This course compliments the more specialized, skill-focused elective courses and is taught by professional, experienced Christian filmmakers with credits in the Hollywood industry. Prerequisite: Acceptance into Film Studies Minor.

CM 375 Theology in Hollywood 3 hrs.

This course encourages the development of the necessary skills for analysis of the culture of Hollywood, its role in popular culture and the theological intersections therein. The course seeks theological engagement with the culture of Hollywood and cinema by investigating some of the social, ethical, and psychological implications of film upon theology. The course is presented in four modules, each building on the content of the previous module: 1) an analysis of the culture of Hollywood; 2) a study of theology/Bible and engagement with Hollywood and cinema; 3) Christian ethics and the culture of Hollywood; and 4) a capstone examination of Christian vocation in Hollywood. All students participate in a team-taught lecture seminar led by a professor of theology. Students also participate in small group tutorials, service learning, and discussions. Prerequisite: Acceptance into Film Studies Minor.

CM 390 Directing (Spring) 3 hrs.

Students learn the responsibilities of the director through all phases of the filmmaking process. Further emphasis on directing actors, pre-visualization, composition, and crew/set etiquette. Prerequisite: CM 240, CM 305, CM 309, or permission of the instructor.

CM 401 Communication Law (Fall) 3 hrs.

The objective of this course is to examine the relationship between mass communication and the law within the United States. It serves as a kind of "survival kit" for communications students while, at the same time,



providing a liberal arts perspective on communication as it pertains to the law.

CM 402 Communication Internship (Fall, Spring, Summer) 3 hrs.

This course applies academic knowledge and skills in approved organizations on or off campus per written contract agreement among the student, faculty supervisor, and sponsoring organization. Settings include media production, media relations, employee relations, human resource development, public relations, advertising, political campaigns, ministry programs, etc. Students work under the direct supervision of a professional representative in coordination with EC's Communication Internship Coordinator, and objectives for each internship are developed under the supervision of the Internship Coordinator. Student interns are evaluated by job supervisors in cooperation with the Internship Coordinator. Grades for internships are assigned by the Internship Coordinator. A grade of "B" or higher is required. This course may be repeated up to six (6) credit hours (50 hours of work per credit hour) but is limited to only one on-campus internship course. Prerequisite: Junior status and Communication Major in good standing. The Communication Department will not allow students to register for CM 402 until the internship contract, which includes the job description, is signed by both parties (the organization and our department) and is on file with the Internship Coordinator.

CM 403 Internship: Inside Hollywood 6 hrs.

Students participate in an internship experience in some aspect of the Hollywood entertainment industry. These are nonpaying positions primarily in an office setting such as development companies, agencies, management companies, post-production facilities, etc. Students work 20 to 24 hours a week, spread over a three-day schedule and accumulate 200-250 hours for the semester. Orientation to the internship includes an overview of the creative and operational aspects of the Hollywood entertainment business, including the Christian's role working therein. The internships do not include positions on actual filmmaking locations. Instead, students work in offices as support personnel to producers, writers, directors, agents, post-production personnel, and others involved in the total process of producing and distributing a major motion picture. LAFSC provides interns to many of the major companies within Hollywood. Prerequisite: Acceptance into Film Studies Minor.

CM 420 Usability and Graphical User Interface Design (Fall, odd years) 3 hrs.

In this course, students will focus on user-centered design process for developing interactive experiences. Students will develop an appreciation and empathy for the UX (user experience) while designing the UI (user interface) and testing for an intended experience. The course incorporates Adobe applications, industry-standard applications for development and design. Learning objectives will focus on practical and theoretical application through individual assignments, reading and class discussion, and web/app process development.

CM 425 Sports Media Production (Spring, odd years) 3 hrs.

This course will train students in the practices of covering sporting events for mass distribution. In this course, students will work both behind and in front of the camera, develop a foundation in production and editing, along with experience in field reporting, play-by-play reporting, and anchoring. This course will also include a history of

Sports Broadcasting and opportunities to meet and gain insight from several professionals in the field. Prerequisite: CM240.

CM 430 e-Portfolio (Spring) 1 hrs.

Each student will compile a collection of major assignments and projects from courses in the communication core and graphic design core. The e-Portfolio serves as a demonstration of a student's knowledge/skills and increases marketability when searching for internships/jobs and applying to graduate school.

CM 440 Studio (Infrequent) 3 hrs.

In order to give students adequate time to develop the broad range of knowledge and skills required in the design field, the Studio course allows time for students to dig deeper and be more creative.

CM 451 Research Methods (Fall) 3 hrs.

The objective of CM 451 Research Methods is to introduce each student to ways of conducting research on human communication. Specific course objectives include: To acquaint students with the processes of choosing, reviewing, and critiquing the pertinent literature on a given topic; to understand the relationship between the research question (or hypothesis) and the chosen method; to articulate and justify the research design for the chosen method; to identify how the data would be analyzed; to articulate any foreshadowed problems and/or limitations that the researcher might experience in conducting this study. NOTE: Students must be Senior Organizational Communication majors or have permission of the instructor to register for this course.

CM 470/472 Special Topics in Communication (Infrequent) 3 hrs.

This course is designed to provide examination of subjects not otherwise offered in the communication program. Instructors and subject matter will vary. Sample topics include Advanced Public Speaking, Visual Communication, Intercultural Communication, Gender Communication, Business Communication, Advertising, New Trends in Multimedia Technology, Argumentation and Debate, Political Communication, Digital Photojournalism, History of Film, etc. Prerequisite: CM 130. May be repeated as topics change.

CM 471 Senior Project (Spring) 3 hrs.

Students are expected to work independently to complete a significant capstone project. As a culmination of the student's baccalaureate program, the project should demonstrate significant mastery of the Communication program objectives as agreed on by the student and the supervising instructor. Satisfactory completion of a comprehensive examination covering the student's course of study may also be required by the Communication faculty. One goal of this course is to assist the student in completing a portfolio, which is beneficial in gaining acceptance to graduate programs or securing employment in a communication-related field. Majors may not take CM471 before their last spring semester. All communication seniors must submit their proposals no later than October before they may be allowed to enroll in CM 471 Senior Project, which must be taken their last spring semester. All proposals must be approved by the Communication faculty before Thanksgiving Break.

## COMMUNICATION WORKSHOPS

CM 212 Photojournalism Workshop (Infrequent) 1 hr.

Students receive practical training and experience in photojournalism while serving on the staff of the yearbook, *The Lion*. Emphasis is on digital photojournalism and includes photo composition/processing and electronic layout/design with Adobe software. Photo types are portraits, candid, and photo essays. Professional cameras are provided; personal cameras are permitted. This course is taught each semester and may be repeated an unlimited number of times. Communication Studies & Graphic Design majors must take two hours of this course in a Fall-Spring sequence of the same academic year.

CM 213 Lighting Workshop (Infrequent) 1 hr.

This course is designed for students to enhance their understanding of how lighting operations correlate with video productions. Topics covered include principles of light and color in lighting for television and film production, and application of the equipment and accessories used in the execution of lighting design through practical projects. Through lecture, demonstration, and hands-on experience, students will understand the functions and qualities of lighting in a variety of production settings.

CM 215 Journalism Workshop (Infrequent) 1 hr.

Students receive practical training and experience in print journalism while serving on the staff of the student newspaper, *Emmanuel Columns*. Emphasis is on writing as well as electronic layout/design and digital photojournalism using Adobe software. This course is taught each semester and may be repeated an unlimited number of times.

CM 217 Video Workshop (Infrequent) 1 hr.

This course provides practical training and experience in a lab setting. Students will work on a variety of projects which will be assigned throughout the semester. These projects will enhance their video and editing skills while providing them with job experience for their resumes and portfolio pieces. This course is taught each semester and may be repeated an unlimited number of times. Prerequisite: CM 209.

CM 219 Emerging Media Workshop (Fall) 1 hr.

This course selects a current trend or technology in media and examines it in depth for practical applications related to the career field.

## CRIMINAL JUSTICE

CJ 101 Orientation to Criminal Justice (Fall) 1 hr.

This course will explore the five primary areas of the criminal justice system: police, courts, corrections, juveniles, and victims. Students will additionally learn about how the Constitution and Bill of Rights influences due process procedure and policy. A brief discussion of myths about crime and criminal justice will be included, plus ways a Christian may find the career in the criminal justice system for which they are best suited.

CJ 102 Self-Defense (Spring) 1 hr.

This course is designed to increase a student's situational awareness and prevent them from becoming a victim of an attack. Should an attack occur, the student will learn ways to counter an attack. In addition, the student will learn appropriate force levels permissible under the law, sometimes referred to as "Stand Your Ground" laws. A discussion of mindset and mental preparedness will be included.

CJ 200 Introduction to Criminal Justice (Spring) 3 hrs.

Introduction to the criminal justice system in the United States. The student will examine crime in the United States, the nature of law, the process of justice, aspects of criminal law and procedure, the courts and adjudication, law enforcement, and correctional procedures.

**The following Criminal Justice courses have a prerequisite of CJ 200.**

CJ 240 Introduction to Law Enforcement (Spring) 3 hrs.

This course will be taught as an introductory level overview of policing in America. It will cover history of policing, recruitment, training issues, stress, use of force, and patrol tactics. Offered in the spring semester.

CJ 250 Introduction to Emergency Management (Online) 3 hrs.

This course introduces students to the history and development of emergency management as a profession. The following four phases of emergency management will be reviewed: preparedness, mitigation, response, and recovery. Roles of emergency managers and specialized teams in response to catastrophic events of natural and human-induced disasters and hazards will be included. The course will examine decision-making and policy for the first responder, local, state, and federal players.

CJ 300 Criminology (Fall) 3 hrs.

Investigates the nature and causation of crime. Gives attention to major theoretical explanations for crime as well as to the treatment and prevention of crime.

CJ 310 Criminal Law (Spring) 3 hrs.

Introduction to the essentials of criminal law and the most significant legal issues confronting today's criminal justice professionals. Examines the constitutional policy making of the United States Supreme Court pertaining to criminal law as well as other salient issues in contemporary criminal justice and legal discourse. Elements of murder, violent crime, property crime, computer crimes, offenses against the government, and morality offenses will be studied. In addition, inchoate offenses will be examined and defenses to crimes will be considered including justifications and excuses.

CJ 315 Judicial Process and Rules of Evidence (Infrequent) 3 hrs.

Historical and contemporary overview of the various rules governing criminal procedure and the rules of evidence as they affect the accused, the convicted, law enforcement, and the conduct of criminal prosecutions. The course is designed to introduce the student to the basic rights under the United States Constitution and will cover the step-by-step process of an offender through the judicial system. A

comparison of the federal and state courts, levels and types of jurisdiction will be included.

CJ 320 Incarceration, Parole, and Probation (Fall) 3 hrs.

General overview of the American correctional system. Includes the development of the concept of corrections, the correctional process, the correctional client, correctional institutions, institutional procedures, treatment approaches, effects of institutionalization, the role of jails, community-based corrections, probation, parole, and other release programs.

CJ 330 Youth and The Law (Spring) 3 hrs.

A comprehensive overview of juvenile delinquency phenomenon and causation, prevention, control, and treatment, including the operation of the juvenile justice system. The role of the faith-based movement in prevention and treatment are addressed.

CJ 340 Criminal Investigations (Spring, even years) 3 hrs.

This course introduces students to criminal investigation techniques and procedures for specific types of crimes. Techniques include interviewing and interrogations, surveillance, sources of information, and identification of suspects while following the rules of search, seizure, and evidence. This course is designed to give the student a basic knowledge of crime scene protection as well as the collection, preservation, and identification of evidence by providing hands-on mock crime scene processing.

CJ 350 Crisis Intervention (Fall, even years) 3 hrs.

This course will cover the theories of Crisis intervention and de-escalation techniques. In addition, stress management and recognition of burnout will be covered. Specific situations such as suicidal persons, hostage negotiation, and post-traumatic stress will be included.

CJ 351 Disaster Resilience (Online) 3 hrs.

This course uses an integrated approach, describing disaster resilience based upon the interdependence of societies, citizens, and the environment. Case studies of communities around the world that were able to cope with, adapt, and recover from disaster will be examined in regard to how they built resilience. Included in this course is the topic of the impact of religious practices and resilience. Prerequisite: CJ 250.

CJ 352 Terrorism and Counter Terrorism (Online) 3 hrs.

This course examines the principal issues associated with modern international terrorism and efforts to counter it (i.e., counterterrorism). The first half of the course addresses the definition, nature, roots, evolution, objectives, strategies, tactics, and organizational structure of terrorist groups. Topics discussed include the distinctions between terrorism and other forms of violence, the reasons that individuals resort to terrorism, types of terrorism (e.g., transnational terrorism, state-sponsored terrorism, jihadist extremism, U.S. domestic terrorism, and state-directed terror—the concerted violence against one's own domestic population), the place of terrorism in larger international conflicts, the rise of terrorism defined in terms of religion, the role of states in supporting or tolerating terrorism, and the possible use by terrorists of modern technology to cause mass destruction or disruption. The second half of the course focuses on strategies for combating terrorism (anti-

terrorism & counterterrorism). Topics discussed include the recent history of U.S. efforts to combat terrorism; the strengths and weaknesses of counterterrorist tools, including intelligence, diplomacy, law enforcement, and military force; the policy challenges in erecting security countermeasures and managing terrorist incidents; issues of civil liberties and morality in countering terrorism; the role of the public and the media; the role of local law enforcement in homeland security; and civilian anti-terrorism awareness training.

CJ 400 Law Enforcement Theory and Practice (Fall) 3 hrs.

Analysis of general police organization and administration within the context of current management theories, principles, and practices. Also examines the role of the police department in the community and as a part of the political entity and critical issues facing police management.

CJ 422 Ethics and Leadership in Criminal Justice (Per student demand) 3 hrs.

Analysis of the diverse ethical dilemmas encountered in the criminal justice profession. Considers the importance of an ethic of virtue that focuses on an individual's character as the source of virtuous action—both personal and professional. Evaluates leading ethical theories as they are applied to diverse ethical dilemmas in the criminal justice profession and examines various standards and codes of professional conduct within the criminal justice profession. Theories of leadership styles will be explored.

CJ 425 Homeland Security (Spring, odd years) 3 hrs.

Explores the history, development, and changing dynamics of homeland security at and between local, state, and national government levels. Gives special attention to theories of homeland security management, the department of Homeland Security and its statutory authority, and hazard mitigation and disaster preparedness.

CJ 426 Cyber Security (Fall, odd years) 3 hrs.

This course introduces students to the interdisciplinary field of cybersecurity by discussing the evolution of information security into cybersecurity, cybersecurity theory, and the relationship of cybersecurity to nations, businesses, and people. Students will be exposed to cybersecurity technologies, learn how to analyze the threats, vulnerabilities and risks present in these environments, and develop appropriate strategies to mitigate potential cybersecurity problems. Also included will be a discussion of the fundamental concepts and protocols related to network security.

CJ 430 Marksmanship and Firearms Safety (Fall, odd years) 3 hrs.

Familiarization with firearm nomenclature and types of weapons. Emphasis will be on firearm and range safety. Additional emphasis will be on the proper form and technique of safe and accurate marksmanship. Course includes a fee of \$100. Must be 21 year or older and instructor permission.

CJ 440 Criminal Justice Seminar (Spring) 1hr.

The course prepares students graduating from Emmanuel College with a degree in Criminal Justice by learning Gary Friesen's Biblical application of decision making and the will of God. Students also review issues in criminal justice in preparation for the senior exit exam.

Students will explore their world view as it applies to the criminal justice profession in a round table discussion format. This is a five-week course.

CJ 450 Practicum in Criminal Justice  
(Per student demand, Summer) 1-3 hrs.

The practicum is designed for the student to gain real world experience in a job setting within the criminal justice field. The student must have a cumulative GPA of 2.5 or better and apply in the spring semester before the practicum. A part of the application process will usually include an agency background check in advance of beginning the practicum, and at times include an interview with the agency supervisor. 40 hours at agency and 5 hours faculty instruction for 1 credit; 85 hours at agency and 5 hours faculty instruction for 2 credits; or 130 hours at agency and 5 hours faculty instruction for 3 hours credit.

CJ 470/471 Special Topics in Criminal Justice Studies  
(Per student demand, Summer) 3 hrs.

Surveys or in-depth examinations of areas of interest not otherwise provided for in the formal criminal justice curriculum. Students may enroll in the course more than once as topics, methodologies, or instructors change.

CJ 480 Internship (Per Student Demand, Summer) 3 hrs.

Approved internship in a field of the student's specialty. This guided learning opportunity is a cumulating experience in which the student applies the principles and skills learned, demonstrating competency under the guidance of a specialist in the field. The student must have a cumulative GPA of 2.5 or better and apply in the spring semester before the internship. A part of the application process will usually include an agency background check in advance of beginning the internship, and at times include an interview with the agency supervisor. 130 hours at host agency plus 5 hours of faculty instruction and assignments.

## EDUCATION

### FOUNDATION AND PROFESSIONAL COURSES

ED 101 Orientation to Teaching (Fall, Spring) 1 hr.

Orientation to Teaching is designed to acquaint the student with the public school, the routine functions of teaching, and the basic requirements of the School of Education. The course includes lectures, discussions, and field experience in the schools. This experience is designed to help students think, reflect, and articulate their feelings, thoughts, and ideas about teaching as a career. Required of all students in the School of Education. (Students must arrange their own transportation for field experience.) Prerequisite: Declared Education major or permission of the SOE. Required fee.

NOTE: A student who has one unit of credit from a Secondary Teacher Education Apprenticeship Program or other such program documented on his/her high school transcript may be exempted from ED 101. Written documentation must be submitted to the Dean of the School of Education the first week of class to receive credit. A student who has been a substitute teacher, a teachers' aide, or had other extensive work experience with students in a school setting may have ED 101 waived with departmental approval. Written verification of experience is required the first week of class.

ED 200 Principles of American Education (Fall, Spring) 3 hrs.

A study of the philosophical, sociological, and historical foundations of education with emphasis on the structure and organization of the American education system, legal implications, current trends and issues, professional organizations, and the challenges of teaching in a technological and diverse society. A field experience is required. (Students must arrange their own transportation for field experience.) Prerequisite: ED 101. Required fee.

NOTE: A student who has completed a Secondary Teacher Education Apprenticeship Program from a secondary school with whom Emmanuel College has an articulation agreement may receive credit for ED 200. Evidence of completion of the program will be by official high school transcript and an official certificate of competency. The work of a student from other field-based Secondary Teacher Education Programs will be evaluated by the School of Education to determine if credit for ED 200 will be granted.

**NOTE: Admission into the Professional Phase of the School of Education or permission of the Dean of the School of Education is required in order to register for courses numbered 300 or above.**

ED 305 Teaching in a Multicultural Society (Spring) 3 hrs.

A study of multi-culture and its relationship to the classroom. Development of understandings, skills, and attitudes in curricula, with emphasis on strategies, techniques, and materials for teaching diverse (gender, cultural, racial, and socioeconomic) students. Emphasis is on a positive awareness of and respect for the diversity of the school population and the global society and on bridging the gap between home, school, and the community. Students from other majors must have sophomore standing and the approval of the instructor.

ED 310 Assessment for Learning (Spring) 3 hrs.

A study of the variety of assessment methods used to inform the instructional process. Emphasis is placed upon constructing, utilizing, and evaluating assessment items as well as collecting and analyzing data to inform instruction. The tools used in assessment for learning, which directs the learning path, as well as assessment of learning, which provides summative assessment data are addressed. In addition, standardized testing, ethics in assessment, and assessments in the teacher evaluation process are emphasized. Prerequisite: EC/EM/ES/AGED 300, ME 302, HPE 300, or admission into the SOE.

ED 350 Educational Media and Technology  
(Fall, Spring) 3 hrs.

A study focusing on developing the knowledge, skills, and attitudes necessary for using technology to enhance teaching and student learning in a diverse society. Emphasis is placed upon the National Education Technology Standards for Students and Educators (NETS) recommended by the International Society for Technology in Education (ISTE). Students use technology: to facilitate and inspire student learning and creativity, design and develop digital-age learning experiences and assessments, model digital-age work and learning as well as promote and model digital citizenship and responsibility. Required of all students in the school of education.

ED 361 Junior Child Studies Practicum (Fall, Spring)	1 hrs.	Students will explore the basics of agricultural mechanics and how to apply STEM principals in educational situations. Students will focus on safety, tool utilization and identification, electricity, small engines, and welding. Lab time will be utilized for skill development. Students will write and design instruction for an agricultural mechanics program. One-hour lecture and two-hour lab. Prerequisite: Agricultural Education Major or special permission of the instructor. Required fee.
A supervised 40-hour practicum in a child-centered workplace or organization. Seminars on campus, journal writing, and conferences focus on the practicum experience. Required fee.		
ED 366 Junior Child Studies Practicum (Fall, Spring)	1 hrs.	AGED 360 Junior Practicum I (Fall)
A supervised 40-hour practicum in a child-centered workplace or organization. Seminars on campus, journal writing, and conferences focus on the practicum experience.		1 hr.
ED 403 Introduction to Exceptional Children (Fall)	3 hrs.	Taken concurrently with AGED 300 and performed in grades 6-8 in the public schools under the supervision of a certified teacher with a minimum of three years of experience and the college supervisor. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.
A survey of the intellectual, emotional, and physical exceptionalities of gifted and challenged children served in inclusive classroom settings. Related topics include relevant laws, identification and referral procedures, characteristics and etiology, and modifications of teaching practices. Co-requisite: EC/EM/ES/HPE/AGED 300, ME 302, or admission into the SOE.		AGED 365 Junior Practicum II (Spring)
ED 451 Classroom and Behavior Management (Fall)	3 hrs.	1 hr.
A study of the knowledge, skills, and values important for managing students in a school setting. It is designed to critically analyze various behavior management models and to develop appropriate, effective skills for organizing and managing classrooms in a diverse society. Topics include age and stage appropriate behaviors, growth and development needs of early adolescents, preventive strategies, conflict resolution, and individual and group management.		Taken concurrently with AGE 370 and performed in grades 9-12 in the public schools under the supervision of a certified teacher with a minimum of three years of experience and the college supervisor. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission.
ED 461 Child Studies Internship I (Fall, Spring)	2 hrs.	AGED 370 Agricultural Education Program Management (Spring)
A supervised 80-hour internship in a child-centered workplace or organization. Seminars on campus, journal writing, and conferences focus on the internship experience. Required fee.		3 hrs.
ED 467 Child Studies Internship II (Fall, Spring)	4 hrs.	Theory and practice in facilitating secondary agricultural science programs that include classroom instruction, supervised agricultural experience, and youth leadership development (FFA). This course is designed for students preparing to teach agricultural science in middle and high schools that have a complete agricultural education program. Three-hour lecture. Prerequisite: AGED 300.
A 160-hour supervised internship in a child-centered workplace or organization. The course is designed to serve as the capstone for the students' learning and training experiences at Emmanuel College. Seminars on campus, journal writing, and conferences focus on the internship experience.		AGED 455 Methods of Agricultural Education and Experiential Learning (Fall)
<b>AGRICULTURAL EDUCATION</b>		3 hrs.
AGED 300 Curriculum/Learner Focused Instruction (Fall)	3 hrs.	Theory and practice in designing instruction for secondary agricultural science programs including effective planning and delivery methods; designed for students preparing to teach agricultural science in schools with middle and high school agricultural education programs. Course should be taken concurrently with AGED 460 during the Fall of Senior year. Three-hour lecture. Prerequisite: AGED 300.
Emphasis is on varying patterns of curriculum organization and activities, school organization patterns, teachers' roles, instructional delivery systems, inducing differentiated instruction, daily programs, courses of study, record, and evaluation of students. The ability to write instructional objectives and lesson plans is developed. To be taken concurrently with AGED 360. Prerequisites: ED 101/ED 200 and Admission to the SOE.		AGED 460 Clinical Practice I (Fall)
AGED 350 Intro to Agricultural Mechanics (Lecture and Lab) (Fall)	3 hrs.	3 hrs.
		Beginning in August of the senior year during pre-planning in the public schools and continuing throughout the semester under the supervision of a certified teacher with a minimum of three years of experience and the college supervisor. Provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Taken concurrently AGED 455. Approval of candidacy by the School of Education is required. Students must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.
		AGED 465 Clinical Practice II (Fall, Spring)
		12 hrs.
		A full semester field experience under the supervision of college supervisors and a certified teacher with a minimum of three years of teaching experience, provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Self-evaluation and reflective teaching are facilitated by seminars and journal writing. Approval of candidacy by the School of Education is required. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

## ELEMENTARY EDUCATION COURSES

EC 300 Curriculum: Essentials of Elementary Instruction (Fall) 3 hrs.

A study of the historical, philosophical, psychological, and theoretical foundations of elementary education with emphasis on developmentally appropriate objectives, pedagogy, differentiated instruction and evaluation techniques for diverse students in grades P-5. The ability to write instructional objectives and lesson plans is developed. To be taken concurrently with EC 360. Prerequisites: ED 101, ED 200.

EC 309 Designing Instruction for All Learners (Fall) 3 hrs.

This is a study of differentiated instruction and the importance in today's classroom to meet the needs of a diverse group of learners. The emphasis is on the understanding of differentiated instruction and how to incorporate it into the daily curriculum with developmentally appropriate strategies for today's learners. An emphasis will be placed on meeting the Georgia Standards of Excellence.

EC 310 Reading (Fall) 3 hrs.

A study of reading which provides a foundation for reading instruction at the P-5 levels by emphasizing theories, research, and methodology. Fostering literacy, developing word recognition through the use of phonics, comprehension, and vocabulary strategies, and learning to read through a variety of interrelated approaches are addressed. Related topics include phonological awareness, emergent literacy, fluency, alternative assessment techniques, and modifications for exceptionalities. This course addresses the use of developmentally appropriate strategies and materials used in teaching culturally diverse students. To be taken concurrently with EC 360. Prerequisite or Corequisites: EC 300.

EC 313 Integrating Elementary Language Arts and Children's Literature (Spring) 3 hrs.

This course is a study of all six areas of language arts including reading; writing; speaking; listening; viewing; visual literacy; and the interrelationships among them. Quality literature of many genres is used as a vehicle for integrating language instruction across the curriculum. This paves the way to understanding the language arts through a strong literature and a solid research base. The course also addresses the use of developmentally appropriate strategies and materials used in teaching communication skills to culturally diverse students (P-5). Prerequisite: EC 300.

EC 315 Reading and Writing in the Content Areas (Spring) 3 hrs.

Provides a foundation for reading and writing instruction where current theory is connected with appropriate practice. Instructional practices, materials, and assessment techniques for enhancing reading, writing, speaking, and listening in various content areas with diverse learners is emphasized.) To be taken concurrently with EC 365. Prerequisite: EC 300.

EC 330 Elementary Social Studies Methods (Spring) 3 hrs.

A study of developmentally appropriate content, methods, materials, and evaluation techniques for teaching social studies to diverse students.

Emphasis is on the state-mandated curriculum, innovative teaching methods, materials, and the planning and evaluation of instruction to enhance student learning. To be taken concurrently with EC 365. Prerequisites: EC 300.

EC 360 Junior Practicum I (Fall) 3 hrs.

Taken concurrently with EC 300 and EC 310 and performed in grades Pre-K, K, and 1 in the public schools under the supervision of a certified teacher with a minimum of three years of experience and the college supervisor. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

EC 365 Junior Practicum II (Spring) 2 hrs.

Taken concurrently with EC 315 and EC 330 and performed in grades 2-5 in the public schools under the supervision of a certified teacher with a minimum of three years of experience and the college supervisor. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission.

EC 410 Diagnosis and Treatment of Reading Problems (Fall) 3 hrs.

Provides a foundation to diagnose and treat reading problems in the regular classroom. The course will define the nature and causes of reading problems, develop skills in diagnosing reading problems, develop knowledge of diagnostic instruments, present a variety of reading strategies to treat different reading problems, and develop student skills in planning for reading problems and working with other professionals and parents. To be taken concurrently with EC 460. Prerequisite: EC 310.

EC 420 Elementary Mathematics Methods (Fall) 3 hrs.

A study of developmentally appropriate goals, methods, materials, and assessment procedures for diverse students (P-5). Based on NCTM standards, emphasis is placed on the use of manipulatives, technology, problem solving, and Piagetian tasks to teach mathematical concepts. To be taken concurrently with EC 460. Prerequisites: EC 300.

EC 421 Elementary Science Methods (Fall) 3 hrs.

A study of developmentally appropriate content, methods, materials, and evaluation techniques for teaching biological and physical science to diverse children (P-5). Emphasis is placed on using an activities approach to the development of process skills, on familiarity with current science resources, on familiarity with models of instruction, and on the importance of science in social and environmental issues. To be taken concurrently with EC 460. Prerequisites: EC 300.

EC 460 Clinical Practice I (Fall) 4 hrs.

Beginning in August of the senior year during pre-planning in the public schools and continuing throughout the semester under the supervision of a certified teacher with a minimum of three years of experience and the college supervisor. Provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Taken concurrently EC 410, EC 420, and EC 421. Approval of candidacy by the School of Education is required. Students must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

EC 465 Clinical Practice II (Fall, Spring) 12 hrs.

A full semester field experience under the supervision of college supervisors and a certified elementary teacher with a minimum of three years of teaching experience, provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Self-evaluation and reflective teaching are facilitated by seminars and journal writing. Approval of candidacy by the School of Education is required. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

### DUAL ELEMENTARY/SPECIAL EDUCATION COURSES

ECSP 312 Ethics, Policies, and Procedures in Special Education (Fall) 3 hrs.

This course investigates the overarching ethics and policies that guide special education professionals. Research and discussion will be on applicable federal and state laws, as well as the impact of case law on policy and practice when working with students with disabilities. Instruction in the practical application of the law will include planning and writing standards-based Individual Education Plans and understanding the implementation of collaborative classrooms where the Least Restrictive Environment is provided for all students. Prerequisites: ED403.

ECSP 320 Special Education Curriculum and Methods I (Fall) 3 hrs.

This course investigates planning instruction for all learners and implementing effective instructional practices for all learners. The course will primarily focus on inclusion in science and social studies and will also incorporate the importance of families of students with disabilities, the needs of students with sensory exceptionalities, assessment concerns, co-teaching, working with paraprofessionals and other support personnel, and establishing an inclusive learning environment. Prerequisites: ED403

ECSP 420 Special Education Curriculum and Methods II (Fall) 3 hrs.

This course investigates planning instruction for all learners and implementing effective instructional practices for all learners. The course will primarily focus on inclusion in literacy and mathematics and will also incorporate the importance of social skills training for students with disabilities, the needs of students with communication needs, behavior management, community resources/community-based instruction, assessment concerns, co-teaching, working with paraprofessionals and other support personnel, and establishing an inclusive learning environment. Prerequisites: ED403

ECSP 360 Junior Practicum I (Fall) 3 hrs.

Taken concurrently with EC300 and EC 310 and performed in grades Pre-K, K, and 1 in the public schools under the supervision of a certified teacher with a minimum of three years of experience and a college supervisor. Students will have a dual placement, working with both an Elementary Education teacher and a Special Education teacher. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

ECSP 365 Junior Practicum II (Spring) 2 hrs.

Taken concurrently with EC315 and EC330 and performed in grades 2-5 in the public schools under the supervision of a certified teacher with a minimum of three years of experience and a college supervisor. Students will have a dual placement, working with both an Elementary Education teacher and a Special Education teacher. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission.

ECSP 460 Clinical Practice I (Fall) 4 hrs.

Beginning in August of the senior year during pre-planning in the public schools and continuing throughout the semester under the supervision of a certified teacher with a minimum of three years of experience and the college supervisor. Provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Students will have a dual placement, working with both an Elementary Education teacher and a Special Education teacher. Taken concurrently with EC 410, EC 420, and EC 421. Approval of candidacy by the School of Education is required. Students must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

ECSP 465 Clinical Practice II (Fall, Spring) 12 hrs.

A full semester field experience under the supervision of college supervisors and a certified elementary teacher with a minimum of three years of teaching experience, provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Students will have a dual placement, working with both an Elementary Education teacher and a Special Education teacher. Self-evaluation and reflective teaching are facilitated by seminars and journal writing. Approval of candidacy by the School of Education is required. Students must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

### MIDDLE GRADES COURSES

EM 300 Curriculum: Essentials of Middle School Instruction (Fall) 3 hrs.

A study of the organization, curriculum, and instructional patterns in the middle grades, with emphasis on the growth and development of early adolescence. Emphasis is on varying patterns of curriculum organization and activities, school organization patterns, teachers' roles, instructional delivery systems including differentiated instruction, daily programs, courses of study, records, and evaluation of students. The ability to write instructional objectives and lesson plans is developed. To be taken concurrently with EM 360. Prerequisites: ED 101 and ED 200.

EM 315 Reading and Writing in the Content Areas (Spring) 3 hrs.

Provides a foundation for reading and writing instruction where current theory is connected with appropriate practice. Instructional practices, materials, and assessment techniques for enhancing reading, writing, speaking, and listening in various content areas with diverse learners is emphasized.

EM 361 Junior Practicum I (Fall) 2 hr.

Taken concurrently with EM 300 and performed in grades 4 or 5 under the supervision of a certified teacher with a minimum of three years of teaching experience and the college supervisor. Hours will be logged in both areas of concentration. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

EM 365 Junior Practicum II (Spring) 1 hr.

Performed in grades 6-8 in the public schools under the supervision of a certified teacher with a minimum of 3 years of experience and the college supervisor. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission.

EM 412 Language Arts Methods (Fall) 3 hrs.

Designed to acquaint pre-service teachers with the teaching of middle grades language arts. Provides a knowledge base and experience to enhance literacy instruction through the integration of reading, writing, listening, speaking, and thinking. This course addresses the use of appropriate strategies and materials used in teaching English Language Arts to diverse students in grades 4-8. To be taken concurrently with EM 460. Prerequisite: EM 300.

EM 420 Mathematics Methods (Fall) 3 hrs.

A study of content, teaching methods, and trends. Emphasis is on designing differentiated learning activities appropriate for early adolescents in a diverse society, innovative teaching methods (i.e., interdisciplinary teams, cooperative learning, creative and critical thinking skills), classroom management, motivational materials, planning and evaluation of instruction to enhance student learning and positive behavior and on knowledge of mathematical concepts and principles and their application in technology and society. To be taken concurrently with EM 460. Prerequisite: EM 300.

EM 421 Science Methods (Fall) 3 hrs.

A study of basic content, teaching methods, and trends. Emphasis is on designing differentiated learning activities appropriate for early adolescents in a diverse society, innovative teaching methods (i.e., interdisciplinary teams, cooperative learning, creative and critical thinking skills), classroom management, motivational materials, planning and evaluation of instruction to enhance student learning and positive behavior and on knowledge of scientific concepts and principles and their application in technology and society. To be taken concurrently with EM 460. Prerequisites: EM 300.

EM 430 Social Studies Methods (Fall) 3 hrs.

A study of content, teaching methods and trends. Emphasis is on designing learning activities appropriate for early adolescents in a multicultural society, innovative teaching methods (i.e., interdisciplinary teams, cooperative learning, creative and critical thinking skills), classroom management, motivational materials, planning and evaluation of instruction to enhance student learning and positive behavior, and on knowledge of social concepts and principles and their application in technology and society. Taken concurrently with EM 460. Prerequisite: EM 300.

EM 460 Clinical Practice I (Fall) 4 hrs.

Performed in grades 6-8 in public schools beginning in August of the senior year during pre-planning and continuing throughout the semester under the supervision of a certified teacher with a minimum of three years of teaching experience and the college supervisor. Hours will be logged in both areas of concentration. Provides an opportunity for the student to satisfactorily demonstrate effective teacher practices. Taken concurrently with EM 412, EM 420, EM 421, and EM 430. Approval of candidacy by the School of Education Governance Committee is required. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

EM 465 Clinical Practice II (Fall, Spring) 12 hrs.

A full semester field experience under the supervision of college supervisors and a certified middle grades teacher with a minimum of three years teaching experience, provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Self-evaluation and reflective teaching are facilitated by seminars and journal writing. Approval of candidacy by the School of Education Governance Committee is required. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

## SECONDARY EDUCATION COURSES

ES 300 Secondary Curriculum (Fall) 3 hrs.

This is a study of the historical, philosophical, psychological, and theoretical foundations of secondary education, with emphasis on developmentally appropriate objectives, pedagogy, and evaluation techniques for diverse students grades 6-12. The ability to write instructional objectives and lesson plans is developed. To be taken concurrently with ES 361. Prerequisite: Admission to the SOE.

ES 315 Reading and Writing in the Content Areas (Spring) 3 hrs.

Provides a foundation for reading and writing instruction where current theory is connected with appropriate practice. Instructional practices, materials, and assessment techniques for enhancing reading, writing, speaking, and listening in content areas with diverse learners is emphasized.

ES 360 Junior Practicum (Fall) 1 hr.

Taken concurrently with ES 300 and performed in grades 6, 7, or 8 under the supervision of a certified teacher with a minimum of three years of teaching experience and the college supervisor. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

ES 365 Junior Practicum II (Spring) 1 hr.

Performed in grades 9-12 in the public schools under the supervision of a certified teacher with a minimum of 3 years of experience and the college supervisor. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission.



ES 412 Secondary English Teaching Methods (Fall) 3 hrs.

Designed to acquaint pre-service teachers with the teaching of secondary English. Provides a knowledge base and experience to enhance literacy instruction through the integration of reading, writing, listening, speaking, and thinking. This course addresses the use of appropriate strategies and materials used in teaching English to diverse students in grades 6-12. To be taken concurrently with ES 461. Prerequisite: ES 300.

ES 420 Secondary Math Methods (Fall) 3 hrs.

This course includes investigations of mathematical trends, relevant mathematics, content, teaching strategies, integrating technology, and assessment techniques. Emphasis is on creating a classroom in which the student learner will "think mathematically". Classroom lessons and learning activities will be developed which are appropriate for students in a diverse society. Current research concerning proven innovative teaching methods; classroom management; motivational materials; creative lesson formats; technology, including the World Wide Web; and alternative assessment will be discussed and used. This will be taken in the fall concurrently with ES 461. Prerequisite: ES 300.

ES 425 Secondary Business Instructional Strategies and Assessment (Fall) 3 hrs.

A study of appropriate content, methods, materials, and evaluation techniques for teaching business education to diverse Secondary students. To be taken concurrently with ES 461. Prerequisite: ES 300.

ES 430 Secondary Social Studies Methods (Fall) 3 hrs.

A study of content, teaching methods and trends. Emphasis is on designing differentiated learning activities appropriate for secondary school students in a diverse society, innovative teaching methods (i.e., interdisciplinary teams, cooperative learning, creative and critical thinking skills), classroom management, motivational materials, planning and evaluation of instruction to enhance student learning and positive behavior, and on knowledge of social concepts and principles and their application in technology and society. To be taken concurrently with practicum ES 461. Prerequisite: ES 300.

ES 461 Clinical Practice I (Fall) 5 hrs.

Performed in grades 9-12 in the public schools beginning in August of the senior year during pre-planning and continuing throughout the semester under the supervision of a certified teacher with a minimum of three years of teaching experience and the college supervisor. Provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Taken concurrently with ES 412, ES 420, ES 425, and ES 430. Approval of candidacy by the School of Education Governance Committee is required. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

ES 465 Clinical Practice II (Fall, Spring) 12 hrs.

A full semester field experience under the supervision of college supervisors and a certified secondary teacher with a minimum of three years teaching experience, provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Self-evaluation and reflective teaching are facilitated by seminars and journal writing.

Approval of candidacy by the School of Education Governance Committee is required. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

## HEALTH AND PHYSICAL EDUCATION COURSES

HPE 300 Essentials of HPE Instruction (Fall) 3 hrs.

The introduction of fundamental concepts of teaching Health & Physical Education, with a focus on curriculum foundations (e.g. standards, goals, and objectives), lesson planning, teaching models, and assessment strategies. Lecture 2 hours/Lab 2 hours weekly.

HPE 320 Health Education (Fall) 3 hrs.

A study of the physical and mental health problems of society including but not limited to mental health, alcohol and drug abuse, communicable diseases, marriage and the family, nutrition, and conflict resolution. Prerequisite: HPE 300.

HPE 325 Principles of Coaching (Spring, odd years) 3 hrs.

The study of coaching theories, techniques, and practices as well as the influence of these on coach/athlete relationships, sport outcomes, and team dynamics.

HPE 330 Teaching Strength & Conditioning (Spring, even years) 3 hrs.

The study of teaching strength and conditioning with a focus on methods for providing instruction of proper techniques while maintaining safety and following developmentally appropriate practice and skill progression.

HPE 360 Junior Practicum (Spring) 2 hr.

Performed in grades K-5 and taken concurrently with HPE 420 and HPE 431 under the supervision of a certified teacher with a minimum of three years of experience and a college supervisor. Student must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

HPE 419 Teaching Team & Individual Sports (Fall) 2 hrs.

The study and practice of teaching team and individual sports i.e., badminton, basketball, flag football, pickleball, soccer, tennis, wiffleball, volleyball, etc. Prerequisite: HPE 300.

HPE 420 Methods of Teaching Elementary (P-5) Health and Physical Education (Spring) 3 hrs.

The study of methods and materials needed to design, implement, and evaluate developmentally appropriate and multicultural learning through movement education including fitness, sport, and creative movement/dance for students in grades P-5. Prerequisite: HPE 300.

HPE 421 Methods of Teaching Middle and Secondary (6-12) Health and Physical Education (Fall) 3 hrs.

The study of the methods and materials needed to design, implement, and evaluate developmentally appropriate learning through movement education in grades 6-12. Prerequisite: HPE 300.

HPE 431 Adapted Physical Education (Spring) 3 hrs.

Designed to educate the student in the identification and education of students with special education needs, and in the development and implementation of programs to provide differentiation, accommodations, and modifications for supporting the needs and abilities of students with special needs in grades P-12. An earned grade of "B" or higher is required for students seeking teaching certification. Prerequisite: HPE 300.

HPE 454 Internship in HPE (Fall, Spring) 3 hrs.

A supervised work experience in HPE with an approved organization, school, or business. Minimum of 135 hours.

HPE 456 Internship in HPE (Fall, Spring) 3 hrs.

A supervised work experience in HPE with an approved organization, school, or business. Minimum of 135 hours.

HPE 460 Clinical Practice I (Fall) 3 hrs.

Beginning in August of the senior year during pre-planning in the public schools and continuing throughout the semester under the supervisor of a certified teacher with a minimum of three years of experience and the college supervisor. Provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Taken concurrently with HPE 421 and HPE 320. Approval of candidacy by the School of Education is required. Students must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

HPE 465 Clinical Practice II (Fall Spring) 12 hrs.

A full semester field experience under the supervisor of a certified physical education teacher with a minimum of three years of teaching experience, provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Self-evaluation and reflective teaching are facilitated by seminars and journal writing. Approval of candidacy by the School of Education is required. Students must have a pre-service certificate issued by the Georgia Professional Standards Commission. Required fee.

### SPECIAL COURSES

The following courses are not a part of the regular School of Education programs and require permission from the School of Education Governance Committee for enrollment.

EC/EM/ES/ME/HPE 470 Special Topics 1-3 hrs.

An in-depth study of a subject of special interest to students or public-school personnel in one area of study in education. By permission only.

ED 476 Practicum (Infrequent) 3 hrs.

Observation, participation and teaching under the guidance of a qualified supervising teacher in the school setting. Seminars on campus, journal writing, and conferences focus on the practicum experience. By permission only.

### EDUCATIONAL TUTORING

TR 210 Introduction to Tutoring (Fall) 1 hr.

Provides instruction to students in the fundamentals of one-on-one peer tutoring. Prerequisites: Sophomore standing and a 3.0 cumulative GPA or special permission of the instructor.

TR 220 Advanced Tutoring (Spring) 1 hr.

Builds on skills learned in TR 210. Students will work through a variety of tutoring situations to learn skills necessary to problem solve in difficult tutoring situations, such as with academically struggling students. Prerequisites: TR 210 and a 3.0 cumulative GPA, or special permission of the instructor.

TR 310 Tutoring for Academic Integrity (Infrequent) 1 hr.

Builds on skill learned in TR 220. Students will learn how to instruct others in issues of academic honesty, especially in reference to academic research. Prerequisites: TR 220 and a 3.0 cumulative GPA, or special permission of the instructor.

TR 320 Tutoring the Research Paper (Infrequent) 1 hr.

Students who reach this fourth tutoring course will be trained in research skills and serve as tutors for a "research hub" arm of the library. Students will learn advanced research techniques and continue documentation training. Prerequisite: TU 310 and a 3.0 cumulative GPA, or special permission of the instructor.

### ENGLISH

EN 101 Freshman Composition I (Fall, Spring) 3 hrs.

Prepares students for academic writing; focuses on general writing processes and grammar, diction, and organization; and emphasizes specific academic writing skills. Prerequisite: A passing score on an index that combines the student's high school grade point average with the SAT/ACT score or a passing grade on an essay exam. A grade of "C" or better is necessary to exit this course.

EN 101I Intensive Freshman Composition I (Fall, Spring) 4 hrs.

Like EN 101, this course prepares students for academic writing. Focuses on general writing processes and grammar, diction, and organization as well as specific academic writing skills. In addition, EN 101 Intensive provides a thorough review of the fundamentals of English grammar as well as instruction in college-level reading skills through integration of reading and writing. Three lecture hours, one lab hour. A grade of "C" or better is necessary to exit this course.

EN 102 Freshman Composition II (Fall, Spring) 3 hrs.

Practice in the development of academic writing skills focusing on synthesizing research materials. Prerequisite: Grade of "C" or better in EN 101. A grade of "C" or better is necessary to exit this course.

EN 102L Freshman Composition II Lab (Fall, Spring) 1 hr.

This co-requisite, workshop-based lab course supports the academic writing and reading skills students are working on in EN 102. The lab section will provide additional resources, support, and individualized instruction on the content, skills, and assignments in EN 102. Via in-class writing, activities, and conferences, students will further strengthen skills in reading, writing, and research strategies in the context of the essays they are writing for EN 102. Required for students who completed EN 101I.

EN 105 Creative Writing (Spring) 1 hr.

This course fosters creativity, learning by doing, thinking intuitively and associatively, encourages students to understand what makes art (specifically creative writing) and what differentiates it from other modalities for the sake of loving and understanding oneself better, loving and understanding others better, and loving and appreciating God more. Depending on the semester, writing genres may include fiction, poetry, memoir, screen/stage writing, or more.

EN 110 Specialized Subjects in English 1 hr.

This course is designed to focus on subjects not otherwise offered in the English program. Professors and subject matter will vary from semester to semester. While providing a one-hour credit, this course is designed to focus on a particular time period, medium, genre, movement, or theme, as well as offer pertinent cultural, historical, and philosophical contexts, all while helping students understand how to engage various genres and subgenres of literature personally and critically. **Subjects may derive from such literary genres and subgenres as drama, fantasy, folklore, horror, humor, mystery, mythology, non-fiction, poetry, romance, science fiction, thriller, and western.**

EN 205 Introduction to Literature: Ancient and Medieval (Fall/Spring) 3 hrs.

An introduction to narrative, dramatic, and lyric world texts of ancient and medieval cultures (before ~1500). Students will encounter the stories, ideas, and characters who asked questions that remain with us even now, and the course will pay special attention to what happens when ancient mindsets meet the revolutionary Jesus. In addition, students will learn about literary movements and techniques arising in response to social changes in the time period. Prerequisite: Grade of "C" or better in EN 102.

EN 206: Introduction to Literature: Renaissance and Enlightenment (Fall/Spring) 3 hrs.

An introduction to narrative, dramatic, and lyric world texts created within the context of the Renaissance and Enlightenment periods (~1500-1800). The course examines texts engaging tensions inherent in the rebirth of classical learning, the emphasis on reason, and interactions with the Other. In addition, students will learn about literary movements and techniques arising in response to social changes in the time period. Prerequisite: Grade of "C" or better in EN 102.

EN 207: Introduction to Literature: Romanticism, Transcendentalism, and Realism (Fall, Spring) 3 hrs.

An introduction to narrative, dramatic, and lyric world texts as they manifest in the nineteenth century (~1785-1900), including selected

major works and literary and historical movements of the period. In addition, students will learn about literary movements and techniques arising in response to social changes in the time period. Prerequisite: Grade of "C" or better in EN 102.

EN 208: Introduction to Literature: 20th Century and Contemporary (Fall, Spring) 3 hrs.

An introduction to narrative, dramatic, and lyric world texts created within the context of Modernism and beyond (~20th and 21st centuries). The course explores such varied works as those about Modernization, decolonization and recolonization, the clash of competing ideologies and resulting wars, migration and displacement, and the increasing dependence upon science and technology. In addition, students will learn about literary movements and techniques arising in response to social changes in the time period. Prerequisite: Grade of "C" or better in EN 102.

EN 210 Literary Magazine Workshop (Fall, Spring) 1 hr.

Students serve on the staff of EC's *Montage* and receive practical training while editing and producing the magazine. The editors and staff will advertise for, select material for, design, proof, and produce a literary publication while learning skills needed in support of such a publication. This course is taught each semester and may be repeated an unlimited number of times. Course credit will be based on work as *Montage* staff. Students will not earn course credit for submitting materials for publication. Prerequisite: Grade of "C" or better in EN 102.

EN 302 Technical Writing (Spring, odd years) 3 hrs.

Technical Writing focuses on the processes of developing field-specific technical information related to the student's major and includes instruction in researching, drafting, editing, revising, and designing professional documents such as technical reports, proposals, manuals, brochures, resumes, and professional correspondence for specific audiences. Prerequisite: A grade of "C" or better in EN 102.

EN 303 LSAT Preparation (Spring) 1 hr.

This is a one-credit hour semester course designed to prepare students to take the LSAT exam. The class will focus on the exam elements and on practice materials that address logical reasoning, analytical problem solving, and complex reading comprehension.

EN 311 Adolescent Literature (Spring, odd years) 3 hrs.

A critical study of literature for the adolescent reader. Emphasis is placed on the special characteristics and needs of young people and the evaluation of materials for readers grades 4-12. Prerequisite: Grade of "C" or better in at least one 200-level English course.

EN 315 Multicultural American Literature (Spring, even years) 3 hrs.

A survey of the fiction, drama, poetry, comics, and prose of multicultural American authors across a range of historical and cultural conditions, situating canonical and contemporary African American, American Indian, Chicano/a/x, Asian American, Jewish American, and Arab American authors in context. While students will attend to the complex interrelation between multicultural American literature and its social, cultural, and historical contexts, the course will place particular

emphasis upon skills of close textual analysis and effective critical writing. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 320 The English Novel (Infrequent) 3 hrs.

A study of the British novel from the beginning of the modern form of the novel in the eighteenth century through contemporary works. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 325 The American Novel (Infrequent) 3 hrs.

A study of the development and evolution of major works of American fiction. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 335 Modern Drama (Infrequent) 3 hrs.

A study of representative plays from Ibsen to contemporary dramatists. This is a close readings course. Writers whose works may be considered include Ibsen, Strindberg, Chekhov, Rostand, Shaw, Coward, Wilde, Synge, Eliot, O’Neill, Miller, Williams, Beckett, Shepard, Wasserstein, Mamet, and Stoppard. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 350 Special Topics in English Studies 3 hrs.

This course is designed to provide examination of subjects not otherwise offered in the English program. Instructors and subject matter will vary from semester to semester. The 300-designation signifies that this course is designed to cover material more broadly and to be more accessible for non-English majors than the 400-level Special Topics course. Sample topics: The Bible as Literature, Folklore Studies, American Ethnic Literatures, Graphic Novels, Major Playwrights, and Christ Figures in Film. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 356 Creative Writing Fiction (Fall, odd years) 3 hrs.

This course emphasizes the composition of literary fiction, including forms such as the short-story, flash-fiction, and novella, through all phases of the writing process. Prerequisite: A grade of “C” or better in at least one 200-level English course.

EN 358 Creative Writing Non-Fiction (Fall, even years) 3 hrs.

This course emphasizes the composition of literary non-fiction in the form of memoir, literary essay, journalistic essay, and other creative non-fiction through all phases of the writing process. Prerequisite: A grade of “C” or better in at least one 200-level English course.

EN 359 Creative Writing Stage and Screen (Spring, even years) 3 hrs.

This course emphasizes the composition of dramatic plays and screenwriting through all phases of the writing process. Prerequisite: A grade of “C” or better in at least one 200-level English course.

EN 360 Advanced Grammar (Fall, even years) 3 hrs.

A study of traditional and structural English grammar and standard usage as it continues to evolve. Prerequisite: Grade of “C” or better in EN 102.

EN 365 Creative Writing Poetry (Spring, odd years) 3 hrs.

This course emphasizes the composition of poetry through all phases of the writing process, the characteristics of various poetic genres (including both open and closed forms), and poetic skills such as scansion and the ability to utilize various types of figurative language. Prerequisite: A grade of “C” or better in at least one 200-level English course.

EN 370 Advanced Composition (Spring, even years) 3 hrs.

This course is a writer’s workshop emphasizing style, techniques, and form in expository writing. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 380 History of the English Language (Fall, odd years) 3 hrs.

This course provides a survey of the development of the English language through Old English, Middle English, and Modern English, with emphasis on growth of vocabulary, grammatical changes, dialectal variations, and pronunciation. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 391 Christianity and Literature (Infrequent) 3 hrs.

Drawing on the rich heritage of Christian literature, EN 391 offers students an introduction to notable authors and works through assigned readings, classroom discussions, and substantive analytical and evaluative course work. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 392 Studies in Southern Literature (Infrequent) 3 hrs.

This course is a study of literary achievement in the South from 1610 to the present, with attention to local color, the Southern Renaissance, and more recent Southern writers. Study may include writers such as Poe, Clemens, Warren, Faulkner, O’Connor, and Welty, among others. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 393 Oxford Christians (Infrequent) 3 hrs.

EN 393 offers students a focused study of the major themes, key techniques, and significant qualities of the writings of C.S. Lewis, J.R.R. Tolkien, Dorothy Sayers, Charles Williams, and others associated with the Inklings group of Oxford, England, during the middle half of the twentieth century. In addition to reading widely, sharing observations, and conducting critical research, students will be introduced to the intellectual milieu and the biographical details relating to these figures which provide the context for productively exploring the literary accomplishments of these authors, educators, journalists, friends, and believers. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 395 Introduction to Critical Theories (Spring, even years) 3 hrs.

This course surveys the systems of and provides a historical introduction to the major schools of critical theory which have influenced the development of literary interpretation as a scholarly, academic discipline of study. Engaging the historical and contemporary schools of critical theory will provide the student—in the context of an integration of faith and learning and with an eye to individual prospects for graduate or other scholarly studies—with an understanding of the concepts which have served as intellectual underpinnings for the interpretation of literature throughout the modern era. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 401 American Literature (Spring, odd years) 3 hrs.

This course will supplement the American literature texts taught in EN 207 and EN 208 with more extensive readings in some of the following: pre-colonial, colonial, revolutionary, and Civil War era writings, American regionalism, realism, naturalism, modernism, experimentation, and minority literature as well as selections in American poetry, prose, and drama of the 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> centuries. Prerequisite: Grade of C or better in at least one 200-level English course.

EN 402 British Literature (Fall, odd) 3 hrs.

This course examines major themes, movements, and mindsets demonstrated in literature from the Old English and Medieval time periods, through the British Renaissance, Reformation, and Enlightenment and into Romanticism, Victorianism, Modernism, and Post-modernism. Prerequisite: Grade of C or better in at least one 200-level English course.

EN 403 European Literature (Fall, even) 3 hrs.

Exploring the movements from pre-Christian to Christendom mindsets, then from Christian era into forms of post-Christian literary life, this course will familiarize students with literary periods and movements in continental Europe, focusing especially on the material conditions that surround literary moments. Prerequisite: Grade of C or better in at least one 200-level English course.

EN 431 English Romantic Literature (Infrequent) 3 hrs.

This course concentrates on poetry and fiction of the period from 1798 to 1832, with special emphasis on Blake, Coleridge, Wordsworth, Byron, Keats, and Shelley. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 450 Special Topics in English Studies (Infrequent) 3 hrs.

This course is designed to provide examination of subjects not otherwise offered in the English program. Instructors and subject matter will vary from semester to semester. Only one such course may be counted toward the Major in English (as three of the six hours of general electives). Sample topics: The Bible as Literature, Folklore Studies, African American Literature, Studies in Faulkner, Christ Figures in Film, and Milton. Prerequisite: Grade of “C” or better in at least one 200-level English course.

EN 473 English Internship (Fall, Spring, Summer) 2 hrs.

This course applies academic knowledge and skills in an English-related field with an approved on-campus or off-campus organization, school, business, or industry. This 90–100-hour internship requires a written contract among the student, a faculty supervisor, and the sponsoring organization before the student is allowed to enroll. This course is designed to serve as a capstone for the student’s learning at Emmanuel College and is to be taken during the senior year. Reports and evaluations are required. The faculty supervisor will assist the student in planning for the next step in the job market. Prerequisite: Instructor permission required.

EN 474 Senior Research Project I (Fall, Spring) 1 hr.

Option 1: Senior BA in English majors who do not plan to attend graduate school will learn the value of revision and expansion of papers by submitting a senior portfolio during the fall semester of their senior year. The faculty supervisor will assist the student in planning for the next step in the job market. Prerequisite: Department approval must be given for this option.

Option 2: Senior BA in English majors who plan to go on to graduate school will begin working bi-weekly with a major professor on a 20–25-page paper on a topic authorized by the entire department. The project must be approved by the English Department in the second semester of the student’s junior year. This paper should demonstrate the student’s ability to think and write analytically, critically, and creatively and to do an acceptable caliber of research using a variety of credible sources. The faculty supervisor will assist the student in planning for the next step in his or her academic education.

EN 475 Senior Research Project II (Fall, Spring) 1 hr.

Option 1: This course is a continuation of Option 1 in EN 474. The student will perform a variety of research tasks aimed at making the student more aware of careers outside the field of teaching. These tasks shall include discovering three career paths, observing workplaces, and interviewing successful professionals. The research will culminate in a job application portfolio and an essay describing the student’s research experience and discoveries. The faculty supervisor will continue to assist the student in planning for the next step in the job market.

Option 2: This course is a continuation of Option 2 in EN 474, with the first completed rough draft of the paper being due in the 6<sup>th</sup> week of the last semester of the student’s program. The final draft is due the last week of the same semester. Upon final department approval, the paper will be presented in a public venue. The faculty supervisor will continue to assist the student in planning for the next step in his or her academic education.

EN 487 American Literature Seminar (Infrequent) 3 hrs.

A seminar in American literature will specialize in selected authors and texts from topics and time periods such as pre-colonial, colonial, Revolutionary, Civil War, Puritan, Enlightenment, American Renaissance, Harlem Renaissance, Southern literature, Jewish literature, minority literature, and modern American novels, poetry, and drama. Prerequisite: Grade of C or better in at least one 200-level English course.

EN 488 British Literature Seminar (Infrequent) 3 hrs.

An intensive study of selected texts from Old English to post-modern Britain with a specific focus that may range from a single-author study (Chaucer or Milton or Yeats) to movements (such as Romanticism or Metaphysical poetry). Prerequisite: Grade of C or better in at least one 200-level English course.

EN 489 World Literature Seminar (Infrequent) 3 hrs.

An intensive study of major texts from ancient times to the present, including translations of major European language texts and non-Western language texts, depending on the focus of the seminar. Possible areas of study include: Asia, Africa, Middle East, India, Latin America, Oceania, the Caribbean, and Europe. Prerequisite: Grade of C or better in at least one 200-level English course.

EN 490 Shakespeare (Fall, even years) 3 hrs.

This course is a study of a representative sample of Shakespeare's comedies, tragedies, and histories, as well as his sonnets. Prerequisite: Grade of "C" or better in at least one 200-level English course.

#### FOREIGN LANGUAGE

FR 120 Elementary French I (Fall) 3 hrs.

Elementary French I introduces the student to one-fourth of the culture, phonetics, grammar, and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking.

FR 121 Elementary French II (Spring) 3 hrs.

Elementary French II introduces the student to the second fourth of the culture, phonetics, grammar, and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: FR 120 or placement test.

FR 220 Intermediate French I (Fall) 3 hrs.

Intermediate French I introduces the student to the third-fourth of the culture, phonetics, grammar, and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: FR 121 or placement test.

FR 221 Intermediate French II (Spring) 3 hrs.

Intermediate French II introduces the student to the last fourth of the culture, phonetics, grammar, and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: FR 220 or placement test.

GR 351 New Testament Greek I (Fall, even years) 4 hrs.

This course is the first of a one-year study of the essentials of Greek grammatical forms, syntax, and vocabularies for preparing students to read the New Testament in the original language.

GR 352 New Testament Greek II (Spring, odd years) 4 hrs.

A continuation of GR 351, a study of the essentials of Koine Greek grammar, syntax, and vocabulary of the New Testament. Attention is given to ways in the N. T. Greek studies can provide grammatical and exegetical insights for preaching and teaching the New Testament. Prerequisite: Grade of "C" or better in GR 351.

GR 411 Greek Readings in John's Gospel (Infrequent) 3 hrs.

Translation of passages from the Gospel and epistles of John with attention given to vocabulary building. Emphasis is placed upon attaining reading skills through word-form recognition. Attention will be given to exegetical insights derived from reading the texts. Prerequisite: Grade of "C" or better in GR 352.

GR 451 Principles of Greek Exegesis (Fall, odd years) 4 hrs.

This course provides a review and elaboration of important Greek syntactical and grammatical forms with a view toward enabling the student to do grammatical-historical exegesis of the New Testament. The praxis of textual criticism will be introduced. Prerequisite: Grade of "C" or better in GR 352.

OE 251 Old English Grammar (Spring, odd years) 4 hrs.

This course will be an intensive introduction to Old English verb classes and conjugations; noun and pronoun declension; and vocabulary, all geared towards preparing students to translate Old English prose pieces. Includes one-hour lab weekly.

OE 351 Old English Prose and Verse (Fall, odd years) 4 hrs.

Building on the first semester of Old English, this course will delve deeper into theories of translation in addition to continuing the mastery of verb classes and vocabulary. Turning attention to prose sermons and other artifacts, this course will culminate with the translation of some lyric and narrative poetry. Includes one-hour lab weekly. Prerequisite: "C" or better in OE 251.

OE 352 Old English Poetry and Scholarship (Spring, even years) 4 hrs.

After an intensive review of the grammar of Old English, this course will delve into significant passages from "The Battle of Maldon," *Genesis B*, *Beowulf*, and other significant pieces of Old English poetry, focusing on the particularities of Old English poetic conventions and leaving students able to do independent research in Old English literature. Includes one-hour lab weekly. Prerequisite: "C" or better in OE 351.

SP 120 Elementary Spanish I (Fall) 3 hrs.

Elementary Spanish I introduces the student to one-fourth of the culture, phonetics, grammar, and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking.

SP 121 Elementary Spanish II (Spring) 3 hrs.

Elementary Spanish II introduces the student to the second fourth of the culture, phonetics, grammar, and vocabulary needed to

adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: SP120 or placement test.

SP 220 Intermediate Spanish I (Fall) 3 hrs.

Intermediate Spanish I introduces the student to the third-fourth of the culture, phonetics, grammar, and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: SP121 or placement test.

SP 221 Intermediate Spanish II (Spring) 3 hrs.

Intermediate Spanish II introduces the student to the last fourth of the culture, phonetics, grammar, and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: SP220 or placement test.

### GEORGIA FILM ACADEMY

GFA 1000 Introduction to Film & Television Production 6 hrs.

This course is the first of an 18-credit hour certification in “Film & Television Production.” The course will provide an introduction to the skills used in on-set film production, including all forms of narrative media which utilize film industry-standard organizational structure, professional equipment, and on-set procedures. In addition to the use of topical lectures, presentations, videos and hand-outs, the course will include demonstrations of equipment and set operations as well as hands-on learning experiences. Students will learn: film production organizational structure, job descriptions and duties in various film craft areas, industry terminology, safety protocols, planning and procedures for professional production, and the proper usage of industry-standard film equipment. Students will also learn how the various film crafts relate to one another on a working set, and the requisite skills and work habits expected of an entry-level crew member. In addition, students will develop techniques for networking and self-marketing. This course is the prerequisite for ALL other GFA courses in the “Film & Television Production” Certification Pathway.

GFA 1000 is offered as a hybrid course, with weekly synchronous instruction in online and in-person environments, with demonstrations and practical application exercises, as scheduled.

GFA 1040 Introduction to Film & Television Post-Production 6 hrs.

This course is the first of an 18-credit hour certification in “Film & Television Post-Production.” Students will operate various professional non-linear editing (NLE) systems, with a focus on practical skills and essential knowledge of editing, including file management, footage logs, timecodes, proxies, edit decision lists (EDLs), synchronization, transitions, simple effects, basic audio mixing and file exports. Additionally, students will explore the terminology, department hierarchy, history and theory of editing and sound design through topics such as continuity style, montage, juxtaposition of images, development of sound design, and linear and flatbed editing. Students will also develop an understanding and awareness of current post-production industry standards and workflow practices. This course is the prerequisite for ALL other GFA courses in the “Film & Television Post-

Production” Certification Pathway. \*Requires \$100 Course Fee for a portable hard drive.

The class includes creative video editing projects on various NLE systems that require the usage of the practical skills learned. The second project will utilize Avid editing programs, working with the industry-standard software.

GFA 1040 is offered as a hybrid course, with weekly synchronous instruction in online and in-person environments, with demonstrations and practical application exercises, as scheduled.

GFA 1500 Introduction to Digital Entertainment, Esports & Game Development 6 hrs.

Students will become oriented with the Digital Entertainment ecosystem and job families therein, including: Game Development, Game Publishing, Tournament & League Operation, Live Production, Event Management, Broadcast Distribution, On-Air Talent, Team Organization, Sponsorship, Marketing, Content Creation, and Social Media Management. Students will learn the basic terminology across these functions and skills related to networking and self-marketing used within the digital entertainment, Esports, and game development industries. A team project allows students to design and execute a live-streamed event incorporating lessons learned during the course.

GFA 2000 Film, Television & Digital Entertainment Internship 6 hrs.

Students develop the practical skills and fundamental knowledge for entry-level job positions in professional film and television productions or esports and game development industries through hands-on experience when placed in a dedicated craft-specific internship. The internship placement will be in conjunction with the student’s certification pathway: “Film & Television Production,” “Film & Television Post-Production,” or “Digital Entertainment, Esports & Game Development.” Students document their acquired knowledge through journals and reports. The course emphasizes career development through networking opportunities, guest speakers, creation of resumes, OSHA-certified safety training, and job search techniques in required asynchronous weekly lessons that include required readings, written assignments, tests, and other individual activities. Because of the compressed and sometimes unusual scheduling nature of film production and digital entertainment industries, students must have flexibility in their own schedules to be able to work on these projects. To be selected to participate in an internship, a student must commit to working, as scheduled, the full term of the project and must follow all professional standards. Students who cannot meet those standards will not be permitted to continue on the project. Prerequisites: GFA 1000 Introduction to Film & Television Production OR GFA 1040 Introduction to Film & Television Post-Production OR GFA 1500 Introduction to Digital Entertainment, Esports & Game Development; AND at least one other GFA Specialty Craft Course in chosen Certification Pathway

GFA 2010 Set Construction & Scenic Painting 6 hrs.

This course is designed to equip students with entry-level skills and knowledge of set construction and scenic painting for the film and television industry. Students will participate in goal-oriented projects, including research, moodboards, drafting, reading blueprints, architectural models, safety procedures, budgeting, and scheduling. In-person activities include power tool usage, carpentry and scenic paint

techniques as students work on a collaborative final project to gain practical experience. Prerequisite: GFA 1000 Introduction to Film & Television Production

GFA 2020 Lighting & Electric 6 hrs.

Students will participate in goal-oriented class projects as practical application of topics covered in lectures and assignments. Topics include power distribution, set protocol and etiquette, properly setting lamps, and essential lighting techniques for feature film standards. Upon completion of this course, the student will have a fundamental knowledge that includes, but is not limited to, the equipment, techniques, procedures, terminology, communications, specifications, and hierarchical structure in the professional set lighting department. An emphasis will be placed on set etiquette, including but not limited to, attitude, professionalism, and technique on and off set. The student will demonstrate an understanding of the behavior of light and how to manipulate and control it to feature film standards. Prerequisite: GFA 1000 Introduction to Film & Television Production.

GFA 2030 Grip & Rigging 6 hrs.

With a focus on practical application for a professional film career as a Grip, students will develop skills in the physical engineering, logistical planning and safe execution of rigging and operation of equipment used in film and television production. An understanding of hierarchical communication and the essential expectations of a professional entry-level grip will be emphasized. In addition to gaining a thorough knowledge of the equipment used in grip and rigging, students will engage in on-set exercises in inventory, maintenance, set-up, troubleshooting, teamwork, set protocol and safety. The purpose of this course is to prepare students to work on a motion picture production set. As such, student responsibilities are matched to responsibilities of a team member on a production set. Prerequisite: GFA 1000 Introduction to Film & Television Production.

GFA 2040 Fundamentals of Editing with Avid Media Composer 100 6 hrs.

The tools and techniques of post-production are presented through lecture, demonstration, and hands-on exercises. The foundation of the curriculum is the industry-standard Avid Media Composer Certified Training in the most recent Fundamentals 1 (MC101) and Fundamentals 2 (MC110) courses. Avid's curriculum will be supplemented with elemental post-production information, including: current processes, procedures and terminology; project organization; digital file codecs; audio sample rates; finishing processes; and introductory troubleshooting.

Upon successful completion of this course, students will demonstrate the skills needed for entry-level positions in film and television post-production. Students will demonstrate knowledge of industry standards, tools and techniques related to preparation of dailies, media management, editing, audio mixing, audio effects, visual effects, color correction, and digital file delivery. Emphasis will be placed on understanding industry working conditions and employer expectations.

Rigorous study of the MC101 and MC110 books, combined with hands-on practice, in and outside of class, will greatly aid in successfully passing Avid's two certification exams. While Avid certification is not required for successful completion of the course, passing the two certification exams will earn the student the credential of Avid Media

Composer Certified User, recognized worldwide as an industry standard for editors in feature film and broadcast television. Prerequisite: GFA 1040 Introduction to Film & Television Post-Production.

GFA 2050 Introduction to Special Makeup Effects 6 hrs.

Students participate in goal-oriented class projects to develop practical skills in Makeup Effects, including fabrication, material safety, life-casting, professional makeup, sculpting, airbrushing, and character design. Emphasis will be placed on set etiquette, including but not limited to, attitude, professionalism, and technique. Students will design, create, sculpt, and apply a finished Special Makeup Effects piece as a final project. Prerequisite: GFA 1000 Introduction to Film & Television Production.

GFA 2060 Production Accounting & Office Management 6 hrs.

This course will train students to identify the key players in Accounting and Production Office departments, define their responsibilities, and perform the essential functions. The Production Office component of this course focuses on the relationship between the Production Office and the overall production and the importance of the communication hub that exists between the Office, Set and Post-Production teams. The Accounting component of this course will focus on the guidelines and reporting practices that are used to track and manage the finances of a production. Practical elements will be created through the use of actual production software and scenario simulations.

The course is intended for students who wish to understand the larger importance of how the Production Office and Production Accounting departments affect production with effective communication, organization, and problem-solving skills. Prerequisite: GFA 1000 Introduction to Film & Television Production.

GFA 2140 Fundamentals of Sound Design with Avid Pro Tools 100 6 hrs.

The tools and techniques of post-production sound design are presented through lecture, demonstration, and hands-on exercises. The foundation of the curriculum is the industry-standard Avid Pro Tools Certified Training in the most recent Fundamentals 1 (PT101) and Fundamentals 2 (PT110) courses. Avid's certification training is supplemented with academic curriculum, including but not limited to: an historical overview of the sound design process and tools; current processes, procedures, and terminology; project organization; audio sample rates and file types; audio manipulation; and introductory troubleshooting. Technical operations are covered, including creating sessions; recording and importing audio and MIDI; multi-track recordings of live audio; editing session media; MIDI sequences and virtual instruments; navigating sessions and arranging media on tracks; and using basic processing and mixing techniques to finalize a production.

Upon successful completion of this course, students will demonstrate the skills needed for entry-level positions in film and television post-production. Students will demonstrate knowledge of industry standards, tools and techniques related to preparation of recording, media management, editing, audio mixing, audio effects, and digital file delivery. Emphasis will be placed on understanding industry working conditions and employer expectations.

Rigorous study of the PT101 and PT110 books, combined with hands-on practice, in and outside of class, will greatly aid in successfully passing



Avid's two certification exams. While Avid certification is not required for successful completion of the course, passing the two certification exams will earn the student the credential of Avid Pro Tools Certified User, recognized worldwide as an industry standard for sound editors in feature film and broadcast television. Prerequisite: GFA 1040 Introduction to Film & Television Post-Production.

GFA 2510 Event Management for Digital Entertainment & Esports 6 hrs.

Event Management for Digital Entertainment & Esports focuses on the technical production knowledge and skills required for professional positions in the live digital entertainment and Esports events industry. Students will demonstrate learned skills through practical application exercises, culminating in a final class project. This course is designed to equip students with entry-level skills and knowledge in digital entertainment and Esports events production, including tournament operation and administration, event management, talent management, live broadcast (aka "streaming"), on-air personality skills, social and community management, and post-production. With an emphasis on practical application, students have the opportunity to gain experience in the technical and production roles. Students will have access to industry-standard software and equipment to gain a working familiarity with these tools, taught in a professional live digital entertainment and Esports production facility.

GFA 2520 Hosting & Casting for Digital Entertainment & Esports 6 hrs.

Hosting & Casting for Digital Entertainment & Esports provides students with the knowledge and practical skills required of a professional live-casting and hosting talent. Students will study live-casting for Digital Entertainment and Esports of various genres, and hosting for interviews and analyst desks. This course is designed to equip students with entry-level skills and knowledge of hosting and live-casting for Digital Entertainment and Esports. Students will develop techniques for on-camera and public speaking scenarios. Topics will include play-by-play casting, analyst desk hosting, breath and tone control, pickups and drops, and interviewing. Students will study the appropriate style and tone for various genres of Digital Entertainment and Esports casting as they create an industry-standard demo reel.

GFA 3010 Production Design I 6 hrs.

This course is designed to examine the process of Production Design as it relates to the film and television industry. Students will work on an assigned project from concept to completion, solving real-world challenges with the skills they have learned in class. Assigned projects are a hands-on experience that will allow students to demonstrate practical design and construction skills. In-person activities include power tool usage, carpentry, scenic paint techniques, and design work utilizing Vectorworks Student Software. Other topics include research, moodboards, drafting, reading blueprints, architectural models, safety procedures, budgeting, and scheduling. Students will be given assigned readings and/or video lessons from available web resources and periodicals. Prerequisite: GFA 1000 Introduction to Film & Television Production.

GFA 3020 Motion Picture Set Lighting I 6 hrs.

Students will participate in goal-oriented class projects as a practical demonstration of the topics covered in lectures and assignments. Topics include power distribution, set protocol and etiquette, properly setting lamps, and essential lighting techniques for feature film standards. Additional topics include theoretical and critical concepts of lighting design. Upon completion of this course, the student will have a fundamental knowledge that includes, but is not limited to, the equipment, techniques, procedures, terminology, communications, specifications, and hierarchical structure in the professional set lighting department. An emphasis will be placed on set etiquette, including but not limited to, attitude, professionalism, and technique on and off set. The student will demonstrate an understanding of the behavior of light and how to manipulate and control it to feature film standards. Additionally, students will create lighting designs plots at a professional standard. Prerequisite: GFA 1000 Introduction to Film & Television Production

GFA 3040 Introduction to Editing with Avid Media Composer 100 6 hrs.

The theory and practices of film and television editing are presented through lecture, demonstration, and hands-on exercises. The curriculum is designed to incorporate the industry-standard Avid Media Composer Certified Training in the most recent Fundamentals 1 (MC101) and Fundamentals 2 (MC110) courses. Avid's certification training is supplemented with academic curriculum, including but not limited to: an historical overview of the editing process and tools; current processes, procedures, and terminology; project organization; digital file codecs and audio sample rates; an introduction to concepts and tools of color grading; and introductory troubleshooting. Technical operations are covered, including ingesting footage, preparation of dailies, media management, picture editing, audio mixing, audio effects, visual effects, color correction, and digital file delivery.

Upon successful completion of this course, students will demonstrate the skills needed for entry-level positions in film and television post-production. Emphasis will be placed on understanding industry standards and employer expectations for professional film and television post-production.

Rigorous study of the MC101 and MC110 books, combined with hands-on practice, in and outside of class, will greatly aid in successfully passing Avid's two certification exams. While Avid certification is not required for successful completion of the course, passing the two certification exams will earn the student the credential of Avid Media Composer Certified User, recognized worldwide as an industry standard for editors in feature film and broadcast television. Prerequisite: GFA 1040 Introduction to Film & Television Post-Production

GFA 3140 Introduction to Sound Design with Avid Pro Tools 100 6 hrs.

The theory and practices of film and television sound design are presented through lecture, demonstration, and hands-on exercises. The curriculum is designed to incorporate the industry standard Avid Pro Tools Certified Training in the most recent Fundamentals 1 (PT101) and Fundamentals 2 (PT110) courses. Avid's certification training is supplemented with academic curriculum, including but not limited to: an historical overview of the sound design process and tools; current processes, procedures, and terminology; project organization; audio

sample rates and file types; audio manipulation; and introductory troubleshooting. Technical operations are covered, including creating sessions; recording and importing audio and MIDI; multi-track recordings of live audio; editing session media; MIDI sequences and virtual instruments; navigating sessions and arranging media on tracks; and using basic processing and mixing techniques to finalize a production.

Upon successful completion of this course, students will demonstrate the skills needed for entry-level positions in film and television post-production. Emphasis will be placed on understanding industry standards and employer expectations for professional film and television postproduction.

Rigorous study of the PT101 and PT110 books, combined with hands-on practice, in and outside of class, will greatly aid in successfully passing Avid's two certification exams. While Avid certification is not required for successful completion of the course, passing the two certification exams will earn the student the credential of Avid Pro Tools Certified User, recognized worldwide as an industry standard for sound editors in feature film and broadcast television. Prerequisite: GFA 1040 Introduction to Film & Television Post-Production.

GFA 3510 Digital Entertainment & Esports Event Design 6 hrs.

Digital Entertainment and Esports Event Design provides the specialized skills and insight needed for the creation of live digital entertainment and Esports events, including the necessary steps to propose, plan, produce, and market a professional event. Students will demonstrate learned skills through practical application exercises, culminating in a final class project. This course focuses on the advanced study and practice of digital entertainment and Esports events production, including tournament operation and administration, event management, talent management, live broadcast (aka "streaming"), on-air personality skills, social and community management, and post-production. With an emphasis on practical application, students have the opportunity to gain experience in these roles. Students will have access to industry-standard software and equipment to gain a working familiarity with these tools, taught in a professional live digital entertainment and Esports production facility.

GFA 3520 Digital Entertainment & Esports Creative Development 6 hrs.

Digital Entertainment & Esports Creative Development provides students with the knowledge and practical skills required of a professional live-casting and hosting talent, as well as the theoretical context for various performances. Students will study live-casting for Digital Entertainment and Esports of various genres, and hosting for interviews and analyst desks, while developing skills for career advancement in the field. This course is designed to examine the process and techniques of professional hosting and live casting for Digital Entertainment and Esports. Students will develop techniques for on-camera and public speaking scenarios by creating content specific to the industry. Topics will include play-by-play casting, analyst desk hosting, breath and tone control, pickups and drops, and interviewing. Additionally, students will explore the self-analysis process. Within the context of performance and broadcast theory, students will apply the appropriate style and tone for various genres of Digital Entertainment and Esports casting as they create an industry-standard demo reel.

GFA 4000 Film, Television & Digital Entertainment Apprenticeship 6 hrs.

Students develop the practical skills and fundamental knowledge for entry-level job positions in professional film and television productions or esports and game development industries through hands-on experience when placed in a dedicated craft-specific apprenticeship. The apprenticeship placement will be in conjunction with the student's certification pathway: "Film & Television Production," "Film & Television Post-Production," or "Digital Entertainment, Esports & Game Development." Students document their acquired knowledge through journals and reports. The course emphasizes career development through networking opportunities, guest speakers, creation of resumes and portfolios, OSHA-certified safety training, career research, and job search techniques in required asynchronous weekly lessons that include required readings, written assignments, tests, and other individual activities.

Because of the compressed and sometimes unusual scheduling nature of film production and digital entertainment industries, students must have flexibility in their own schedules to be able to work on these projects. To be selected to participate in an apprenticeship, a student must commit to working, as scheduled, the full term of the project and must follow all professional standards. Students who cannot meet those standards will not be permitted to continue on the project. Prerequisites: GFA 1000 Introduction to Film & Television Production OR GFA 1040 Introduction to Film & Television Post-Production OR GFA 1500 Introduction to Digital Entertainment, Esports & Game Development; AND at least one other GFA Specialty Craft Course in chosen Certification Pathway.

GFA 4010 Production Design II 6 hrs.

Students will assume key roles as crew members in completing the pre-production and production workflows within the art department. Working from assigned scripts, students complete and present concept art, moodboards, architectural drawings, and then manage logistics of building all sets, props, and effects for that production. In-person activities include carpentry, scenic painting, budgeting, scheduling, and design work utilizing Vectorworks Student Software. Students will implement their roles as crew members of the art department and develop working relationships with other crew members throughout the phases of production. Upon completion of the course, students will have a camera-ready and fully dressed set suitable for filming. Prerequisites: GFA 1000 Introduction to Film & Television Production AND GFA 2010 Set Construction & Scenic Painting OR GFA 3010 Production Design I.

GFA 4020 Motion Picture Set Lighting II 6 hrs.

Students will participate in goal-oriented class projects including lighting plots, location scouting, various stage and location sets, managing a crew, achieving proper exposure for camera settings, and aesthetic stylization. Specific focus is given to design and execution of lighting in common production scenarios. An emphasis will be placed on set etiquette including, but not limited to, participation in exercises, attitude, professionalism, and technique on and off set.

Students will develop a thorough understanding of the behavior of light and how to manipulate and control it to feature film standards. Students will benefit from the experience of having prepared different types of locations. The course will provide the opportunity to rig and light the

most common situations a set lighting crew faces day exteriors, day interiors, night exteriors, night interiors, on stage and on location. Prerequisites: GFA 1000 Introduction to Film & Television Production AND GFA 2020 Lighting & Electric OR GFA 3020 Motion Picture Set Lighting I

GFA 4040 Advanced Editing with Avid Media Composer 200 6 hrs.

The theory and practices of film and television editing are presented through lecture, demonstration, and hands-on exercises. The curriculum is designed to incorporate the industry standard Avid Media Composer Certified Training in the most recent Professional Editing 1 (MC201) and Professional Editing 2 (MC210) courses. Avid's certification training is supplemented with academic curriculum, including but not limited to: advanced picture editing techniques, multi-camera editing, implementing graphics and mattes, and optimizing workflows. Technical operations are covered, including compositing, 3D Warp effect, color correction, audio tools and effects featured included in Media Composer.

Upon successful completion of this course, students will demonstrate the skills needed for advanced careers in film and television post-production. Emphasis will be placed on understanding industry standards and employer expectations for professional film and television editing.

Rigorous study of the MC201 and MC210 books, combined with hands-on practice, in and outside of class, will greatly aid in successfully passing Avid's two certification exams. While Avid certification is not required for successful completion of the course, passing the two certification exams will earn the student the credential of Avid Media Composer Certified Professional, recognized worldwide as an industry standard for editors in feature film and broadcast television. Prerequisites: GFA 1040 Introduction to Film & Television Post-Production AND GFA 2040 Fundamentals of Editing with Avid Media Composer 100 OR GFA 3040 Introduction to Editing with Avid Media Composer 100.

GFA 4140 Advanced Sound Design with Avid Pro Tools 200 6 hrs.

The theory and practices of film and television sound design are presented through lecture, demonstration, and hands-on exercises. The curriculum is designed to incorporate the industry standard Avid Pro Tools Certified Training in the most recent Production 1 (PT201) and Production 2 (PT210) courses. Avid's certification training is supplemented with academic curriculum, including but not limited to: an historical immersion in the sound design process and tools; current processes, procedures and terminology; project development; file interchanges; multitrack mixing; and program automation. Technical operations are covered, including: optimizing and configuring sessions; managing audio and video media; editing and processing of audio; plug-in automation; requirements of various destination platforms; and exporting deliverables to finalize a production. Upon successful completion of this course, students will demonstrate the skills needed for advancing careers in film and television post-production. Emphasis will be placed on understanding industry standards and employer expectations for professional film and television post-production.

Rigorous study of the PT201 and PT210 books, combined with hands-on practice, in and outside of class, will greatly aid in successfully passing Avid's two certification exams. While Avid certification is not required for successful completion of the course, passing the two certification exams will earn the student the credential of Avid Pro Tools Certified

Professional, recognized worldwide as an industry standard for sound editors in feature film and broadcast television. Prerequisites: GFA 1040 Introduction to Film & Television Post-Production AND GFA 2140 Fundamentals of Sound Design with Avid Pro Tools 100 OR GFA 3140 Introduction to Sound Design with Avid Pro Tools 100.

## GEOGRAPHY

GY 101 Geography (Fall, Spring) 3 hrs.

A survey of global patterns of resources, population, culture, and economic systems.

## HISTORY

HY 110 History of Western Civilization I (Fall, Spring) 3 hrs.

A survey course in history which covers the rise and development of the western world from prehistoric times until the Renaissance/Reformation.

HY 111 History of Western Civilization II (Fall, Spring) 3 hrs.

A survey course in history which covers the major developments of the western world from the Reformation until present.

HY 272 American History I (Fall, Spring) 3 hrs.

A survey of the American nation from the Age of Discovery to 1865.

HY 273 American History II (Fall, Spring) 3 hrs.

A survey of the American nation from 1865 to the present.

HY 260 World History (Spring) 3 hrs.

A survey course which covers major historical developments in the Americas, Africa, and Asia. Concepts covered include the creation of empires, trade systems, migration, and social/religious development. Students will explore a wide variety of early and modern world cultural aspects as well as learn about how different countries and regions are shaping today's world.

HY 265 African Culture (Fall, even years) 3 hrs.

A survey of the culture and the history of the African continent from prehistoric times through the modern period of decolonization, struggles for independence, Pan-Africanism, and economic globalization. Students will explore a wide variety of early and modern African cultural aspects as well as learn about African history and how African countries are shaping today's world.

**Enrollment in the following courses has a prerequisite of completion of at least one 200-level history survey course and HY 320 Historiography or permission of the instructor.**

HY 301 History and Government of Georgia (Fall)	3 hrs.	HY 345 Growth of the American Nation (Fall, odd years)	3 hrs.
A study of Georgia history and government from its first occupation and development to the present with emphasis on political, economic, and social trends.		This course is a study of the United States from 1860 to 1900. The course will include advances made in government, the economy, the social structure, the results of military conflicts, and the influx of immigrants into the United States.	
HY 305 Non-Western World Historical Influences (Infrequent)	3 hrs.	HY 411 Europe in the Nineteenth Century (1815–1914) (Spring, odd years)	3 hrs.
A study of selected developing areas in Africa, Asia, or Latin America. Present day governmental and cultural practices will be viewed from a historical perspective. Some emphasis will be placed on the national interest of each area in conjunction with U. S. policy concerns.		A detailed study of European developments from Napoleon and the Congress of Vienna until World War I. Emphasizes the political upheavals, unification movements, and imperialism.	
HY 310 Ancient History (Infrequent)	3 hrs.	HY 412 Twentieth Century Europe (1914–Present) (Fall, odd years)	3 hrs.
A study of the ancient Near East, Greece, and Rome. Emphasis is given to political, economic, religious, and social factors in the rise and fall of these civilizations.		A wide-ranging exploration of historical developments from World War I to the present including the rise of the Soviet system, Fascism, and Nazism. Includes World War II and the Cold War. We finish with an exploration of the European Union and the social and cultural challenges facing the EU during the 21 <sup>st</sup> century.	
HY 311 Medieval History (Spring, even years)	3 hrs.	HY 435 Expansion of the American Nation (Spring, even years)	3 hrs.
An examination of the decline of the Roman Empire, the arrival and spread of Christianity, and the emergence of Western European kingdoms. This study focuses on political, economic, religious, and intellectual developments in Europe until 1500.		A study of political, economic, and social forces operating within America from 1900 to present. Special foci will be World War I, the Great Depression and the New Deal, World War II, the Cold War, the fall of the Soviet Union, and the post-Cold War world.	
HY 312 History of Christianity (Fall, odd years)	3 hrs.	HY 460 Civil War and Reconstruction, 1848–1877 (Infrequent)	3 hrs.
A study of the history of Christianity from the origin of the Christian church to the present. Includes the study of the Early Church Fathers, early church organization, the development of Roman Christianity, Eastern Orthodoxy, and the development and spread of Protestantism.		The crisis period in American History, secession, social and economic problems, changes in the South.	
HY 315 Renaissance, Reformation, Enlightenment (Fall, even years)	3 hrs.	HY 470 Special Topics in Historical Studies	1-3 hrs.
An in-depth evaluation of European history from 1400 to 1800 covering the historical epochs of the Renaissance, Reformation, Scientific Revolution, and Enlightenment and through the French Revolution.		HY 471 Special Topics in Historical Studies	1-3 hrs.
HY 320 Historiography (Spring)	3 hrs.	Surveys or in-depth examinations of areas of interest not otherwise provided for in the formal historical studies curriculum. Students may enroll in the course more than once as topics, methodologies or instructors change. Credit hours are based on class meeting time and academic workload.	
This course combines a study of the methodologies of historical research together with an introduction to the various philosophies and theories of historical writing. Focus is placed on reinforcing essential critical thinking skills, as well as identification and application of the importance of reading and writing in the 'doing' of history.		HY 480 Internship (Per student demand)	3 hrs.
HY 335 Birth of the American Nation (Fall, even years)	3 hrs.	A supervised work experience in a history/political science related area within an approved on-campus or off-campus organization, school, business, or industry.	
This course is a study of the American nation from 1700 through 1789 to include development of the colonies under the British Empire and the struggle of the colonies to escape from that empire and to establish a new nation.		HY491 History/Pre-law Seminar I (Fall)	1 hr.
HY 340 Early National and Antebellum America (Spring, odd years)	3 hrs.	A capstone course for history and pre-law majors who, with the direction and approval of the instructor, will identify a problem for research and critical analysis. Students must demonstrate the ability to formulate a historical/legal problem, explore and gather relevant resources, and prepare an analytical, annotated bibliography. Students also must begin collecting material for a professional resume.	
This course is a study of American social, political, and cultural development from 1789 to 1860.			

HY492 History/Pre-law Seminar II (Spring) 1 hr.

A continuation of HY 491. Students must use the research they conducted in 491 to craft a 20+-page analytical essay using the approved topic and resources demonstrating a clear biblical world view and integrating content from their previous history/pre-law courses. The final draft is to be presented during the semester, after which, the student will present a part of their essay at the Academic Celebration event. Students will also complete a professional resume and meet any other departmental requirements. Prerequisite HY 491 History/Pre-law Seminar I.

**HUMANITIES**

HU 200 Art and Music Appreciation (Infrequent) 3 hrs.

This course is designed to acquaint students with the great masterworks of art and music from Antiquity through the Twentieth/Twenty-first Centuries. Students will delve into the connections between art and music, ancillary areas such as philosophy, theology, and literature, and the historical socio-political, economic environments that shaped them. Focus is chronological, relating always to the delicate balance between humanism and religious faith.

HU 203 Introduction to Acting (Fall, even years) 3 hrs.

A study of basic techniques and approaches to the art of acting.

HU 204 Theater Appreciation (Spring) 3 hrs.

A study of Western dramatic literature, the art and craft of the 20th and 21<sup>st</sup> century Theater. Includes an analysis of the play script, the audience, and the various elements of production and performance that constitute theater.

HU 205 Art of Film (Fall) 3 hrs.

This course introduces students to Cinema Studies, including film history, film vocabulary, narrative analysis, and critical thinking. Film aesthetics and film as an art form are established through viewings and discussions of a wide variety of films.

HU 218 Drama Workshop (Spring) 1 hr.

Practical training and experience in a broad range of both performance and technical drama experience.

HU 230 Religion and Philosophy (Infrequent) 3 hrs.

An intensive exploration of intellectual questions that span the disciplines of philosophy and theology. Students will learn the basics of the discipline of philosophy in the course of examining how believers and unbelievers and different believers take different approaches to ethical, epistemological, ontological, and other questions that arise in reflecting on human existence.

HU 303 Intermediate Acting (Spring, odd years) 3 hrs.

A continuation of the study of acting technique with more emphasis on period styles, voice and movement (including basic stage combat), and faith-based explorations of theater for social change. This class will also include a basic introduction to applied theater arts related to acting (stagecraft and stage-management). Pre-requisite: "C" or higher in HU 203, or permission of the instructor.

HU 470/471 Special Topics in Humanities 3-6 hrs.

This is a flexible course ranging from 3 to 6 credit hours, for the purpose of special studies in foreign language, English, art history, music history, theater, or any combination thereof. The student must be of junior or senior standing, and must have approval of the instructor, department chair, and vice president for academics. Students may take the course for credit more than once if the topics are different. Study abroad must be directed by an Emmanuel College faculty member in order for the student to receive credit. This course is conducted as a directed study and requires payment of the appropriate directed study fees.

**KINESIOLOGY**

PE 105 Total Fitness (Fall, Spring) 1 hr.

This active participation course is designed to introduce students to principles of physical fitness and conditioning. Class activities and instruction are intended to assist students in developing flexibility, strength, and cardiovascular fitness as well as an understanding of how these concepts support an active and healthy lifestyle.

**The following courses may not be used as substitutes for the PE 105 activity course requirement.**

Physical Education Activity Courses:

PE 108 Weight Training (Infrequent) 1 hr.

PE 113 Archery (Fall, Spring) 1 hr.

PE 114 Bowling (Fall, Spring) 1 hr.

Physical Education activity courses may not be taken more than two times for credit toward meeting the course requirements for graduation.

**Intercollegiate Team Members Only:**

VS 110 M/W Varsity Basketball (Fall) 1 hr.

VS 111 M/W Varsity Tennis (Spring) 1 hr.

VS 112 Varsity Baseball (Spring) 1 hr.

VS 115 M/W Varsity Swimming (Spring) 1 hr.

VS 116 W/M Varsity Volleyball (Fall/Spring) 1 hr.

VS 119 Varsity Softball (Spring) 1 hr.

VS 123 M/W Varsity Soccer (Fall) 1 hr.

VS 125 M/W Wrestling (Spring) 1 hr.

VS 128 M/W Varsity Track and Field (Spring) 1 hr.

VS 129 M/W Varsity Cross Country (Fall) 1 hr.

VS 130 M/W Varsity Golf (Spring) 1 hr.

VS 132 M/W Varsity Lacrosse (Spring) 1 hr.

VS 133 Varsity Clay Target Shooting (Spring) 1 hr.

VS 135 M/W Varsity Bowling (Fall) 1 hr.

VS 140 Varsity Archery (Spring) 1 hr.

VS 141 Varsity Bass Fishing (Spring) 1 hr.

VS 145 Varsity Acrobatics and Tumbling (Spring)	1 hr.	KN 319 Principles of Athletic Training (Fall, Spring)	3 hrs.
KN 116 Intramural Officiating (Infrequent)	1 hr.	An introduction into the handling of common injuries involved in competitive athletics; preventive techniques, immediate care, and taping of selected injuries.	
Practical experience in officiating intramural games.			
KN 215 First Aid and Safety (Fall, Spring)	3 hrs.	KN 321 Kinesiology (Fall)	3 hrs.
This course covers the principles and techniques of administering CPR as well as first aid procedures. The student is given the opportunity to earn the CPR certification during the traditional face-to-face course only.		A survey of the basic mechanics of human motion, action of muscles and joints, motor skills, and application of these to physical activities.	
KN 218 Foundations of PE, Exercise Science and Sport (Fall)	3 hrs.	KN 322 Exercise Testing and Prescription (Fall)	3 hrs.
An introduction to the field of physical education and sport including aims, objectives, history, philosophy, programs, principles, basic concepts of organization and administration, professional organizations, and the relationship of Christian commitment to the field.		This course provides knowledge and practical experience in exercise testing procedures emphasizing principles and guidelines for safe and effective prescription. Prerequisite: BIO 112.	
KN 219 Personal & Community Health & Wellness (Fall, Spring)	3 hrs.	KN 325 Teaching Strength & Conditioning (Spring, even years)	3 hrs.
A general course dealing with knowledge and understanding of physical and emotional health as related to the individual and his environment.		The study of teaching strength and conditioning with a focus on methods for providing instruction of proper techniques while maintaining safety and following developmentally appropriate practice and skill progression.	
KN 221 Sports Officiating (Infrequent)	3 hrs.	KN 330 Sports Psychology (Fall)	3 hrs.
A study of rules, interpretation, and officiating techniques for basketball, volleyball, softball, and soccer. Practical laboratory officiating experiences are required.		This course will examine the influence of psychological factors on performance in sports. Topics will include: athlete personality, attention, anxiety and arousal issues, cognitive intervention, causal attribution, motivation, aggression in sport, and benefits and problems of exercise.	
KN 250 Lifeguarding (Summer)	1 hr.	KN 335 Facility Design and Management (Spring)	3 hrs.
This course is designed to prepare conditioned, skilled swimmers to carry out the duties of a lifeguard. CPR and first-aid training are part of the course as well as American Red Cross (ARC) Lifeguarding certification. Students are required to present lifeguard certification to the Registrar's Office for credit for this course.		An introduction to appropriate procedures in planning, design, construction, and maintenance of sport and recreational facilities. The course will also focus on event management, and the coordination and leadership of sporting events at various facilities.	
KN 252 Practicum in Kinesiology	1 hr.	KN 400 Contemporary Issues in Sports (Spring)	3 hrs.
This course is for international students who wish to remain in the United States during the summer to work in a job related to their major course of study. The student must have been enrolled for one, full-time academic year and have earned at least 24 semester hours with a 2.50 or higher GPA. This option is for students with freshman or sophomore standing. The student must meet with and receive approval of the Department of Kinesiology and Sports Management Coordinator of Internships and follow all guidelines, requirements, and policies for this course.		This course examines contemporary issues and controversies in the world of sports today. Topics covered include, but are not limited to, the following: violence in sports, race and ethnicity in sports, economic issues related to sports, youth sports, sports and the media, sports and politics, performance-enhancing substances, and sports and religion. The course will provide an in-depth analysis of these topics and ask the student to explore his/her views on these issues.	
KN 313 Organization and Administration of PE, Recreation and Athletics (Spring)	3 hrs.	KN 401 Tests and Measurements (Spring)	3 hrs.
Review of supervision and administration of physical education and athletic programs at the school, community, or business levels.		Application of measurements to health and physical education, including tests of strength, physical fitness, skill educability, and progress. Prerequisite: Bio 112 and KN 322.	
KN 314 Principles of Nutrition (Fall)	3 hrs.	KN 405 Advanced Athletic Training (Spring)	3 hrs.
A study of food and its relationship to the well-being of the human body. Emphasis is placed on the nutritive value of food and metabolism.		Advanced training in evaluation methods and rehabilitation techniques for athletic injuries. Prerequisite: KN 319.	

KN 410 Sports Management (Spring) 3 hrs.

This course discusses the meaning of sports management in terms of its scope, principles, issues, and future trends. Coverage includes, but is not limited to, the following: management principles applied in sports, including strategic planning and human resource management issues; sports marketing, including the use of feasibility studies; sports finance and accounting, including financial and economic impact analysis of sports-related problems; and forms of ownership and taxation issues. Also, the student will be exposed to different career opportunities that are available in the field of sports management.

KN 411 Leadership in Kinesiology and Sports Management (Spring) 3 hrs.

This course explores the development of personal leadership skills for those interested in pursuing careers in sport and kinesiology. An emphasis will be placed upon the relationship between goal development and organizational culture as each relates to key approaches, models, and theories in the leadership field.

KN 413 Motor Learning (Spring) 3 hrs.

A study of the processes related to the acquisition and performance of motor skills. Prerequisite: BIO 112.

KN 414 Exercise Physiology (Spring) 3 hrs.

The combined study of the structure and function of the human body as it relates to living in a physical world of muscular activity. Two-hour lecture/two-hour lab per week. Prerequisite: SC 330.

KN 450 Internship (Fall, Spring) 3 hrs.

KN 452 Internship (Fall, Spring) 3 hrs.

A supervised work experience in sports management taking place on the college campus working with the athletic department, student activity center, and/or intramurals. Or with an approved organization, school, business, or industry within the community. Minimum of 135 hours.

KN 454 Internship (Fall, Spring) 3 hrs.

KN 456 Internship (Fall, Spring) 3 hrs.

A supervised work experience in kinesiology with an approved organization, school, business, or industry. Minimum of 135 hours.

## MATHEMATICS

MA 105 Mathematical Foundations (Fall, Spring) 4 hrs.

This course is a review of basic algebra necessary for studying college algebra and statistics. This course covers topics including problem solving, linear and quadratic equations, polynomials and factoring techniques, rational expressions, radicals, and exponents. This course does not satisfy the mathematics requirements of any degree program. Placement is determined by SAT/ACT scores for those students pursuing a degree requiring College Algebra or a higher math.

MA 123 Mathematical Modeling (Fall, Spring) 3 hrs.

This course provides rigorous instruction in fundamental mathematical concepts and skills presented in the context of real-world applications. This course provides students the opportunities to apply their mathematical skills to analyze problems relating to personal finance. Students will be provided scenarios where they must use their mathematical skills to make evaluations, propose solutions, and then communicate their results. Students should have basic algebraic knowledge such as the ability to graph functions and to solve algebraic equations. Each topic covered in this course is designed to develop the mathematical and problem-solving skills needed for future careers. This course satisfies the general education requirements for some degree programs. It cannot be used to satisfy prerequisite requirements for MA130 or MA175. This course is designed for students in a degree program requiring only one college-level mathematics course; it is not intended for students in STEM degree programs.

MA 130 College Algebra (Fall, Spring) 4 hrs.

This course is designed for students who plan to take precalculus. The course is a functional approach to algebra. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piecewise defined, rational, polynomial, exponential, logarithmic, and trigonometric functions. Appropriate applications will be included. Pre-requisite: MA105 or SAT Math greater than 480 or ACT Math greater than 19.

MA 175 Pre-Calculus (Fall, Spring) 4 hrs.

This course is designed for students who will take calculus and already have basic algebra and trigonometry skills. Topics covered include exponential, logarithmic, and trigonometric functions along with trigonometric identities. Determining limits and continuity of functions will also be covered. Prerequisite: MA 130 or equivalent.

MA 200 Statistics (Fall, Spring) 3 hrs.

This is an introductory course designed for students who need a working knowledge of statistics. This course includes the following: descriptive statistics, probability and probability distributions, parameter estimation, hypothesis testing, and linear regression. Prerequisite: Satisfactory score on the SAT Math (490 or higher), ACT math (20 or higher), or "C" or better in MA 105.

MA 211 Mathematics for Elementary Teachers (Spring) 3 hrs.

This course is a completion of structural development of the real number system including operations, solving equations, problem solving, informal geometry, measurement, and metric concepts. It includes use of manipulatives and introduction to computer application in the classroom. Special emphasis is given to teaching mathematics at P-5 level under simulated conditions. This course is available for credit only to Elementary Education majors. Prerequisites: Satisfactory score on the SAT Math (490 or higher), ACT math (20 or higher), or "C" or better in MA105.

MA 240 Calculus I (Spring) 4 hrs.

This course is an introductory differential calculus course with applications. Topics include: limits, continuity, differentiability, derivatives exponential, logarithmic and trigonometric functions, related

rates, maximum and minimum problems, curve sketching, Newton's method, and conic sections, and infinite series. Prerequisites: "C" or better in MA175.

MA 241 Calculus II (Fall) 4 hrs.

This is an introductory course in integral calculus and its applications. Topics include: Riemann sums, the Riemann integral, anti-derivatives, infinite series, the Fundamental Theorem of Calculus, techniques of integration, area, volume, arc length, surface area, force, work, center of mass, and an introduction to differential equations. Prerequisites: "C" or better in MA240.

MA 242 Calculus III (Spring) 3 hrs.

This course is an introduction to calculus of functions of two and three variables. Topics include: vectors in two and three dimensions, parametric curves, continuity and differentiability of functions of several variables, directional derivatives, Lagrange multipliers, multiple integration, polar coordinates, Gauss-Green and Stokes' Theorems. Prerequisites: "C" or better in MA 315 and MA241.

MA 305 Introduction to Higher Mathematics (Fall) 3 hrs.

The goal of this course is to prepare students for upper division mathematics courses. The objective of this course is to teach students to think and write in rigorous mathematical style. Topics include logic, integers and induction, sets and relations, equivalence relations and partitions, and functions (including injectivity and surjectivity). Prerequisites: "C" or better in MA240.

MA 300 Foundations of Geometry (Spring) 3 hrs.

The objective of this course is for students to learn the axiom systems and models for different geometries; the parallel postulate; neutral, Euclidean, and non-Euclidean geometries. Prerequisites: "C" or better in MA 305.

MA 305 Introduction to Higher Mathematics (Fall) 3 hrs.

This course is an introduction to proofs and abstract mathematical thinking. The goal of this course is to provide a transition from introductory mathematics courses which are predominantly computational to upper-level mathematics courses which are proof-based. Topics include sets, logic, proof techniques, relations and functions. Prerequisites: "C" or better in MA240.

MA 315 Linear Algebra I (Spring) 3 hrs.

This course is an introduction to linear algebra with a focus on matrix algebra. Topics include: an introduction to vectors, dot products and linear geometry, matrices, theory of systems of linear equations, determinants, and finite dimensional vector spaces, linear transformations, eigenvalues and eigenvectors. Applications will be discussed. Prerequisites: "C" or better in MA175.

MA 320 Linear Algebra II (Infrequent) 3 hrs.

This course builds upon MA315 Linear Algebra I and introduces linear optimization and approximation methods and theory. Topics include: inner product spaces, infinite dimensional spaces, diagonalization,

projections, linear programming, and duality theory. Applications will be discussed. Prerequisites: "C" or better in MA 315 and MA 240.

MA 350 Differential Equations (Spring, even years) 3 hrs.

This course is an introduction to ordinary differential equations. Topics covered will include: solving first order differential equations by direct integration, separation of variables, and substitution methods, homogeneous and non-homogeneous equations, power series methods, linear systems of differential equations, and stability conditions. Prerequisites: "C" or better in MA 315 and MA241.

MA 367 Mathematical Solution Technology (Spring) 3 hrs.

This course develops skills in solving and presenting problems in various available software. Skills range from the mathematical applications of Microsoft Office products to various computational programs such as R along with coding in Python. The course includes the use of software to generate graphics for instruction or illustration of results. Basic computer proficiency is required to take this course. Prerequisites: "C" or better in MA175.

MA 400 Mathematical Statistics and Probability (Fall, odd years) 3 hrs.

This course provides students with the underlying theory and mathematically derived techniques of Statistics. This course will explore both discrete and continuous probability distributions including Binomial, Poisson, and Normal. Along with this, estimation techniques such as the method of moments and maximum likelihood are discussed along with properties such as unbiasedness, efficiency, sufficiency, and consistency of estimators. Prerequisites: MA200 and MA241.

MA 420 Abstract Algebra (Fall) 3 hrs.

This is an introduction to abstract algebra. Topics include: sets and types of functions corresponding to sets, the integers and their properties, modular arithmetic, equivalence classes, groups, homomorphisms, rings, integral domains, fields, and polynomials. Prerequisites: "C" or better in MA305 and MA315.

MA 440 Mathematical Analysis (Fall, even years) 3 hrs.

This course is a rigorous study of topics beyond the intermediate level of the calculus. It includes the real number system, point sets, basic topology of  $\mathbf{R}^n$  functions, sequences, limits, continuity and uniform continuity, differentiation, indeterminate forms, and the Riemann integral. Prerequisites: "C" or better in MA 242 and MA305.

MA 441 Numerical Analysis (Spring, odd years) 3 hrs.

This course introduces students to concepts for effective development and evaluation of algorithms to implement mathematics. Topics such as methods of finding zeros of functions, approximation of functions by polynomials, finite differences, numerical integration, solutions of systems of linear equations, numerical solutions of differential equations, and round-off error analysis are studied. Prerequisites: "C" or better in MA305 and MA315.

MA 450 Senior Seminar in Mathematics (Fall) 3 hrs.

This course is a capstone review of topics covered in mathematics courses. The course includes investigations of connections between content studied in



college mathematics courses and career applications. Prerequisite: Senior status.

MA 451 Undergraduate Mathematics Research I (Fall) 2 hrs.

This course is designed to mentor students in the initiation of a mathematics (pure or applied) research project. Research projects are to be of such substance that they may result in publication in a peer-reviewed journal or presentation at a conference poster session. The course provides instruction in mathematical writing, literature search, and pure, applied, and educational practice. Students are expected to present their research plan and later substantial preliminary research results to the Mathematics faculty and other interested persons. Prerequisite: Mathematics Major/Minor and senior standing.

MA 452 Undergraduate Mathematics Research II (Spring) 2 hrs.

Research in Mathematics II is a continuation of MA451 where students further develop research skills by finalizing their investigation. Students are expected to work more independently and in greater depth while still under the supervision of a member of the Mathematics faculty. The student will compile their research into a formal paper, create a poster suitable for presentation at a conference, and give an oral presentation of their work. Students contributing to published research will be given appropriate authorship. Prerequisite: MA451.

MA 471 Special Topics in Mathematics 1-3 hrs.

MA 472 Special Topics in Mathematics 1-3 hrs.

Surveys or in-depth examinations of areas of interest not otherwise provided for in the formal mathematics studies curriculum. Students may enroll in the course more than once as topics, methodologies or instructors change. Credit hours are based on class meeting time and academic workload.

## MUSIC AND WORSHIP MINISTRY

WM 105 Worship Music Theory I (Fall) 3 hrs.

The beginning course in the Worship Music theory sequence is the first of two courses in commercial music theory for contemporary worship musicianship. Students learn the fundamentals of tonal music, including notation, scales, keys, intervals, meter, rhythm, and chords, with written and practical application. Required for Worship Ministry students.

WM 106 Ear Training I (Fall) 1 hr.

This course emphasizes the oral and aural recognition of the fundamentals of tonal music learned in Worship Music Theory I. Prerequisite: 50% or above on the music theory placement test. Co-requisite: WM 105.

WM 107 Worship Music Theory II (Spring) 3 hrs.

The second in the Worship Music theory sequence following WM 105. This course introduces basic musical form, counterpoint, chord structures, harmonic progressions, the Nashville number system, figured bass, with written and practical application. Prerequisite: WM 105.

WM 108 Ear Training II (Spring) 1 hr.

This course emphasizes the oral and aural recognition of the fundamentals of tonal music learned in Worship Music Theory I. Prerequisite: 50% or above on the music theory placement test. Co-requisite: WM 107. Prerequisite: WM 106.

MU 300 World Music (Fall) 2 hrs.

This course is designed to acquaint the student with multicultural (world) music traditions, including a broad survey of musical heritages and trends, emphasizing sacred contemporary as well as historical developments. The spectrum of geographical areas includes Sub-Saharan Africa, the Middle East, the Orient (emphasizing China and Japan), India, and Latin America.

MU 400 Conducting (Fall) 3 hrs.

A course designed to introduce conducting techniques, in addition, attention is given to the study of choral scores and rehearsal techniques. Prerequisite: MU 241.

WM 135 Introduction to Worship Ministry (Fall) 2 hrs.

The purpose of this course is to survey biblical, historical, theological, and musical considerations for worship leaders. It is taught through lectures, discussions, required reading, and writing assignments. Upon completion of this course, students will be able to articulate a biblically and theologically grounded philosophy for worship ministry in the local church.

WM 236 Foundations for Worship (Spring) 3 hrs.

The purpose of this course is to explore the deeper biblical, theological, and philosophical considerations for Christian worship. Students will develop a broader understanding of the relationship between music, theology, and liturgy. Special attention will be given to music and worship in the Pentecostal tradition.

WM 270 Worship Leading Methods I (Spring) 3 hrs.

This course is an introduction to the theological and practical implications within the musical and fine arts in worship ministry in the local church. Students will begin developing a philosophy for worship ministry rooted in biblical teaching. It equips the student with the foundational principles and practices of worship leading. Students will study various models in leading worship in different types of settings with a primary emphasis on modern worship leading with a band and vocal ensemble. Required of all worship music, general music, and music performance majors and music minors. This course consists of a lecture portion, which will meet for 3 credit hours. Prerequisite: WM 135 and sophomore standing.

WM 306 History of Christian Worship (Fall) 3 hrs.

This course surveys the history of Christian worship practices with an overview of biblical worship from Genesis to Revelation, and an in-depth study of the Protestant Reformation onward. Special emphasis is placed on the role of American church music, the influence of jazz and folk styles in Gospel music, and the emergence of modern worship music. Prerequisite: WM 236.

WM 370 Worship Leading Methods II (Fall) 3 hrs.

Worship Leading Methods 3 hrs. This course is designed to explore in-depth current methods and techniques for leading vocal and instrumental worship teams in the application of modern worship music. Class activities will include practical and interactive skill-building activities and hands-on experience for team and congregational leading. Prerequisite: WM 270.

WM 376 Commercial Media & Technology for Worship (Fall) 3 hrs.

This course is designed to cover the basics of the most recent technology in audio, lighting, and media typically used in worship settings. Students will learn through lecture, demonstrations, and hands-on experience in practical and interactive skill-building activities. Students are prepared to address common technology issues in worship settings.

WM 385 Psalms/Hymns/Spiritual Songs (Spring) 3 hrs.

The purpose of this course is to equip students with tools to engage in thoughtful discernment of songs for congregational worship. Students will study significant songs and songwriters from Scripture and throughout church history. Special consideration will be given to a biblical and theological rationale for song selections and songwriting. Prerequisite: WM 135.

WM 480 Worship Music Internship (Spring) 3 hrs.

A ten-week field experience under the supervision of the Music Department Faculty and a qualified worship music director, provides an opportunity for the student to demonstrate successful worship directing practices. Evaluation by participants, directors and music faculty are facilitated by readings, writing assignments and practical application. Pre-requisite senior standing with successful completion of worship music degree coursework completed to date with a minimum of 2.50 GPA. Departmental approval is required prior to placement.

#### **VOICE AND INSTRUMENTAL CLASS**

MI 101, 102, 201, 202 Instrumental Class (Fall, Spring) 1 hr.

A class sequence designed for the Worship Ministry major or minor. Develops fundamental music skills related to the keyboard. Curriculum enables the student to have a working knowledge in note-reading, correct technique, ensemble playing, and repertoire for contemporary worship ministry in the local church. Emphasis is placed on technical skills, transposition, and keyboard harmony. Also included is an introduction to piano improvisation.

MV 101, 102, 201, 202 Voice Class (Fall, Spring) 1 hr.

A course designed for Worship Ministry majors, minors, or those just beginning voice training. The course is designed to develop basic skills needed for singing, such as proper breathing technique, posture, diction, tone production, music reading skills, and expressiveness in performance. The curriculum will include lessons in effective breathing, body alignment, diction, vowel formation, note-reading, and musicality and artistry through the study of a varied repertoire of both classical and contemporary vocal techniques.

#### **MUSIC ENSEMBLE**

MU 115 Emmanuel Singers (Fall, Spring) 1 hr.

Study and performance of a wide variety of sacred choral literature of the worship tradition and in a worship setting. Open to all EC students by audition. A minimum of four hours of rehearsal per week. One major tour per semester in addition to other off-campus appearances.

## PHILOSOPHY

PH 200 Introduction to Philosophy (Infrequent) 3 hrs.

Introduction to Philosophy invites students into the discipline of academic philosophy, sharpens students' powers of question-asking, and provides occasion to enter into the long human conversations about the nature of existence, the good human life, the character of human knowledge, the oddities of language, and other philosophical questions. Students will demonstrate engagement with the subject matter by means of online writing, class discussions, and written examinations.

## POLITICAL SCIENCE

PS 101 American Government (Fall) 3 hrs.

A study of the historical development and the present structure and functions of the American system of government.

PS 102 State and Local Government (Spring) 3 hrs.

This is a continuation of Political Science 101, including a survey of the constitutional status of the various states, their internal structure, and process of operation. The functions of the county and municipality are examined in the light of present trends toward decentralization.

## PSYCHOLOGY

PY 210 General Psychology (Fall, Spring) 3 hours

Introduction to the science of psychology through investigations of its areas of specialization including experimental methods, neuropsychology, sensation and perception, states of consciousness, learning, memory, thinking and language, intelligence, development, motivation and emotion, personality, abnormal and psychotherapy. Each area is approached from a bio-psycho-social perspective with illustrations of the phenomena and issues under study.

PY 220 Human Growth & Development (Fall, Spring) 3 hours

An introductory course in human development that provides an overview of theories and research findings which seek to identify the forces that influence human development from conception to death. Emphasis is placed upon development during preschool, elementary, and middle grades. Prerequisite: ED 200 for Education Majors.

**Enrollment in the following courses has a prerequisite of PY 210.**

PY 305 Behavioral Statistics (Spring) 3 hours

An introduction to descriptive and inferential statistics with a focus on real-world uses of statistical analysis. Topics include distribution theory, sampling theory, estimation techniques, univariate description and inference, and hypothesis testing. Students will explore t-testing, chi-squared testing, and ANOVA techniques. Prerequisite: MA 130 and PY 307.

PY 306 Child Psychopathology (Spring, even year) 3 hrs.

Children's typical and atypical development is the focus of this course. Major forms of atypical development in childhood include behavior disorders (ADHD, oppositional defiant), emotional disorders (anxiety and depression), developmental and learning problems (autism, communication, and learning disorders), and physical/mental health problems (eating disorders, child abuse and neglect). The defining characteristics, associated features, causes, and current treatment approaches are presented for each of the disorders. Prerequisite: PY 220.

PY 307 Research Design (Fall) 3 hrs.

Scientific methods for conducting psychological research are explored. Students complete written assignments which practice applying research principles and methods. Twelve specific research designs are studied: literature review, archival research, case studies, naturalistic observation, survey methods, correlational strategies, quasi-experimental designs, single and multifactor within subject designs, single and multifactor between-subject designs, mixed designs, and program evaluation designs.

PY 314 History and Systems (Fall) 3 hrs.

The course is divided into three aspects. The first reviews the history of psychology from the Greek philosophers, through the middle ages, and up until the end of the 17<sup>th</sup> century: French sensationalism, British empiricism, and German psychology. The second phase studies the early schools of psychology and their subsequent impact on modern psychology: Structuralism, Functionalism, Gestalt Psychology, Psychoanalysis, Behaviorism, and Humanistic Psychology. The third phase addresses the problem of integrating psychology's scientific naturalism with Biblical Christianity. Several integration models are studied.

PY 315 Theories of Counseling (Fall) 3 hrs.

The principle current and key historical theoretical approaches to counseling and psychotherapy will be presented and evaluated. Exploration of techniques and methods in group and individual counseling. Prerequisite: PY 210 or PY 220.

PY 331 Personality Theories (Fall) 3 hrs.

This course is a comprehensive review of the classical personality theories, including a study of the theorist's life, his concept of human nature, the structure and function of personality, developmental dynamics, and objective evaluation of the theory's efficacy. Studied will be Freud, Jung, Adler, Horney, Fromm, Harry Stack Sullivan, Erikson, Rogers, Maslow, May, Allport, Cattell, Kelly, and Bandura. The problem of omitting the spiritual dimension of man in these naturalistic approaches is analyzed in much detail and an integrative theory based upon Biblical principles is presented.

PY341 Cognitive Psychology (Fall) 3 hours

Describes cognitive phenomena such as attention, perception, memory, imagery, decision making, learning, language, and reasoning. Explains and utilizes research methods in cognitive psychology using a hands-on approach to experimentation. Discusses theories about the phenomena and considers assumptions on which the theories and research are based. Prerequisites: PY 305 or MA 200.

PY 351 Research Field Trip in Psychology (Fall, Spring) 1 hr.

This course provides an introduction into the art of giving research presentations at conferences within the discipline of psychology. Travel is arranged to an approved research conference in psychology. Attendance to specific workshops, paper and poster sessions is required. A travel fee will be individually set for each field trip based on distance, housing, and registration. Trip fee: \$TBD Prerequisites: PY 210 or 220 (4 credit maximum).

PY 352 Research Presentation in Psychology (Fall, Spring) 1 hr.

This course explores the process of presenting psychology research to broad audiences. It is divided into two phases: (1) Project Submission- Scholarly research is submitted in response to a Call for Papers/Presentations from an approved scientific conference in the discipline of psychology; (2) Project presentation- A poster or paper presentation will be designed to fit the guidelines of the conference and carried out during the scheduled presentation date. A travel fee will be individually set for each presentation based on distance, housing, printing, and registration. Trip fee: \$TBD Prerequisites: PY 305 and 307. (4 credit maximum).

PY 360 Introduction to Forensic Psychology (Summer) 3 hrs.

Forensic psychology is the intersection of all things legal with the study of psychology. As such, the study of forensic psychology encompasses a wide range of situations including, but certainly not limited to, situations in which individuals require accommodations for specific, legally defined, disabilities (education accommodations, service animals, emotional support animals), situations in which parental competency is in question or child custody, situations pertaining to criminal competency, and situations in which psychological assessment is used to track criminal behavior. The purpose of this course is to provide a broad overview of discipline of forensic psychology, to introduce students to different testing methods used in forensic psychology, and to allow students to more deeply explore specific elements of forensic psychology that are of interest to them.

PY 400 Psychology Seminar (Fall) 3 hrs.

A capstone course for seniors where students integrate and assimilate the content from previous courses in their major field of psychology. Ethical issues pertinent to the general field of psychology are a significant portion of this course. Practicing professions in various fields of psychology share their experiences in this course. Students will consider various career fields in psychology, the requirements for preparation and entry into these fields, and opportunities for employment. Preparation for graduate school is a primary focus.

PY 410 Spiritual Formation I (Fall, Spring) 3 hrs.

An overview of the Christian Disciplines will be presented and practiced. Students are required to have personal weekly spiritual formation plans that correspond to the lectures on the individual disciplines. The course is designed to present an intellectual and experiential focus to challenge students' personal inner life to new dimensions of spiritual growth and self-awareness. The format of the class is mainly process oriented and supportive in nature. Group discussions on intrapersonal and interpersonal dynamics of spiritual formation will be an integral part of the course.

PY 411 Spiritual Formation II (Spring) 3 hrs.

This course builds on the foundation established in PY 410 Spiritual Formation I. The Christian disciplines will be practiced in an in-depth and individualized manner. Students are challenged to select specific Christian disciplines and are required to draw up personal weekly formation plans. This course seeks to capitalize on the strength and personality of the student as he/she relates to his/her personal spiritual formation. A support group format will be used for class discussions on this personal spiritual journey. A three-day retreat at the beginning of the semester will be used to build group cohesion and to facilitate a spiritual and experiential focus for the rest of the course. Prerequisite: PY 410.

PY 412 Biological Basis of Behavior (Fall) 3 hrs.

A review of the neuropsychological systems forming the substrate of human behavior. Emphasis is placed on the continuity of underlying neuro-physiological mechanisms and overt behavior patterns, including disease processes and brain pathology. Includes the following areas of study: nerve cells, synaptic processes, anatomy of the nervous system, development and brain plasticity, visual system, auditory system, mechanical and chemical senses, muscular movement, biorhythms and sleep, homeostatic processes, reproduction, emotion, learning and memory, lateralization and language, alcoholism, mood disorders, and schizophrenia.

PY 416 Abnormal Psychology (Spring) 3 hrs.

A study of psychopathology from a bio-psychosocial perspective. Emphasis is placed on pathognomonic features, etiology, course of the disorder, and case study examples. Includes the following areas: history of abnormal behavior, clinical assessment, research methods, anxiety disorders, somatoform disorders, mood disorders, eating and sleep disorders, physical disorders, sex and gender identity disorders, substance related disorders, personality disorders, schizophrenia, psychotic disorders, developmental disorders, cognitive disorders, and clinical issues.

PY 429 Social Psychology (Spring) 3 hrs.

An introductory course in the area of social psychology or the study of the interactive impact of individuals and groups. Emphasis is on the classical social psychological studies, basic principles of social processes, and applications to everyday life personal experience. Areas of study include the self, self-presentation, social perception, attitudes, persuasion, prejudice and discrimination, social influence, group behavior, interpersonal attraction, intimate relationships, aggression, and pro-social behavior.

PY 432 Basic Counseling Skills (Fall) 3 hrs.

This course covers a problem-management and opportunity development model of counseling as well as the methods and communication skills that make it therapeutic. The emphasis is both intellectual and practical. Students are required to acquire the skills and knowledge of the therapeutic process and the practical application of those skills through live role-plays and videotapes of their counseling sessions. Specific attending skills and therapeutic skills will be demonstrated in class by the professor and also through video presentations. Students will be evaluated on their counseling skills and the therapeutic process through

the videotapes of their sessions and on course tests. Prerequisite: PY 331.

PY 435 Helping Relationship Practicum (Spring) 3 hours

In this practical experience, students will be able to bridge the gap between academic coursework and the knowledge, skills, and professional challenges that are found beyond the classroom. Students are placed in a setting with a supervising professional in a psychology-related area to observe and apply what they have learned in the classroom. Prerequisite: PY 432.

PY 440 Psychological Testing (Spring) 3 hours

A study of the principles and psychometric theory upon which psychological testing and educational measurement are founded. The student will be exposed to many psychological instruments and will learn to administer many of them. Students are taught how to write psychological reports after analyzing data from the sample tests they administer. Prerequisite: PY 305 or MA 200.

PY 470 Special Topics in Psychology (Infrequent) 3 hrs.

Special Topics in Psychology is presented in a seminar format to consider a wide range of topics of current interest in the area of psychology. Each student will be required to lead at least one discussion by presenting a paper to the group and guiding them in the consequent discussion. The seminar paper presentations and discussions will focus on an aspect or position related to the particular topic selected for that semester's seminar. Examples of issues which may be included for consideration will include topics such as: Integration of psychology and Christianity, Ethical problems in therapy, Homosexuality and the Christian worldview, Child and adolescent aggression in our modern society, etc.

PY 490 Senior Research Project (Infrequent) 2 hrs.

PY 491 Senior Research Project (Infrequent) 1 hr.

As part of Emmanuel College's commitment to developing psychology majors who are well grounded in faith-based approaches to the study of psychology and strongly understand the scientific nature and study of the field, all psychology majors are required to complete a senior research project in their senior year. During this series of classes, students will develop a research question, defend the validity of the question and the need for further research in the area. Students will develop a research project, seek, and obtain IRB approval for their topic, collect data that will allow them to answer their research question and then analyze and present that data. PY 490 and PY 491 must be taken sequentially in the fall and spring of the same (senior) academic year. Students must have successfully completed PY 307 and PY 305 before enrolling in PY 490.

## SCIENCE

BIO 111 Principles of Biology I (Fall, Spring) 3 hrs.

Biology I consist of a study of the basic chemistry required for biology, cell structure and function, photosynthesis, bioenergetics, cell division and genetics. Pre-requisite: MA105 with a C or higher, SAT Math 500 or higher, or ACT Math 18 or higher. Co-requisite: BIO 111L. Lecture 3 hours weekly.

BIO 111L Biology I Lab (Fall, Spring) 1 hr.

Biology I lab complements the Principles of Biology I class. Activities include basic scientific measurements, light microscopy, analysis of the cell, testing the pH of a range of substances, examining diffusion and osmosis, studying macromolecules, understanding mitosis, meiosis, as well as the principles of Mendelian genetics. Co-requisite: BIO 111L. Lab 2 hours weekly.

BIO 112 Principles of Biology II (Fall, Spring) 3 hrs.

Biology II consists of a survey of the three domains: Bacteria, Archaea and Eukarya. With special emphasis upon topics from the animal kingdom including development and structure of animal systems, ecology, and adaptations. Co-requisite BIO 112L. Lecture 3 hours weekly.

BIO 112L Biology II Lab (Fall, Spring) 1 hr.

This lab course provides hands-on exploration of all organisms from the different Kingdoms and how diversity affects our world. Students will begin by investigating bacterial staining procedures and how those methods aid in bacterial identification. In addition, through intricate dissections, students will discover the anatomy of invertebrate and vertebrate organisms with emphasis on structure and function. Students will also have opportunity to describe the importance of all of these organisms in the biosphere. Co-requisite BIO 112. Lab 2 hours weekly.

CHM 220 General Chemistry I (Fall, Spring) 3 hrs.

Includes a study of atoms, molecules, chemical bonding, balancing chemical equations, stoichiometry, thermochemistry, electrolytes, the periodic table, chemical bonding, the gas laws, the kinetic molecular theory, solids, liquids, solutions, and acid-bases reactions, oxidation-reduction reactions, and precipitation reactions. Co-requisite: CHM 220L, Prerequisite: MA 130. Lecture 3 hours weekly.

CHM 220L Chemistry I Lab (Fall, Spring) 1 hr.

Includes hands-on exercises that supplement concepts taught in CHM 220. The course begins with instruction in basic laboratory equipment and continues with experiments in stoichiometry, chemical behavior and identification, titration and investigating periodic trends. Co-requisite: CHM 220. Lab 2 hours weekly.

CHM 221 General Chemistry II (Spring) 3 hrs.

A continuation of CHM 220 and includes a study of solids, liquids, solutions, colligative properties, chemical kinetics, thermodynamics, chemical equilibria, more detailed studies of acids, bases and buffers, the solubility product principle, coordination compounds, electrochemistry, and the application of the principles of equilibria to the separation and identification of the commonly occurring cations and anions. Prerequisite: Grade of "C" or better in CHM 220 and CHM 220L. Lecture 3 hours weekly.

CHM 221L General Chemistry II Lab (Spring) 1 hr.

Includes hands-on exercises that supplement and expand upon concepts taught in CHM 221. Experiments include measuring reaction rates, determination of molar mass, determination of an equilibrium constant, and other exercises. Lab 2 hours weekly. Co-requisite: CHM 221; pre-

requisite: Grade of "C" or better in CHM 220 and CHM 220L. Lab 2 hours weekly.

SC 110 Issues in Biology (Fall, Spring) 4 hrs.

This course provides an opportunity to look at biological topics that have significance both for the individual and society. Topics include chemistry of life, cell structure and function, bioenergetics, cell division and inheritance, survey of living organisms found in the three domains: Bacteria, Archaea and Eukarya. Lecture and laboratory are designed to provide an opportunity for students to engage in scientific scholarly activity and the appreciation of the scientific process. Lecture 3 hours/Lab 2 hours weekly.

SC 125 Physical Science with Lab (Fall, Spring) 4 hrs.

A survey course including the study of the characteristics and processes of science, scientific reasoning, communicating and interpretation of data, instruments, process skills and safety procedures in doing scientific investigations. Included will be the basic concepts of chemistry, Atomic structure, nuclear reactions and equations, Periodic Table, elements, formulas of components, reactions and equations. Also included will be the basic concepts of physics: Motion, force, scalars and vectors, thermodynamics, vibrations and waves, sound, light, and electricity. Lecture 3 hours/Lab 2 hours weekly. Prerequisite: MA 130 OR SAT > 560 OR ACT > 23.

SC 135 Medical Terminology (Fall) 3 hrs.

Medical terminology is a three-hour course designed to familiarize students with the specialized Latin/Greek vocabulary of biology, anatomy & physiology, and medicine. A detailed understanding of scientific terminology will help the student communicate effectively in a professional medical setting. Note that a study of this material is particularly helpful when synchronized with an Anatomy & Physiology course.

SC 205 Zoology (Fall, even years) 4 hrs.

In this course the anatomy, morphology and physiology of major animal phyla will be compared. Topics include taxonomy, classification, anatomical adaptations, morphological adaptations, physiological adaptations, and other biological principles involved with the study of vertebrates and invertebrates. The specific groups of animals that will be discussed will be the ones that are of interest to veterinarians and agriculture majors. Labs will require dissections and observation of living animals. Lecture 3 hours/Lab 2 hours weekly.

SC 210 Earth Science (Spring) 3 hrs.

Consists of a study of the solar system, place and time, the moon, the sun and other stars, the atmosphere and weather, mineral and rocks, structural geology, changes in Earth's surface, and weathering. Emphasis will be placed on the utilization of minerals, energy, water resources and on environmental impacts of processes. Student and instructor developed laboratory exercises will be an integral part of the course.

SC 240 Introductory Physics I (Fall) 4 hrs.

An introductory course involving the fundamentals of mechanics, thermodynamics, vibrations, and wave motion. Topics included will be motion in one and two dimensions, laws of motion, equilibrium, work and energy, momentum, circular motion, fluids, thermal physics, heat, vibrations, and sound. Emphasis is placed on laboratory activities and problem solving. Lecture 3 hours/Lab 2 hours weekly. Prerequisite: MA 175.

SC 241 Introductory Physics II (Spring) 4 hrs.

A continuation of SC 240, involving the fundamentals of electricity and magnetism, light and optics, and modern physics. The topics included are direct and alternating current, electromagnetic waves, reflection, refraction, wave optics, relativity, atomic and nuclear physics. Emphasis is placed on laboratory activities and problem solving. Lecture 3 hours/Lab 2 hours weekly. Prerequisite: Grade of "C" or better in SC 240.

SC 250 Reading and Interpreting Scientific Literature (Spring) 1 hr.

Reading and Interpreting Scientific Literature teaches students how to read scientific articles for comprehension. Students will learn identify key concepts presented in a scientific article, evaluate the author's goals relative to the data presented, and assess whether the stated conclusions of the author(s) were achieved. This course also teaches students to use electronic databases to find relevant scientific literature from peer reviewed journals on a defined topic or a topic of interest to the students.

SC 320 Organic Chemistry I (Fall) 4 hrs.

An introduction to the fundamental concepts of organic chemistry. Topics include: chemical bonding, nomenclature, alkanes, alcohols, alkyl halides, alkenes, stereochemistry, reaction mechanisms, alkynes, and ethers. The laboratory will cover introduction to organic laboratory techniques. Lecture 3 hours/Lab 3 hours weekly. Prerequisite: Grade of "C" or better in CHM 221.

SC 321 Organic Chemistry II (Spring) 4 hrs.

This will be a continuation of SC 320. Topics include: spectroscopy, aromatics, nucleophilic substitution, electrophilic substitution, aldehydes, ketones, carbohydrates, carboxylic acid and their derivatives, amines, amino acids, proteins, polymers, and natural products. The laboratory will cover a variety of techniques providing a comprehensive introduction to the tools of the laboratory used by the organic chemist. Lecture 3 hours/Lab 3 hours weekly. Prerequisite: Grade of "C" or better in SC 320.

SC 330 Human Anatomy and Physiology I (Fall) 4 hrs.

A study of the human body: its structure and functions. Topics will include each level of organization: chemical, cellular, tissue, organs, and systems. The study of anatomy and physiology will be integrated, rather than separated. Lecture 3 hours/Lab 2 hours weekly. Prerequisite: Grade of "C" or better in BIO 111.

SC 331 Human Anatomy and Physiology II (Spring) 4 hrs.

A continuation of SC 330. Body systems studied include endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive.

Homeostasis is emphasized throughout the content and pathologies are integrated with the body systems. Lecture 3 hours/ Lab 2 hours weekly. Prerequisite: Grade of "C" or better in SC 330.

SC 333 Molecular Genetics (Fall) 4 hrs.

Molecular genetics focuses on the recent advancements in the areas of gene expression, proteomics, transgenic organisms, and the manipulation of DNA, RNA, and proteins. In addition, the genetic mechanisms of DNA replication, repair, and regulation are studied. The genetic basis of human inheritance and genetic disorders are included. The genetics of bacteria and viruses are compared with that of eukaryotic cells. Lecture 3 hours/Lab 2 hours weekly. Prerequisite: Grade of "C" or better in BIO 112.

SC334 Molecular Biology of the Cell (Spring) 4 hrs.

Molecular Biology of the Cell is an in-depth study of the internal mechanisms that regulate life processes at the cellular level. Cells are studied in the social context of cell-to-cell interactions. The process of Eukaryotic translation will be discussed in detail. Special emphasis is given to molecular pathways and their function, focusing on various protein-protein interactions, particularly how slight modifications of molecular pathways can result in tumors, cancer, and diabetes. The mammalian target of rapamycin pathway, which is involved in numerous processes including cell growth, will serve as the framework for the course and used as our model pathway for cellular signaling events, giving proteins with different activities a clear context. Lab activities include common technologies in the field, such as PCR, gel electrophoresis, protein purification, and ELISA. Lecture 3 hrs. /Lab 2 hrs. weekly. Prerequisite: Grade of "C" or better in SC333.

SC 340 Microbiology (Spring) 4 hrs.

Microbiology is the study of bacteria, fungi, viruses and protozoa, their impact on life and the body's defense against infection by these agents. The focus of this course involves bacterial growth and metabolism, classification of organisms, the immune system, and infectious diseases. The laboratory activities study the growth characteristics and identification of bacteria, fungi, and protozoa. Lecture 3 hrs./Lab 3 hrs. weekly. Prerequisites: Grade of "C" or better in BIO 112 and CHM 220.

SC 350 Undergraduate Teaching Assistant (Fall, Spring) 2 hrs.

This course is designed to allow students to gain experience in undergraduate teaching. The student is assigned responsibilities based on qualifications. The course may be repeated for a total of 6 hours. Prerequisites: Junior or Senior standing, completion of three or four 300-level science courses, approval of faculty supervisor and department chair before registration; 3.00 cumulative GPA, and a grade of B+ or higher in the course that the student will be serving as UTA.

SC 351 Introduction to Research (Fall) 2 hrs.

Introduction to research is a course designed to prepare students to perform scientific research intended for publication in peer-reviewed journals. The course provides instruction in scientific writing, searching the literature and laboratory procedures. Students are expected to begin a research project to be completed in SC 352. Prerequisite: Permission of project coordinator.

SC 352 Directed Research (Spring) 2 hrs.

Directed research is a continuation of SC 351 and students are expected to complete projects developed in the previous course. Students are expected to write a report, prepare a poster, and perform an oral presentation of their work. Students contributing to published research will be given appropriate authorship. Prerequisite: SC 351.

SC 359 Environmental Science I (Infrequent) 3 hrs.

Study of the relationships between organisms and their environment. Included will be issues in managing biological and physical resources, with application of each to human environmental concerns. Lecture 3 hours/Lab 2 hours weekly. Prerequisite: BIO 111 or BIO 112 with a "C" or better.

SC 361 Ecology (Fall, odd years) 4 hrs.

This course gives an overview of the study of interactions between organisms and their environment, focusing on the goodness of God's creation and our duty to care for it. The course explores basic concepts and processes of ecology at the individual, population, and ecosystem level. The course will discuss conservation as a means to maintain the ecological processes that allow natural communities to thrive, apply principles of conservation biology in environmental problems, and will stress Christian ethics in caring for the Earth. Lab components will include the discussion and testing of theories offered in case studies through field studies on campus and in surrounding city/state parks. Prerequisite: "C" or higher in BIO 111 and BIO 112; others by permission of instructor. Lecture 3 hours/Lab 2 hours weekly.

SC 365 Environmental Science (Spring) 4 hrs.

Study of the relationships between abiotic and biotic agents and their influence on environmental conditions. Included will be issues in land use practices and air, soil, and water pollution, with application of each to human, animal, and plant environmental concerns. Lecture 3 hours/Lab 2 hours weekly. Prerequisite: Grade of "C" or higher in BIO 111 or BIO 112.

SC 420 Biochemistry I (Fall) 4 hrs.

Biochemistry I cover the molecular components of cells and protein dynamics. The structure and function of these macromolecules are examined. Enzymes are studied from the perspective of kinetics and catalysis. Lecture 3 hrs./Lab 2 hrs. weekly. Prerequisite: Grade of "C" or better in SC 320.

SC 421 Biochemistry II (Spring) 3 hrs.

Biochemistry II focuses on the anabolic and catabolic reactions of living systems. The pathways and regulation of carbohydrate, lipid, nucleic acid, and protein metabolism are examined. This course concentrates on metabolism and information transfer. Prerequisite: Grade of "C" or better in SC 420.

SC 431 Infection, Immunity, and Emerging Diseases (Fall) 3 hrs.

This course covers pathogenicity of microorganisms, infectious disease processes and emerging diseases impacting our world. The body's immune response to these threats will be examined. Breakdowns in immunity will be related to disease development. A history of

epidemics will be related to current worldwide disease spread. Prerequisite: Grade of "C" or better in Microbiology.

SC 451/SC 452 Advanced Research I & II (Infrequent) 1-3 hrs.

Advanced Research I & II is a continuation of SC352 where students are expected to further develop research skills. In these courses, they will follow-up on their research from the previous year or develop a new project. Students are expected to work more independently and in greater depth while under the supervision of a member of the Natural Sciences faculty. At the end of each semester, the student will write a report, prepare a poster, and perform an oral presentation of their work. Students contributing to published research will be given appropriate authorship. Prerequisite: SC 352.

### SOCIAL/BEHAVIORAL SCIENCES

SBS 101 Introduction to APA Writing (Fall) 1 hr.

In this course students will learn how to apply APA Style to a variety of common written formats used in the social sciences. Students will also learn about the integrity and professionalism of their writing.

SO 172 Introduction to Sociology (Spring) 3 hrs.

This course is designed to acquaint the student with basic concepts, theoretical approaches, and methods of sociology, with emphasis on culture, socialization, and social organizations.

SO 245 Marriage and Family (Infrequent) 3 hrs.

Includes an introduction to marriage and the family from a sociological, psychological, and cultural viewpoint, but the bulk deals with biblical-theological foundations for a Christian perspective and the application of these principles to premarital, marital, and family relationship and issues.

SO 275 Contemporary Social Problems (Fall) 3 hrs.

A study of both general and special contemporary social problems in our times. The problems are considered in the social and cultural setting in which they occur. The emphasis is upon causes, treatment, and prevention.

### UNDERGRADUATE SEMINARS

ECF 101 Foundations (Fall, Spring) 2 hrs.

Within the framework of a Christian environment, ECF 101 enhances the positive transition from high school to Emmanuel College, develops personal relationships, builds an understanding of and respect for diversity, fosters cultural literacy, and strengthens academic success. The course, which will include group activities and innovative teaching styles, will be taught by a faculty/staff instructor and a peer instructor. A fee of \$34 is required for the textbook used.

ECF 102 Foundations for Dual Enrollment Students 3 hrs.

Within the framework of a Christian liberal arts environment, the EC Foundations 102 course enhances a successful transition to Emmanuel College, develops personal relationships, builds an understanding of and respect for diversity, fosters cultural literacy, promotes a life of service, and strengthens academic and spiritual development. Students will learn and apply critical thinking skills as they take advantage of academic opportunities, adjust to college living, acquire a better self-understanding, become aware of occupational, and educational Christian formation service options open to them, and develop skills in personal decision making.

ECF 201 Leadership Development 1 hr.

Recognizing that students with high quality, focused support are more successful, the EC Quality Enhancement Plan (QEP) created a mentoring program to foster meaningful relationships with both Faculty and Peer Mentors during a 10-week, two-credit hour course called EC Foundations 101. Peer Mentors are chosen each academic year based on an application and interview process as well as their chosen major, leadership abilities and academic performance. Peer Mentors must be available to attend the assigned EC Foundations 101 course offered Fall semester; lead at least two course lectures; participate in special events including mentor training; serve as a role model; share knowledge of campus resources and activities, and inform faculty mentor of any recommended student academic, social, or personal interventions. Peer Mentors must reapply annually, if interested/applicable, and are evaluated by Faculty Mentors and ECF101 students.

ECF 205 Foundations of Academic Wellness 1 hr.

*Foundations of Academic Wellness* is a 1-hour elective course required of all students on academic probation. In-class lessons and activities will focus on study skills and time management techniques and accountability checks for concurrent coursework and Academic Development Plan (ADP) requirements. Students may take ECF201 a total of two times for credit.

SS 400 Professions, Vocations, Missions (Fall, Spring) 1 hr.

Professions, Vocations, Missions is an interdisciplinary theology course that enhances the faith-and-learning work that students have begun in their major, inviting students to articulate relationships among divine calling, one's place in the ongoing Christian tradition, and the educated Christian as one sent by God into complex contexts. This hybrid class will involve online discussions of the theology of mission, a formal research essay regarding the challenges facing twenty-first century Christians, and a spoken presentation of one's sense of mission in the world. Prerequisite: Senior status or permission of instructor.

### VIRTUOSI (HONORS PROGRAMS)

**Each Virtuosi student will take either VI 101 or VI 105 in his/her first semester in Virtuosi, depending on Virtuosi enrollment levels. Consult fall semester course listings for which course is available.**

VI 101 Virtuosi Foundations (Fall) 3 hrs.

ECF provides a transition experience for Emmanuel Students entering into the Virtuosi experience. Combining modern concerns with



academic preparation with ancient questions of the purpose of education, Virtuosi Foundations will be taught by a faculty Maestro and a peer Mentor. Prerequisite: Admission into the Virtuosi Honors Experience.

VI 105 Virtuosi Conversations (Fall) 1 hr.

As new Virtuosi students take ECF 100 in sections with their majors, this course meets concurrently to begin engagement with some of the readings and questions and conversations that will carry forward through the Virtuosi curriculum. Readings and conversations will explore the purpose of education, the nature of learning and of inquiry, and other matters that will prepare students for further Virtuosi courses.

VI 120 Virtuosi II (Spring) 3 hrs.

An interdisciplinary exploration of Western history, art, thought, literature, and other realms of culture, with forays into Asian, African, and other world cultures. Every course in the Virtuosi program will involve intensive reading, composition, oratory, and conversation. Prerequisite: C or better in Virtuosi Foundations.

VI 210 Virtuosi III (Fall) 3 hrs.

An interdisciplinary exploration of Western history, art, thought, literature, and other realms of culture, with forays into Asian, African, and other world cultures. Every course in the Virtuosi program will involve intensive reading, composition, oratory, and conversation. Prerequisite: C or better in Virtuosi II.

VI 220 Virtuosi IV (Spring) 3 hrs.

An interdisciplinary exploration of Western history, art, thought, literature, and other realms of culture, with forays into Asian, African, and other world cultures. Every course in the Virtuosi program will involve intensive reading, composition, oratory, and conversation. Prerequisite: C or better in Virtuosi III.

VI 320 Virtuosi Service Project (Fall) 0 hrs.

In the third year of the Virtuosi experience, each cohort will undertake a service project directed by Virtuosi faculty and aimed at serving the campus and local communities. Prerequisite: C or better in Virtuosi IV.

VI 410 Professions, Virtuosi, Missions (Fall) 1 hrs.

Wrapping up the Virtuosi curriculum, VI 410 explores students' occupational and spiritual aspirations in terms of mission and the content of Christian profession. Students will in this course demonstrate their proficiency in Emmanuel College's four core competencies. Prerequisite: C or better in Virtuosi IV.

## GRADUATE LEVEL COURSES

### EDUCATION PROGRAM

ED 670 Educational Assessment and Decision-Making 3 hrs.

This course provides an overview of integrated elementary school curriculum. The design and utilization of formal and informal assessment methodologies that support effective instruction will be explored as will the connection between curriculum and assessment. Students will learn how to develop appropriate classroom assessments for individuals and groups, and analyze how to assess understanding in learners, including higher order thinking. Students will create classroom assessments that are appropriate for the age and type of learner. In addition, interpretation of standardized test results and communication of assessment outcomes to students, administrators, and parents will be addressed.

ED 500 Advanced Curriculum and Pedagogy 3 hrs.

This course is designed to examine effective practices in curriculum development and the art of teaching. Classroom teachers will learn how to apply the curriculum and pedagogy practices within current content area classes.

ED 550 Applying Technology for Effective Instruction 3 hrs.

This course is designed to examine the cultural, pedagogical, and technological factors that can impact children's development and academic achievement. Teachers must be aware of these factors in order to enhance student learning by creating an education environment that embraces the integration of technology into classroom practice to create an ethical digital citizen.

ED 675 Current Issues in Education 3 hrs.

This course focuses on current issues faced by educators. The course will include topics such as ethics, standards, assessment, accreditation, funding, and parent / community involvement. The students will research and investigate the past, present, and future of education through current media sources, professional writings, journals, and books.

ED 509 Collaborative Classrooms Through Differentiation 3 hrs.

This course explores the theoretical basis of differentiated instruction, the connections of curriculum and the learning environment, and will create instructional strategies beneficial to their classrooms. This course exposes applying differentiated practices to ensure the needs of all learners are met.

ED 680 School Law and Ethics in Education 3 hrs.

This course examines the legal and ethical issues as related to practical problems in school. Topics to be studied include organizational structures of school, federal and state systems, church-state related issues, teacher rights, rights of students with disabilities, instructional issues, tort liability, and equal opportunities in education.

ED 551 Methods of Educational Research 3 hrs.

This course focuses on a study of research methods, procedures, and design. Emphasis will be placed on critical thinking, evaluation, and application.

ED 651 Teacher as Researcher (Action Research) 3 hrs.

This course provides teacher leaders with the knowledge and skills necessary to use action research as a tool to address professional needs, interests, and problems. Connections between the course content and the role of teacher leader will provide the foundation needed for students to apply the fundamentals of action research at the local school level as a teacher leader.

### READING

ED 610 Advanced Reading Diagnostics and Correction Strategies 3 hrs.

This course is designed to address the symptoms and causes of reading difficulties and disabilities. Methods of assessment, diagnosis, intervention, and remediation techniques will be covered throughout the course. Students will learn various assessment techniques which can be applied in the classroom with individual students or with groups of students throughout the development of the reader. This course is an advanced course which presumes graduate students have had undergraduate level introductory reading courses.

ED 510 Advanced Teaching Reading in Elementary School 3 hrs.

This course stresses the importance of scientifically based reading research and exemplary reading instruction. This course also focuses on contextually grounded, developmentally appropriate instruction, which includes such issues as lesson planning, unit design, continuous assessment, grouping, integrating instruction, and all elements inclusive in a reading program that meets the needs of all students, including those who are struggling, as well as linguistically and culturally diverse students.

ED 515 Advanced Reading and Writing in the Content Area 3 hrs.

Literacy in the Content Areas offers elementary teachers an understanding of language and the literacy process as it applies to teaching across the curriculum. The course emphasizes reading and writing in content areas, as well as instructional strategies to support students' literacy development. It focuses on ways that reading, writing, speaking, and listening are developed and used in learning discipline-specific curriculum, including adaptations for culturally diverse and exceptional learners.

### GIFTED

ED 503 Characteristics of Gifted Students 3 hrs.

This course will provide the basis for understanding the characteristics of gifted students, identifying gifted students based on the characteristics, and serving gifted students in their areas of strength.

ED 570 Assessment of Gifted Students 3 hrs.

This course prepares the candidate to accurately assess students using Georgia's Gifted Education rule (Multiple Criteria) in order to recommend appropriate services and determine the needs of gifted learners. Additionally, the curriculum will prepare teacher candidates to administer the variety of assessment instruments approved for gifted education.

ED 600 Programs, Curriculum, and Methods for Gifted Students 3 hrs.

This course provides programming and curricular methods to select and/or create appropriate strategies for developing the advanced potential of gifted learners. An exploration of the variety of options for serving gifted students is included.

### ENGLISH AS A SECOND LANGUAGE

ED 505 Foundations and Cultural Issues for Teaching ESOL 3 hrs.

This course is designed to develop a knowledge base about academic, personal, cultural, and social context and its impact on the education of English Learners. Prospective ESOL teachers will examine principles, concepts, research, and major theories related to educating English Learners. This course will examine strategies for ensuring that English Learners develop knowledge of mainstream cultures as they become proficient in English.

ED 512 Language Acquisition for Teaching ESOL 3 hrs.

This course examines the principles of linguistic systems, language development, and how English Learners acquire language proficiency. Prospective ESOL teachers will explore the relationship of language as a system and apply theories and research in language acquisition to support English Learners. Assessment techniques and devices for evaluation of the development of English as an additional language will be examined.

ED 625 Methods for Teaching ESOL 3 hrs.

This course will develop skills of prospective ESOL teachers in writing and adapting curricula, selecting appropriate materials, and applying strategies for teaching reading, writing, listening, and speaking to English Learners. Assessment of linguistic proficiency and development will be examined. Prospective ESOL teachers will develop the ability to assess and support English Learners in academic content areas.

### EXERCISE SCIENCE

EX 500 - Research Design & Methods in Exercise Science 3 hrs.

This course focuses on a study of research methods, procedures, and design in exercise science. Emphasis will be placed on critical thinking, evaluation, and application.

EX 510 Applied Exercise Physiology 3 hrs.

Examination of physiological adaptations to exercise training in health and disease along with physiological responses to environmental stress.

EX 520 Sports Nutrition 3 hrs.

Sports Nutrition enables students to translate theory into practice and to relate content to fitness and sports. Included are topics on weight and body composition, eating disorders and guidelines for proper nutrition.

EX 530 Essentials of Strength Training and Conditioning 3 hrs.

This class explores the foundations of strength and conditioning as established by the National Strength and Conditioning Association (NSCA). Students will design and critique program based on NSCA guidelines. This course is designed to prepare students interested in becoming Certified Strength and Conditioning Specialists (CSCS) through the NSCA.

EX 540 Advanced Strength and Conditioning Theory 3 hrs.

This class examines the principles and practices of periodization. Students will develop periodization programs based on foundational and current literature and learn to critique and justify program selection.

EX 550 Health and Fitness Coaching 3 hrs.

This course explores professional health coaching to prepare students to assist clients to make behavioral changes from a Christian perspective.

EX 570 Advanced Exercise Testing & Prescription 3 hrs.

This course is a study of the laboratory and field tests used for assessing physical fitness components as well as principles of exercise prescription. Test results are used in developing individualized exercise prescriptions to improve cardiorespiratory fitness, muscular fitness, body weight and body composition, and flexibility.

EX 600 - Sports Psychology 3 hrs.

This course examines the application of psychological theories and research to sports, exercise, and health behaviors. Case studies from a variety of sports will be explored to develop a set of psychological skills that can be applied across sports.

EX 620 Fitness & Health Promotion 3 hrs.

This course is for students currently working in or preparing for careers in the health and fitness industry. This course prepares students for the certified personal trainer exam of the NSCA or the ACSM.

EX 640 Sport Performance Training 3 hrs.

An analysis of sport performance training methods and techniques utilized to assist athletes achieve maximum performance.

EX 650 Practicum in Strength Training and Conditioning 3 hrs.

This class provides students the opportunity to develop and implement a strength and conditioning program through working with an athletic team under the supervision of a CSCS. Students are responsible for program selection and assessment of program results.

EX 660 Seminar in Strength Training and Conditioning 3 hrs.

This class provides exploration analysis of advanced topics strength and conditioning. Evaluation of current industry trends and practices. Creation of a personal strength and conditioning, Christ-centered philosophy.

EX 670 - Exercise for Special Populations 3 hrs.

This course presents exercise prescription relative to diseases of the cardiovascular, pulmonary, metabolic, musculoskeletal, neuromuscular, and immunologic systems.

EX 680 Exercise Counseling & Behavior Modification 3 hrs.

This course explores behavioral modification and counseling techniques applied to exercise settings for the purposes of exercise adherence, weight loss and maintenance, and overall lifestyle improvement.

EX 690 Capstone Assessment Project 3 hrs.

Students will be required to sit for either the NSCA-CSCS or the ACSM-EPC exam based on their area of concentration. Results from the exam will be shared with professors from these areas.



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