

# Cambridge College

for working adults

## Academic Catalog 2011-2012



**Cambridge College**

1000 Massachusetts Avenue

Cambridge, MA 02138

617-868-1000

[www.cambridgecollege.edu](http://www.cambridgecollege.edu)





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# Academic Calendar

## Fall 2011

### September

- 05 Labor Day — no classes, offices closed
- 10 New Students Orientation/Registration—Education, Counseling
- 15, 17 New Students Orientation/Registration—Management
- 19 Term begins
- 22 New Students Orientation/Registration—Undergraduate

### October

- 03 Last day: Drop/Add courses, Indep/focused study, Late ILP/IRP/ARP, Capstone registration
- 10 Columbus Day — classes held, offices closed
- 15 Theory and Practice in Education & Counseling (workshops)
- 28 Intent to Graduate forms for January graduates due to Registrar

### November

- 01 Satisfactory academic progress, incomplete grade notices
- 08 HOLD notices sent to students
- 11 Veterans Day observed — classes held, offices closed
- 12 Theory and Practice in Education & Counseling (workshops)
- Nov. 14-Dec. 14 Online exit counseling for students with loans completing program this term
- 24-25 Thanksgiving Holiday — no classes, offices closed

### December

- 01 Continuing students web registration opens for Spring
- 09 ILP/IRP/ARP due to faculty
- 16 Last day for Financial Aid Office to receive documentation for Fall awards to be processed
- Dec. 21-Jan. 03 Winter Recess — no classes; offices open
- 29 New students accepted for Spring may register

### January

- 04 Classes resume
- 07 Term ends — graduate
- 14 Grades available on web portal — graduate
- 15 Term ends— undergraduate
- 16 Martin Luther King, Jr. Day — classes held, offices closed
- 21 Grades available on web portal — undergraduate
- 27 Fall degree conferral date

## Spring 2012

### January

- 19 New Students Orientation/Registration—Undergraduate
- 21 New Students Orientation/Registration—Education, Counseling
- 27, 29 New Students Orientation/Registration —Management
- 30 Term begins

### February

- 14 Last day: Drop/Add courses, Indep/focused study, Late ILP/IRP/ARP, Capstone registration
- 20 Presidents' Day — classes held, offices closed
- 24 Intent to Graduate forms for June graduates due to Registrar

### March

- 01 Satisfactory Academic Progress, Incomplete Grade Notices
- Mar. 9-Apr. 16 Online exit counseling for students with loans, completing program this term
- 15 HOLD notices sent to students
- 17 Theory and Practice in Education & Counseling (workshops)
- 26 Diplomas mailed to January graduates

### April

- 02 Continuing students web registration opens for Summer
- 06 Commencement package mailed to students
- 13 Last day for Financial Aid Office to receive documentation for Spring awards to be processed
- 13 Petition to "march only" form for Commencement due to Registrar
- 14 Theory and Practice in Education & Counseling (workshops)
- 16 ILP/IRP/ARP due to faculty
- 16 Patriots' Day — some classes held, offices closed
- 16-22 Spring break — some classes held, offices open
- 26 New students accepted for Summer may register

### May

- 13 Term ends — graduate
- 20 Term ends — undergraduate
- 21 Grades available on web portal — graduate
- 28 Grades available on web portal — undergraduate
- 28 Memorial Day — no classes, offices closed

### June

- 3 Commencement Exercises

## Summer 2012

### May

- 19 New Students Orientation/Registration—Education & Counseling

### June

- 04 Term begins — undergraduate
- 07 New Students Orientation/Registration—undergraduate
- 09, 11 New Students Orientation/Registration—Management
- 11 Term begins — graduate
- 11 Undergraduate deadline — Drop/Add courses, Indep/focused study, late Capstone registration
- June 13-July 17 Online exit counseling for students with loans, completing program this term
- 13 Last day for Financial Aid Office to receive documentation for Summer awards to be processed
- 18 Graduate deadline — Drop/Add courses, Late ILP/IRP/ARP
- 25 National Institute for Teaching Excellence classes begin

### July

- 02 Satisfactory Academic Progress & Incomplete Grade Notices
- 04 Independence Day — no classes, offices closed
- 09 Intent to Graduate forms for August graduates due to Registrar
- 16 HOLD notices sent to students
- 23 ILP/IRP/ARP due to faculty
- 28 National Institute for Teaching Excellence ends
- 30 Diplomas mailed to students

### August

- 01 Continuing students web registration opens for Fall
- 01 Term ends — graduate
- 07 Grades available on web portal — graduate
- 08 Term ends — undergraduate
- 14 New students accepted for Fall may register
- 28 Summer degree conferral date

# The President's Welcome

Dear Student,

It is my pleasure to welcome you to Cambridge College. For those of you who are returning for another semester, welcome back.

For those of you who are new to the College, you are about to embark upon a wonderful learning experience with faculty who are supportive and engaged and fellow students who bring an amazing diversity of backgrounds, skills, and experiences to the classroom.

Our faculty and students together bring a wealth of experience and knowledge into the classroom, ensuring a rich learning environment. Faculty and staff and support services are here to support you and ensure your success. Seek them out; they exist to help you.

I look forward to congratulating you when you walk across the stage to receive your diploma. In the meantime, may your journey be a rich and rewarding one.

Sincerely,

Deborah Jackson  
President  
Cambridge College



# Accreditation and State Approvals

## Regional Accreditation

Cambridge College is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.

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

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education  
New England Association of Schools and Colleges  
209 Burlington Road, Suite 201, Bedford, MA 01730-1433  
<http://cihe.neasc.org> • 781-541-5414 • [cihe@neasc.org](mailto:cihe@neasc.org)

## Massachusetts Authorization

All Cambridge College's degree programs are authorized by the Massachusetts Department of Higher Education (<http://www.mass.edu>). Cambridge College programs preparing students for educator licensure are approved by the Massachusetts Department of Elementary and Secondary Education and are subject to its regulations and standards.

In addition to the Cambridge campus, authorized instructional sites are located in Lawrence, Springfield, and collaborating hospitals.

## Other State Approvals

Cambridge College is currently authorized or licensed to operate in California, Georgia, Puerto Rico, Tennessee and Virginia. The College will continue to monitor developments in state laws and obtain additional approvals as appropriate.

### State Regulations Regarding Licensure Programs

Licensure requirements are governed by each state. Students are responsible for checking with the appropriate state licensure entity to determine whether Cambridge College programs are accepted for licensure in their state.

Licensure program practicum locations are subject to state regulations and are to be approved by the academic/program coordinator or regional center director. Prospective students are responsible for discussing options for licensure practicum with academic/program coordinators or regional center directors prior to program enrollment.

### California

Cambridge College is approved by the California Bureau for Private Post-Secondary Education ([www.bppve.ca.gov](http://www.bppve.ca.gov)) to offer certain degree programs. Under the California Private Postsecondary Education Act of 2009, Cambridge College is approved based on its regional accreditation (see above).

The following programs are approved: bachelor's degrees in Multidisciplinary Studies, Psychology, and Management Studies; M.Ed. in Education, School Nurse Education; Master of Management.

**Georgia** Cambridge College is authorized under the Nonpublic Postsecondary Educational Institutions Act of 1990. The College meets the requirements of the Nonpublic Postsecondary Education Commission ([http:// www.gnpec.org](http://www.gnpec.org)) to offer selected programs in the state of Georgia: Master of Education programs in Autism/Behavior Analyst, Autism Specialist, Elementary Education (initial), Instructional Technology, School Administration, School Guidance, Special Education/Moderate Disabilities (initial), and Teaching Skills & Methodologies; CAGS in Educational Leadership in Curriculum and Instruction, School Administration, and Special Education Administration.

Georgia students entering the field of teaching may take selected programs: Elementary Teacher, School Guidance, Special Education/Moderate Disabilities. Licensed teachers may not take these licensure programs for upgrades.

**Puerto Rico** The Puerto Rico Council on Higher Education ([www.gobierno.pr/cespr/inicio](http://www.gobierno.pr/cespr/inicio)) has authorized Cambridge College to offer M.Ed. programs in Autism, Elementary Education 4-6; English as a Second Language; Health, Family and Consumer Sciences; Library Teacher; Mathematics Education, School Administration, Special Education, Marriage & Family Counseling; Master of Management with concentrations in General Business and Technology Management.

**Tennessee** Cambridge College is authorized for operation as a post-secondary educational institution by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. (Tennessee Higher Education Commission: [www.state.tn.us/thec/](http://www.state.tn.us/thec/)).

The following programs are authorized: M.Ed. in Education, Elementary Teacher; Mathematics (1-6, 5-8), Teacher of Students with Moderate Disabilities, School Administration, School Guidance; CAGS in Educational Leadership with concentration in School Administration.

In order to view detailed job placement and completion information on the programs offered by Cambridge College Memphis Regional Center, please visit [www.state.tn.us/thec](http://www.state.tn.us/thec) and click on the Authorized Institutions Data button.

Tennessee student grievances — Any grievance not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, 615-741-5293, <http://www.state.tn.us/thec>.

**Virginia** Cambridge College is certified by the State Council of Higher Education for Virginia (SCHEV) (<http://www.schev.edu/>) to operate as an institution of higher education and to confer degrees at 1403 Greenbrier Parkway, Suite 300, Chesapeake, VA.

The following programs are approved: bachelor's degrees in Multidisciplinary Studies; Master of Education programs in Autism/Behavior Analyst, Autism Specialist, Early Childhood Teacher, Early Education & Child Care, Interdisciplinary Studies, Elementary Education, English as a Second Language, Psychological Studies, School Guidance Counselor, Teacher of Students with Moderate Disabilities, School Administration. Student Success Certificate, CAGS in School Administration are approved, as well as the Master of Management.

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## About This Catalog

This catalog presents current information about Cambridge College's academic programs, courses, resources, policies and procedures. Some programs also have their own handbooks. The development, review and updating of College policies and procedures is an ongoing process. Official College policies which have been formally adopted by the Board of Trustees may be viewed in the MyCC web portal under the public tab entitled "Resources." This catalog has been compiled from the best information available at the time of publication. Programs and policies are subject to change within the sole discretion of the College. This catalog does not constitute a contract and shall not be construed as a binding document.

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# Cambridge College

## Mission and Values

**Mission** — To provide academically excellent, time-efficient, and cost-effective higher education for a diverse population of working adults for whom those opportunities may have been limited or denied.

**Values** — Cambridge College is a responsive learning community where working adults can find ways to make the personal and professional changes they need to achieve their goals. Learning at Cambridge College takes place in an atmosphere of true diversity, where students support each other in a collaborative learning process that respects their needs and values, their prior learning and life experiences. The College's innovative adult-centered learning model links theory and practice, helping students to acquire the academic credentials they seek to enrich their lives and careers, and become leaders in their communities.

## History

In 1971, a small group of educators created an educational institution whose primary mission was to provide educational opportunities and degree attainment for working adults who did not have ready access to higher education. The art and science of helping adults learn became the foundation of education philosophy at the institution. By blending theory and practice in a developmental and participatory approach, this group of educators developed "the teaching/learning model" specifically for adult learning and to benefit those who may not have had opportunities for a college education.

First known as The Institute of Open Education within Newton College of the Sacred Heart, the Institute later became part of the Antioch University Network; finally, in 1981, it became an independent, private non-profit institution with a new name: Cambridge College. The initial degree program was launched at the graduate level: a Master of Education, which successfully supplied the growing need for teachers, especially in urban settings.

The mission and philosophy of the College drew the attention of students from businesses, non-profit and social service agencies, and other professions. As this learning community grew, the College expanded to offer a broad range of academic programs, including the Bachelor of Arts (1993), Master of Management (1995), Certificate of Advanced Graduate Studies (2000), Bachelor of Science (2002), and the Doctor of Education (2006).

The National Institute for Teaching Excellence (NITE) began in 1990, when the College first brought educators from across the United States to an Urban Education Program in Cambridge. Currently, NITE students live and learn together in an intensive summer residency program. Within this specialized and diverse environment and with the support of our highly experienced faculty, professional teachers gain knowledge and new applications for learning. Students then return to their school systems renewed and empowered, and continue their academic programs at home.

Cambridge College also serves the educational needs of students outside of its original home location in Cambridge, Massachusetts. The College has regional centers in Springfield and Lawrence, Massachusetts, and in California, Georgia, Puerto Rico, Tennessee and Virginia. The College aspires to be a visionary organization and learning community. Through the dynamic learning processes which are the foundations of our educational model, and our dedication to our mission, we are serving and transforming the lives of working adults in the national landscape.

### **The Teaching/ Learning Model**

The College believes that each person can learn regardless of one's age, life history, current circumstances, or past academic experience. Each student's uniqueness, capabilities and experiences are valued in the classroom communities throughout Cambridge College. Coursework is designed to promote collaborative learning; to support the use of technology; and to increase content expertise. The real-world diversity of our classrooms provides rich opportunities for examining socially constructed learning in individual research projects and team-based assignments. Many faculty are experienced professionals and bring both academic and professional perspectives to the classroom allowing our students to study current trends in the field. Faculty members and program coordinators work with students to build the skills needed for academic and career success.

Cambridge College is a learning community in which adult learners experience educational practices that honor and empower them. Our programs develop and enhance skills, competencies, attitudes, values and habits of mind, which enable our students to competently meet personal needs and professional challenges. Many of our students report that the dynamic learning process at Cambridge College has transformed their professional and personal lives.

### **Reducing the Traditional Barriers for Working Adults**

Cambridge College addresses the traditional barriers to education and postsecondary degrees that working adults and those without resources often experience. For example, entrance tests are not required for admission to the College, and undergraduate credits may be awarded for documented academic learning drawn from experience. The College course schedule is designed for working adults, offering classes in the evenings and on weekends, as well as short course intensives. And notably, Cambridge College's tuition costs are low when compared to our competitors.

### **Program Goals and Outcomes**

Students will:

- Discover how they learn most effectively (individual learning style), their strengths, and potential.
- Acquire new skills to help them to meet professional standards and become effective leaders in their chosen field.
- Gain the knowledge and perspectives to make sense out of experience and the larger world as an individual, professional, and community member; and build on this understanding to become a lifelong learner.
- Work effectively with people from diverse backgrounds and with diverse needs.
- Enter a network of ongoing relationships with fellow learners and faculty.

# College Profile

**Our Students** **Adults** — Cambridge College draws a highly diverse body of adults who are serious about learning and earning the degree credentials they need to advance their careers. Cambridge College attracts adults based on our goal-directed programming, our experienced faculty, and flexible scheduling.

**Diverse** — Students bring to class a wealth of difference in age, educational background, professional attainment, race, ethnicity, and language.

**Committed** — Our adult students have made a commitment to their education while working, parenting, and participating as members of their community.

## Why We Are Distinctive

**Cambridge College Teaching and Learning Model** — Dedicated to the specific needs of adult learners, our education philosophy incorporates a socially constructed model of shared learning. Our programs integrate real-world experience with academic theory. We engage in process, practice, and collaborative learning and ground our model in content, building knowledge and skills through measurable outcomes. The Cambridge College teaching and learning model is based on our extensive experience serving adult students.

**Affordability** — Cambridge College undergraduate full-time tuition and fees are about 52% lower than the average published tuition and fees at private, non-profit four-year colleges and universities in 2010-2011 (source: the College Board).

**Serving the Military** — Cambridge College is among the top 15 percent of colleges, universities and trade schools nationwide to embrace America's veterans as students. The College was included in *G.I. Jobs Magazine's* List of Military Friendly Schools.

**Enrollment** — Cambridge College has the 10th largest enrollment among four-year private non-profit colleges in Massachusetts and the 17th in New England based on the latest information in the federal IPEDS data center.

## Student Diversity

**Serving Minorities** — Again named one of the top 100 colleges and universities in the United States that conferred the most degrees in the academic year 2009-2010 to minority students:

Master's Degrees	Education	Psychology	Business/ Management	All Disciplines
to African Americans	6th	20th	3rd	18th
to Minorities	7th	21st	6th	41st
to Hispanics	24th	19th	9th	65th
to Native Americans	38th	n/a	n/a	n/a
to Asian Americans	n/a	n/a	9th	n/a

Bachelor's Degrees	Liberal Arts & Sciences, General Studies, Humanities	Business/ Commerce
to African Americans	39th	42nd
to Hispanics	n/a	39th

Source: *Diverse Issues in Higher Education* magazine.



**Faculty Profile** More than 750 active full- and part-time professors; many are active professionals working in their field.

**Full-time faculty**

- 29 full-time faculty members college-wide
- 69% with a doctorate degree
- 48% female, 52% male
- 34% minority
- average tenure 22 years

**Part-time faculty**

- more than 735 active part-time faculty college-wide
- 38% with a doctorate degree
- 60% with a master's degree
- 63% female, 37% male
- 33% minority
- average tenure 6 years

**Academic Schedule** **Convenient evening and weekend classes** accommodate students' work schedules.

**Three terms/year** — Fall and spring terms are 15 weeks for undergraduate programs, and 14 weeks for graduate programs. The summer term is nine weeks for undergraduate programs and seven weeks for most graduate programs (see *Academic Calendar*.) The National Institute of Teaching Excellence has a five-week summer term.

**Campus Life**

Cambridge College, main campus and regional centers, is located in urban settings. Each location has a student lounge and vending machines but no cafeteria.

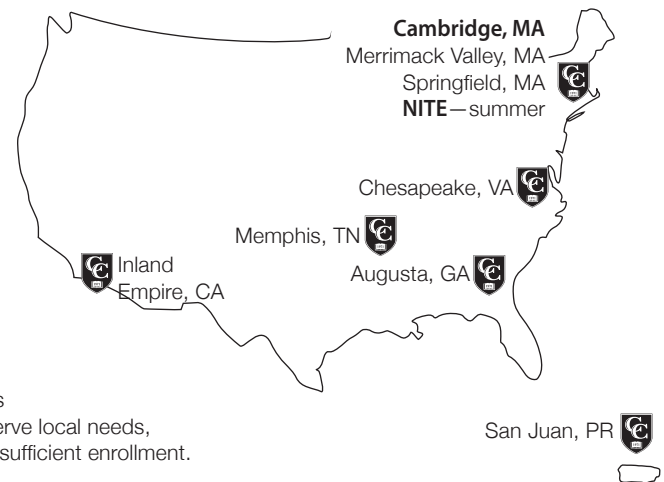
**Cambridge, MA Main Campus**

Cambridge College's four schools are located in three buildings in the heart of Cambridge, MA. Our students enjoy many convenient eating places, bookstores, museums and cultural events within a few blocks of campus.

- School of Undergraduate Studies
- School of Education
- School of Psychology & Counseling
- School of Management

**Regional Centers**

Our students and alumni have urged Cambridge College to bring its academic programs and culture of adult learning to the working people of their own cities and states. Each regional center offers academic programs established at the main campus, selected to serve local needs, authorized by state education authorities, with sufficient enrollment.



**Demographics**

**Fast Facts, Academic Year 2009-2010**

Enrollment . . . . . more than 8,300 students:  
   undergraduate; more than 1,400  
   graduate; more than 4,800  
   non-degree; more than 2,000

Students . . . . . 18% undergraduate; 57% graduate;  
   25% non-degree

Students—full-time equivalent 3,918 (973 undergraduate;  
   2,945 graduate)

Average age . . . . . 37 years old

Gender . . . . . 74% female; 26% male

Diversity. . . . . 63% minority (71% undergraduate;  
   61% graduate)

Financial aid recipients . . 67% of all students (71% undergraduate,  
   65% graduate)

Average class size . . . . . 13 undergraduate; 10 graduate

Degrees/certificates  
 awarded . . . . . nearly 1,750 in academic year 2010

Alumni . . . . . more than 29,500

**Enrollment/Student Diversity**

American Indian/Alaskan Native . . .0%  
 Asian/Pacific Islander . . . . .3%  
 Black, non-Hispanic . . . . .37%  
 Hispanic . . . . .11%  
 Non-resident/international . . . . .1%  
 Race/ethnicity unknown . . . . .19%  
 White, non-Hispanic . . . . .29%

**Degree/Certificate Seeking**

**Enrollment by Location**

Cambridge, Massachusetts  
     main campus . . . . .3,305

Augusta, Georgia . . . . . 688

Chesapeake, Virginia . . . . . 597

Inland Empire, California . . . . . 189

Memphis, Tennessee . . . . . 401

Merrimack Valley, Massachusetts . 414

San Juan, Puerto Rico . . . . . 279

Springfield, Massachusetts . . . . . 405

Total . . . . .6,278



# Getting Started

## at Cambridge College

**WELCOME** to Cambridge College. We are a college whose educational environment and programs are designed specifically for working adults. Our dedicated faculty, flexible scheduling, and educational centers are focused on students who are working; not only working to advance their education, but working in their lives to balance employment, financial circumstances, and family commitments with their decision to go to college. The Cambridge College community is comprised of people who understand the complications of adult life, from the faculty and deans, to the staff and administrators. As important as the context of flexible education opportunities and support for working adults is, we see that working adults also need the challenge to change and grow. We are here because we have a strong belief: that you want to continue developing and gaining new perspectives, even amidst the demands of life. We welcome you to become part of a special cohort of students who come from different backgrounds, but arrive with a common need to learn, to share knowledge with others, to stretch out from the comfort zones, and to be accepted as adults working and learning.

# Admissions

## Equal Opportunity

We welcome a diverse student body and academic community regardless of race, color, national origin, citizenship, religion, marital status, gender, sexual identity, sexual orientation, genetic information, veteran's status, pregnancy, disability, age, or any other legally protected status.

## Admissions Counselors

Admissions counselors serve as the first point of contact for prospective students and applicants to the College. They counsel students about Cambridge College and how to complete the application process. Admissions counselors will refer applicants and new students to appropriate parties for assessment (e.g. writing, placement), advising, registration, etc.

Students accepted into a degree or certificate program will find academic advising resources listed on their academic record, that they can access through the MyCC web portal.

## Application for Admission

Applications are available online ([www.cambridgecollege.edu/admissions/application\\_main.cfm](http://www.cambridgecollege.edu/admissions/application_main.cfm)) and printed booklets from admissions counselors. Please mail all admissions materials to your admissions counselor at the Cambridge College center that you plan to attend. See directory at the end of this catalog for addresses, or go to [www.cambridgecollege.edu/contact/](http://www.cambridgecollege.edu/contact/).

### **Your admission file must be COMPLETE before:**

- Financial aid may be awarded.
- Transfer credit may be evaluated.
- You may register.

### **You will not be allowed to register for courses at Cambridge College until your file is complete.**

### Rolling Admissions

Cambridge College practices a rolling admissions policy. Applicant materials are processed and reviewed as they are received. Students are then notified of their admission on a continual basis, as their file becomes complete and they are accepted. Please allow 1-2 weeks for processing.

Term	Classes Start
Fall 2011	Sept 19
Spring 2012	Jan 30
Summer 2012	Undergraduate: June 4 Graduate: June 11 NITE: June 25

(Please note: Cambridge College reserves the right to deny a student admission. Submission of all required materials does not guarantee admission.)

## Admissions Materials

Cambridge College requires all admission materials to be submitted and approved as official in order for a student to be accepted and register.

Admission documents must be submitted in English. All materials become the property of Cambridge College and cannot be returned to the student. Access to these materials is limited under the Family Educational Rights and Privacy Act of 1974 (FERPA). Submitted reference letters that have been designated confidential will not be available to the student.



## Make an Informed Decision

**Applicants are responsible** for reading the Cambridge College catalog to get the information needed to make an informed program choice.

### **Educators and Counselors, Choose Your Program Carefully**

Before enrolling, students who may wish to get a license (certificate) must get current information from the state agency to which they anticipate applying for licensure or licensure status upgrade, comply with its requirements, and follow its procedures. All applicants are responsible for:

- Being thoroughly informed about licensure requirements.
- Understanding Cambridge College education/counseling programs and policies, and how differences between non-licensure and licensure programs may affect plans for licensure.
- Checking with the state licensing agency before enrolling, to verify acceptability of their Cambridge College program chosen for the license sought. State requirements may affect program choice.

**Cambridge College is authorized** to offer educator licensure (certification) programs in Massachusetts, Tennessee, Virginia and Puerto Rico.

## International Transcripts

Students who have received degrees from other countries are required to submit an official copy of all records of academic course work accompanied by an official English translation. This includes secondary school records with courses taken and grades received (if applicable); records from each college or university attended showing the number of lecture and/or laboratory hours taken and grades received, official documents verifying the awarding of all secondary diploma, degrees and/or academic certificates with the title and date awarded. All applicants must have their credentials evaluated by an accredited professional evaluation service: Suggested agencies include:

- Center for Educational Documentation, 617-338-7171, [www.cedevaluations.com/](http://www.cedevaluations.com/).
- World Education Services, 212-966-6311, [www.wes.org/](http://www.wes.org/).

## Student PIN

Cambridge College assigns a Personal Identification Number (PIN) upon acceptance. The PIN provides accepted students password access to the MyCC web portal for web registration and personal accounts, and academic resources including the online library. If a student forgets his/her PIN the Registrar's Office will provide the PIN, upon verification of student identity by calling 617-873-0101.

## Returning Applicants

**Reapplication — Students who have an incomplete application**, and have not been admitted, then wish to enroll. These students have up to three terms within a year, or a year (but no longer than a year) to request deferment to another term. They must complete the application process before being admitted. After a year, documents are disposed of and they must reapply.

**Reactivation — Students who complete the application process**, do not register, then wish to enroll. These students have up to three terms within a year, or a year (but no longer than a year) to request deferment to another term. After a year, documents are disposed of and they must reapply.

**New Degree** — Students who wish to complete a degree (or certificate) different from their current or past degree must reapply through the admissions office, indicating the new degree on their admissions application and submitting all application materials.

## Students Returning After Five Years

**Students who withdraw** any time after their initial registration, and wish to return after more than five years need to reapply with all materials through the admissions office.

Cambridge College Admissions Requirements

# School of Undergraduate Studies

*All admissions documents must be submitted in English.*

## Bachelor's Degree

**Application Form** Complete carefully and **sign**.

**\$30 Application Fee** (Non-refundable)

Check or money order payable to Cambridge College; if applying online, payment is made online.

**Official Transcripts** One of the following:

- High school transcript (original) showing graduation OR
- GED certificate (original) OR
- Notarized copy of high school diploma

**You must request official transcripts from all schools and colleges** you have attended, to be mailed directly to Cambridge College; we must receive them **sealed and unopened**. International transcripts must be translated and evaluated.

### Bachelor's programs at Chesapeake and Inland Empire

regional centers — Applicants with at least 30 undergraduate credits that meet general criteria for transfer may apply.

**Applicants who do not have an official high school transcript or GED** should contact the College Board for the Accuplacer test or complete another Ability to Benefit (ATB) test. Please request that official scores be sent directly to the director of admissions at Cambridge College.

**Personal Statement**

Write a 1-2 page typed, double-spaced essay (250-500 words) describing why you are interested in obtaining a degree from Cambridge College, your professional goals, and/or life experiences that led you to this decision.

**One Letter of Reference**

**International Students** International Student Information & I-20 Request Form and all required documents listed.

## Medical Interpreter Certificate

*Non-credit, non-degree, not eligible for financial aid*

Application form and fee.

Demonstrated proficiency in English and one target language. Contact program coordinator for oral and written assessment.

For degree-credit option, students must enroll in a bachelor's degree program and meet admission requirements above.

**For more information** please contact program coordinator at 617-873-0246 • [norma.green@cambridgecollege.edu](mailto:norma.green@cambridgecollege.edu)

### Additional Requirements — Massachusetts only

Required by law in order to register and attend classes at Cambridge, Springfield and Merrimack Valley centers.

**Health Insurance** Full or three-quarter time students must provide proof of qualifying insurance, or enroll in Cambridge College-sponsored student health plan. See [edu/admissions/health\\_insurance.cfm/](http://edu/admissions/health_insurance.cfm/).

**Immunizations** Full-time students please see application booklet or [www.cambridgecollege.edu/admissions/application\\_main.cfm/](http://www.cambridgecollege.edu/admissions/application_main.cfm/). The immunizations are also required for part-time students in programs with coursework in health care facilities (Medical Interpreter).



Cambridge College Admissions Requirements  
**School of Education**  
*All admissions documents must be submitted in English.*

## MEd & CAGS

**Application Form** Complete carefully and *sign*.

**\$30 Application Fee** (Non-refundable)

Check or money order payable to Cambridge College; if applying online, payment is made online.

**Official Transcripts**

**Degree** earned at a regionally accredited college or university:

- MEd applicants: Bachelor's degree.
- CAGS applicants: Master's degree in education or a closely related field *and* a bachelor's degree.

**You must request an official transcript**, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted. International transcripts must be translated and evaluated.

**Transfer Credit Request Form**

If you want prior graduate course work evaluated for transfer credit, please complete the request form and send it with course descriptions or syllabi to the Transfer Credit Office. Photocopies of course descriptions or syllabi must also clearly show the college's name; write your name and date of birth on each copy.

**Interview (educator licensure programs)**

Please be ready to demonstrate your competencies and knowledge appropriate to the subject area at the level of licensure sought; strong oral and written communication skills including organization and clarity of thought, ability to communicate ideas, and correct use of English; and enthusiasm, sincerity, and serious intent to become a licensed educator.

**Documentation of Licensure**

If you have a current educator's license/credential, a photocopy is required. NOTE: a prior license is required only for professional licensure and some administrator licensures (see program charts).

**School Nurse Education**—Registered nursing license (RN) ; proof required.

**Current Résumé**

- All programs — Three years work experience recommended.
- Professional and administrator licensure programs — Specific experience required (see program charts). Provide a letter on your employer's letterhead signed by an official (e.g. principal or human resource director) stating that you have completed the experience required.

**Personal Statement**

Write a two page typed, double-spaced essay (500 words) describing your professional experience, your goals and objectives for graduate study and for educator licensure. How do you expect your graduate studies to apply to your school and enhance your future career? *Keep an electronic copy to share with your seminar leader (academic advisor). It will be the first entry in your portfolio of learning. This portfolio may be used for program assessment.*

**Two Letters of Reference**

**Math Initial Licensure (5-8, 8-12)**—Math placement test.

**International Students**

International Student Information & I-20 Request Form and all required documents listed.

## Certificates

### BEHAVIOR ANALYST

- Application form and fee.
- Official transcript: Master's degree

### OTHER SCHOOL OF EDUCATION CERTIFICATES

- Application form and fee.
- Official transcript: Bachelor's degree

### Additional Requirements — Massachusetts only

Required by law in order to register and attend classes at Cambridge, Springfield and Merrimack Valley centers.

**Health Insurance** Full or three-quarter time students must provide proof of qualifying insurance, or enroll in Cambridge College-sponsored student health plan. See [edu/admissions/health\\_insurance.cfm/](http://edu/admissions/health_insurance.cfm/).

**Immunizations** Full-time students please see application booklet or [www.cambridgecollege.edu/admissions/application\\_main.cfm/](http://www.cambridgecollege.edu/admissions/application_main.cfm/). The immunizations are also required for part-time students in programs with coursework in health care facilities (Medical Interpreter).

Cambridge College Admissions Requirements, Continued  
**School of Education**  
*All admissions documents must be submitted in English.*

## Doctor of Education in Educational Leadership

Admission into the EdD program is a competitive process for one of the limited number of slots available. Recently, the acceptance rate into the EdD program has ranged between 45 and 55 percent. Therefore, meeting minimal standards does not guarantee admission.

Presently, the EdD faculty is in the process of reviewing and making changes to the application packet. Please call Tahia Bell-Sykes, Program Manager at 1-800-8777-4723 x1669 or email [tahia.bell-sykes@cambridgecollege.edu](mailto:tahia.bell-sykes@cambridgecollege.edu) for the specific requirements to apply to the EdD Program. The following provide the process and the overall components of the application packet.

PLEASE NOTE: Beginning in 2012, doctoral cohorts will be admitted every other year. A cohort will be admitted for Summer 2012, with the next cohort beginning in Summer 2014. The application deadline for admission to the Summer, 2012 cohort is January 15, 2012. All application materials must be received by that date in order to be considered for the Summer 2012 cohort. Notification of decisions will begin April 1st. For subsequent cohorts, applications will be taken every year, with the deadline for materials being January 15th and notification of decisions beginning in April of that same year. Applicants submitting application materials during an off-year will be considered for admissions to the next cohort. In other words, applicants submitting materials on January 15, 2013 will be considered for the Summer 2014 cohort. Applicants submitting materials on January 15, 2014 will also be considered for admission to the Summer 2014 Cohort.

**Application Form** Complete carefully and *sign*.

**\$100 Application Fee** (Non-refundable)

Check or money order payable to Cambridge College; if applying online, payment is made online.

**Official Transcripts**

- Master's degree in education or a closely related field, from a regionally accredited college or university
- Bachelor's degree also required.
- Transcripts also required of any post-master's course work.

**You must request an official transcript**, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted. International transcripts must be translated and evaluated by a recognized transcript evaluation agency.

Please send only ONE official transcript per school attended. Only official transcripts are accepted. Student copies of transcripts printed from a university web site are not acceptable.

**Transfer Credit Request Form**

If you want prior graduate course work evaluated for transfer credit, please complete the request form and send it with course descriptions or syllabi to the Transfer Credit Office. Photocopies of course descriptions or syllabi must also clearly show the college's name; write your name and date of birth on each copy.

**Two Letters of Reference**

See instructions on form provided. Please submit two recommendations that directly address your candidacy for admission to the EdD program at Cambridge College. The recommendations will provide an auxiliary review of your academic and professional achievements.

- **Letter from a faculty advisor or course instructor** who advised or taught you in graduate school, who is well acquainted with your academic work and able to write a confident assessment for you.
- **Letter from an administrative supervisor at your current or most recent professional employment** who has had enough contact with you to be able to comment.

Letters must be recent, no more than 12 months old.

Recommendations written by friends or family members will not be accepted.

**Tips for Obtaining Your Recommendation Letters**

- Ask at least two months before the application deadline.
- Give your recommender a current résumé and plenty of context for the letter.
- Send a "gentle reminder" a week before the due date if necessary.

**Current Curriculum Vitae or Résumé**

- Five years of progressively responsible professional experience in a PreK-12 educational setting or equivalent. Minimum of three years of teaching experience is expected. Your résumé is a summary of your education and work experience and may include publications and presentations (including dates); grants, fellowships, awards, and honors; and professional associations, licenses and affiliations.

**Short Essay Describing Your Purpose** in applying to the EdD program. Your statement should be written by you alone and represent your original work. The statement should be typed, double-spaced, and no more than 2,500 words. In your statement, please discuss:

- Your background: how your experiences (education, work, volunteer, and/or personal) have prepared you for the EdD program.
- Your objectives for advanced graduate study: career goals, possible faculty mentors, and your initial research interests.
- Your decision to apply to Cambridge College: why you think there is a good fit between your objectives and our program.
- Any additional information you think would distinguish you as an ideal EdD candidate.

*Keep an electronic copy to share with your doctoral advisor, if selected. It will be the first entry in your portfolio of learning. This portfolio may be used for program assessment.*

### **Qualifying Assessments (QA's)**

In lieu of graduate admissions assessments such as the GRE or MAT, you will be required to provide a folio of materials along with an initial departmental assessment. The rationale for these assessments is to showcase your capacity to analyze scholarly works as well as practical projects, use and presentation of data, writing, critical thinking and problem-solving skills.

**Process** — Upon receipt of your application, we will contact you to arrange for your QA and give you detailed instructions. Please make sure your application lists an email address where you can easily be reached, and check your messages often. Assessments completed and submitted electronically, which means you will need a computer with a reliable Internet connection and Microsoft Office software (including Word, Excel and PowerPoint).

**Accommodations** — Students with disabilities who need accommodations must contact the office well in advance, so we can arrange accommodations in time for the assessment.

### **Assessment 1: Article Reviews**

All applicants are required to read three or four articles that will be given to review. These articles are generated randomly from a group of articles on related subjects submitted by members of the EdD faculty based on topics that are representative of issues covered within the Program's courses. Each article will be evaluated by members of the EdD faculty based on a specifically designed rubric.

### **Assessment 2: Portfolio of Scholarly and Professional Work**

As of July 2011, this assessment is still undergoing revisions. Please contact Tahia Bell-Sykes, Program Manager at the above telephone

number and/or email address to receive the most current requirements for the portfolio. All documents and related materials that make up the portfolio need to reflect the following competencies:

- Clear and coherent writing ability.
- Ability to think critically, problem-solve, and deal with complex situations.
- Experience with data analysis and data-driven decision making.
- Understanding of advanced graduate-level research (qualitative and quantitative).
- Knowledge of and commitment to broad range of contemporary school issues (e.g., curricular reform, instructional technology, cultural competence, equity).
- Commitment to ethical and accountable behavior.

### **Assessment 3: Phone Interview**

The interview will help the committee more completely assess interpersonal skills, oral communication, and goals for the degree. One member of the Admission Committee will conduct your interview. The committee will use standard questions and ask additional questions specific to you, based upon review of your application, transcripts, recommendations, portfolio and qualifying assessment. You will also have the opportunity to ask your own questions.

Upon receipt of your completed application, the Dept. of Educational Leadership will contact you to set up a time for the interview. Please make sure your application lists a phone number and e-mail address where you can be reached, and check your messages often.

### **Documentation of Licensure**

If you have a current educator's license/credential, a photocopy is required.

### **Additional Requirements – Massachusetts only**

Required by law in order to register and attend classes at Cambridge, Springfield and Merrimack Valley centers.

**Health Insurance** Full or three-quarter time students must provide proof of qualifying insurance, or enroll in Cambridge College-sponsored student health plan. See [edu/admissions/health\\_insurance.cfm/](http://edu/admissions/health_insurance.cfm/).

**Immunizations** Full-time students please see application booklet or [www.cambridgecollege.edu/admissions/application\\_main.cfm/](http://www.cambridgecollege.edu/admissions/application_main.cfm/). The immunizations are also required for part-time students in programs with coursework in health care facilities (Medical Interpreter).

# School of Psychology & Counseling

All admissions documents must be submitted in English.

## MEd & CAGS

**Application Form** Complete carefully and *sign*.

**\$30 Application Fee** (Non-refundable)

Check or money order payable to Cambridge College; if applying online, payment is made online.

**Official Transcripts**

**Degree** earned from a regionally accredited college or university:

- MEd applicants: Bachelor's degree.
- CAGS applicants: Master's degree in counseling or closely related field *and* bachelor's degree.

**You must request an official transcript**, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted. International transcripts must be translated and evaluated.

**Transfer Credit Request Form**

If you want prior graduate course work evaluated for transfer credit, please complete the request form and send it with course descriptions or syllabi to the Transfer Credit Office. Photocopies must clearly show the college's name; write your name and date of birth on each copy.

**Interview**

**School Guidance and Adjustment** — Please be ready to demonstrate your competencies and knowledge appropriate to the subject area at the level of licensure sought; strong oral and written communication skills including organization and clarity of thought, ability to communicate ideas, and correct use of English; and enthusiasm, sincerity, and serious intent to become a licensed educator.

**CAGS** — Meeting with the program coordinator required for information and academic advising: to help you understand the CAGS, to help us understand your goals regarding further study and licensure, to review your transcripts, and to develop an individualized learning contract. Coordinator approval required for admission.

**Two Letters of Reference**

See form provided. **CAGS:** One letter should be written by your academic advisor for your completed master's program.

**International Students** International Student Information & I-20 Request Form and all required documents listed.

## Certificates

### ALCOHOL & DRUG COUNSELING

- Application form.
- Official transcript: High school or bachelor's degree.
- Interview with and approval of program coordinator.

### MENTAL HEALTH COUNSELING FOR SCHOOL GUIDANCE COUNSELORS

- Application form and fee.
- Completion of current Cambridge College 48-credit M.Ed. in school guidance counseling or equivalent program; official transcript required if from another college.
- Initial license as a school guidance counselor (photocopy).
- Interview with and approval of School Guidance coordinator.

### SCHOOL ADJUSTMENT COUNSELING FOR MENTAL HEALTH COUNSELORS

- Application form and fee.
- Completion of current Cambridge College 62-credit M.Ed. in mental health counseling or equivalent program; official transcript required if from another college.
- Interview with and approval of School Adjustment coordinator.

### SCHOOL ADJUSTMENT & MENTAL HEALTH COUNSELING FOR SCHOOL GUIDANCE COUNSELORS

- Application form and fee.
- Completion of current Cambridge College 48-credit M.Ed. in school guidance counseling or equivalent program; official transcript required if from another college.
- Initial license as a school guidance counselor (photocopy).
- Interview with and approval of School Guidance coordinator.

### TRAUMA STUDIES

- Application form and fee.
- Official transcript: Bachelor's or master's degree.
- Interview with and approval of program director.

### Additional Requirements — Massachusetts only

Required by law in order to register and attend classes at Cambridge, Springfield and Merrimack Valley centers.

**Health Insurance** Full or three-quarter time students must provide proof of qualifying insurance, or enroll in Cambridge College-sponsored student health plan. See [edu/admissions/health\\_insurance.cfm/](http://edu/admissions/health_insurance.cfm/).

**Immunizations** Full-time students please see application booklet or [www.cambridgecollege.edu/admissions/application\\_main.cfm/](http://www.cambridgecollege.edu/admissions/application_main.cfm/). The immunizations are also required for part-time students in programs with coursework in health care facilities (Medical Interpreter).

Cambridge College Admissions Requirements  
**School of Management**  
*All admissions documents must be submitted in English.*

## Master of Management

**Application Form** Complete carefully and *sign*.

**\$30 Application Fee** (Non-refundable)

Check or money order payable to Cambridge College; if applying online, payment is made online.

**Official Transcripts**

**MM37:** Bachelor's degree.

**MM55:** Associate's degree, professional degree or license (e.g. RN), or a high school diploma/ GED and at least 60 undergraduate credits that meet general criteria for transfer.

**Health Care Informatics:** bachelor's degree or dean's approval required.

**You must request an official transcript**, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted. International transcripts must be translated and evaluated.

**Transfer Credit Request Form**

If you want prior graduate course work evaluated for transfer credit, please complete the request form and send it with course descriptions or syllabi to the Transfer Credit Office. Photocopies must clearly show the college's name; write your name and date of birth on each copy. Please note: no transfer credit is accepted into the MM55.

**Work Experience—Current Résumé**

Indicate education, work experience and professional/career goals.

**MM37:** 3-5 years work experience recommended.

**MM55:** 5-10 years proven leadership and management experience required.

**Health Care Management:** 3-5 years health care experience required.

**Health Care Informatics:** 3-5 years health care or information technology (IT) experience required.

**Two Letters of Reference**

**International Students**

- International Student Information & I-20 Request Form and all required documents listed.
- English language competency documentation.

### Additional Requirements – Massachusetts only

Required by law in order to register and attend classes at Cambridge, Springfield and Merrimack Valley centers.

**Health Insurance** Full or three-quarter time students must provide proof of qualifying insurance, or enroll in Cambridge College-sponsored student health plan. See [edu/admissions/health\\_insurance.cfm/](http://edu/admissions/health_insurance.cfm/).

**Immunizations** Full-time students please see application booklet or [www.cambridgecollege.edu/admissions/application\\_main.cfm/](http://www.cambridgecollege.edu/admissions/application_main.cfm/). The immunizations are also required for part-time students in programs with coursework in health care facilities (Medical Interpreter).

## MM55-Additional Requirements

**Personal Statement** Write a 2-3 page typed, double-spaced essay describing your experience and learning, including learning outside the classroom, such as employment, family, military, volunteer work and participation in community organizations. Explain your reasons for further study, and personal and professional goals.

**Interview** with the academic dean, regional center director, or director of health care management programs.

**Evaluation** of eligibility by admissions committee and the dean and/or regional center director.

**Approval** of dean or regional center director.

Your admissions file must be complete and the admissions review completed before you may register for classes.

## Certificates

### HEALTH CARE MANAGEMENT

- Application form and fee.
- Official transcript: Bachelor's degree.
- Work Experience—Current Résumé. 3-5 years health care experience required.

### HEALTH CARE INFORMATICS

- Application form and fee.
- Official transcript: Bachelor's degree.
- Work Experience—Current Résumé. 3-5 years health care or information technology (IT) experience required.

### OTHER MANAGEMENT CERTIFICATES

- Application form and fee.
- Official transcript: Bachelor's degree.
- Work Experience—Current Résumé. 3-5 years work experience recommended.

Cambridge College Admissions Requirements & information

# Taking Individual Courses

*All admissions documents must be submitted in English.*

Non-degree seeking students are referred to as special students at Cambridge College. **Special students are able to take a maximum of three courses for credit without enrolling** in a degree or certificate program.

- Special students enrolled in **School Collaborative** courses **or** in courses leading to licensure from the **Puerto Rico** Department of Education are exempt from the three-course limit.
- **Alumni** returning as special students to complete courses leading to licensure in Early Childhood, Elementary Education and Special Education are exempt from the three-course limit as well.
- The College reserves the right to restrict access by special students to particular courses.

**To get the full benefit of the course work**, any course prerequisites must be met. The prior education and experience required for the corresponding degree are recommended.

**Application Form** Complete all items carefully and *sign*.

**\$30 Application Fee**

Check or money order payable to Cambridge College (non-refundable).

## Transfer Credit Limits

Credit-bearing courses taken at Cambridge College as a special student may be evaluated and counted as transfer credits toward a degree program at a later time, provided they meet the transfer and distribution requirements of the degree sought (see Transfer of Credit). Courses must meet all criteria for transfer, so acceptance cannot be guaranteed. Each degree program accepts a limited number of transfer credits. **Do not take more than nine credits/ three courses before seeking academic advising.**

**Evaluation of non-credit courses for bachelor's degree credit** — Academic credit may be awarded to non-credit Cambridge College courses taken earlier if the student creates a portfolio demonstrating college-level work that meets the requirements of the degree program. The portfolio must show conclusive evidence of learning equivalent to a credit-bearing college course (an evaluation fee is required). Contact the undergraduate academic advising office for information and limitations.

## Financial Aid

To be eligible for financial aid, enrollment in a degree program or eligible certificate is required. Please contact the Financial Aid Office for more information.

# Orientation

**Orientation is required at the main campus and regional centers.**

Orientation assists new students to make a smooth academic and personal transition into Cambridge College. During orientation, program and academic coordinators provide face-to-face meetings and course advising; explain program paths; and deliver information on degree completion, licensure/certification requirements, and course registration. Students also have an opportunity to interact and meet their new classmates. Administrative offices are open for payment, student disability support, course changes, and financial aid advice; *Orientation* and *Student Handbooks* are available and the *Student Consumer Information Guide* is distributed.

## Student ID Card

Cambridge College student identification card photos are taken at Orientation. To get your ID card (or to replace a lost card), students at the Cambridge campus should visit the Registrar's Office to have their photo taken and receive their ID card. Students at regional centers should visit their main office. The card also serves as identification for entrance into libraries and application for a borrower's card as well as for many student discounts at libraries, museums, etc.

## Student PIN

Cambridge College assigns a Personal Identification Number (PIN) upon acceptance. The PIN provides accepted students password access to the MyCC web portal for web registration and personal accounts. If a student forgets his/her PIN the Registrar's Office will provide the PIN, upon verification of student identity by calling 617-873-0101.

## E-mail at Cambridge College

Cambridge College uses electronic mail (e-mail) to deliver official communications from faculty and staff. The College provides each student who is registered at the College with an official e-mail account hosted by Google (student.name@go.cambridgecollege.edu). Students will be held responsible for reading e-mail sent to this official address.

With Google e-mail, students have the option of forwarding their College e-mail to another service. Cambridge College understands that this is a student-managed preference and as long as students recognize their responsibility to read official communications from the College, the College will continue to allow each student to determine where their e-mail is received.

## Navigating Cambridge College



Cambridge College is dedicated to providing an excellent educational opportunity for working adult students. Working adults often need help in navigating their college experience and Cambridge College delivers the expertise and understanding adult students appreciate. Online and published materials include contact information. We can answer questions, provide payment information, help to plan your program, assist in skill development, and guide you in your desire to gain a higher education degree.

- Admissions counselors
- Financial aid counselors
- Front office and registrar staff
- Student accounts staff
- Admissions Records Office staff
- Course faculty and program advisors
- Program coordinators
- Deans, administrators and regional center directors
- Student affairs and disability services staff
- IT help desk technicians
- Online library project manager
- Writing and math tutors

## Academic Catalog

The *Academic Catalog* serves as an important asset in learning about the College and becoming familiar with the academic policies and resources that are the foundation of the College. The College publishes separate brochures to help inform students and the public: the Code of Student Conduct can be found in the *Student Handbook*; non-academic policies and compliance statements can be found in the catalog and in the *Student Consumer Information Guide*. All published information and contact numbers are also found online. By taking advantage of our resources your participation in the Cambridge College community will be a deeper and richer experience.

# Tuition and Payment

**Student Accounts Office • 617-868-1000 x1326 • [bursars@cambridgecollege.edu](mailto:bursars@cambridgecollege.edu) • [www.cambridgecollege.edu/admissions/financial.cfm](http://www.cambridgecollege.edu/admissions/financial.cfm)**  
**Rates as of July 2011, subject to change without notice.** For all National Institute for Teaching Excellence (NITE) expenses, see the NITE Catalog.

## Admission

<b>Application fee</b> (non-refundable) . . . . .	\$30
<b>Application fee - IMEd</b> (non-refundable) . . . . .	\$50
<b>Application fee - EdD</b> (non-refundable) . . . . .	\$100

**Tuition** Rates are set by the Board of Trustees and are subject to change. Current rates apply to all students.

Net price calculator available at [www.cambridgecollege.edu/admissions/financial.cfm](http://www.cambridgecollege.edu/admissions/financial.cfm)

BA, BS (per credit) . . . . .	\$365
MEd (per credit) . . . . .	\$435
CAGS (EC prefixes, per credit) . . . . .	\$550
EdD (ED prefixes, per credit) . . . . .	\$1,150
Dissertation extension courses (per credit) . . . . .	\$525
Puerto Rico: MEd, IMEd, MM (per credit) . . . . .	\$340
MM: Cambridge, Merrimack Valley, Springfield, MA (per credit) . . . . .	\$500
MM: Chesapeake, VA (per credit) . . . . .	\$425
MM: Inland Empire, CA (per credit) . . . . .	\$475
MM: other centers (per credit) . . . . .	\$590

Courses offered in collaboration with other institutions: Tuition and fees may differ from standard Cambridge College rates. Call Student Accounts Office, program director, or admissions counselor for information.

## Special Rates

<b>Alumni tuition discount</b> . . . . .	25%
Applies to individual courses only, not to degree and certificate programs, or courses offered in collaboration with other institutions; good financial standing with the College required; undergraduate courses limited to six credits.	
<b>Course audit fee</b> . . . . .	\$160
Per credit (\$480 for a 3-credit course); subject to the same add/drop refund and tuition liability policy as are courses for credit.	
<b>Undergraduate Certificates–non-credit</b> (per course) . . . . .	\$520
<b>Graduate Certificates–non-credit</b> (per course) . . . . .	\$580

## Other Charges and Expenses

<b>Check returned by bank</b> . . . . .	\$35
<b>Course materials fee</b> (for materials provided in class) . . . . .	variable
<b>Counseling Psychology internship/practicum fee</b> (MEd and CAGS; charged when internship/practicum is taken; course tuition additional) . . . . .	\$500
<b>EdD research fee</b> (charged in first term) . . . . .	\$350
<b>Individualized M.Ed.</b>	
EIM610 materials fee (charged in first term) . . . . .	\$250
IMEd administrative fee (charged in first term) . . . . .	\$250
<b>Payment plan service charge</b> (per term) . . . . .	\$60
<b>Replace lost student ID card</b> . . . . .	\$25
<b>Health Insurance</b> . . . . .	\$631
Students attending college within Massachusetts who are enrolled in a 3/4 or full-time credit load are required by Massachusetts state law to carry appropriate health insurance. Students who do not carry their own health insurance plan are required to purchase the Cambridge College Sickness and Accident Health Insurance Plan (amount subject to change).	
<b>Test administration fee</b> (CLEP and DSST; additional fees charged by the external testing agencies) . . . . .	\$35
<b>Undergraduate portfolio evaluation fee</b> . . . . .	\$100
Per credit attempted (\$300 for a 3-credit course)	

## Graduation and Transcripts

<b>Graduation fee</b> . . . . .	\$110
This fee is charged at the beginning of the last term, as determined by the anticipated graduation date in the student's academic record. This fee is for processing records.	
<b>Official transcripts</b> (request in writing from Registrar) . . . . .	\$5
<b>Transcript with rush service</b> . . . . .	\$30
Additional charge for express shipping, if desired.	
<b>Unofficial transcript</b> (given to student) . . . . .	\$2

## Late Degree Completion Fees

<b>Late Capstone fees (BA, BS)</b>	
Second and third terms, per term . . . . .	\$200
no charge if completed in the next term after the first attempt.	
Each additional term until completed . . . . .	\$100
<b>Late Independent Learning/Research Project fees (MEd, MM)</b>	
Second and third terms, per term after first registration (must register with final seminar) . . . . .	\$400
Each additional term until completed . . . . .	\$100



# Payment

**Payment** Provision for payment of tuition is required prior to registration for each term. Tuition bills are prepared on the basis of course registrations each term. Registration is officially cleared by the Student Accounts Office upon satisfactory payment arrangements according to standard policies. Students cannot register until payment arrangements have been made, including:

1. Full payment of all charges from previous terms, and
2. Full payment of new term tuition, or payment plan arrangement, including financial aid.

All checks should be made payable to Cambridge College, and may be mailed or delivered to Student Accounts. The College also accepts Visa and MasterCard. Students may pay online; see the MyCC web portal.

**Payment Plan** Contact the Student Accounts Office or go directly to Sallie Mae for a "TuitionPay" plan. All prior charges must be paid before a payment plan may be made for a subsequent term.

Sallie Mae  
PO Box 813, Swansea, MA 02777-0801  
www.TuitionPayEnroll.com • 800-635-0120

**Employer Tuition Assistance Programs** Bring a signed and itemized purchase order to the Student Accounts Office before registering for the upcoming term, authorizing Cambridge College to bill a company directly for the courses listed (include course numbers). U.S. Veterans must bring a signed VA form 28-1905 or 22-1999. Other documentation may be required from certain area employers. Contact the Student Accounts Office for information. Students are responsible for providing all documentation required by their employers.

If a student drops a class and is eligible for a refund, the refund is issued to the employer on behalf of the student. Students are liable for the cost of any courses taken but not listed on the purchase order.

If an employer reimburses employees after courses are completed, students must pay for the classes when registering. The Student Accounts Office provides itemized statements for students to verify charges and payments.

Students are not cleared for graduation until all tuition assistance payments have been made in full. After the graduation clearance date, students are liable for any remaining balance.

**Non-payment** Failure to fulfill tuition obligations in a timely manner may result in disenrollment. Transcripts, diplomas, and certificates are held by the College until debts are clear. Student debts will be submitted to a collection agency if payment is not received. In such cases, the student is liable for any court costs and collection agency fees. Collection agency fees may total up to 40% of the outstanding bill, as allowed by Massachusetts law. Cambridge College routinely reports account information to a credit bureau.



## Dropped Courses—New and Continuing Students

**Tuition Charged** You must pay the full tuition for all courses for which you have registered, unless the course is correctly dropped before the add/drop deadline. (see How to Drop Courses, p. 48).

- If you correctly drop the course, you may get tuition credit as outlined below.
- If you do not attend class and do not correctly drop the course, your account will be billed for the full tuition.
- If you begin attending class and later cease attending classes without formally withdrawing or taking a leave of absence, your account will be billed for the full tuition.

**Tuition Credit** **Date Add/Drop Request is Received . . . . . Tuition Credit**

**Courses that meet every week and start in the first week:**

Before the add/drop deadline . . . . .	100%
Before third class or when no more than six hours of class time have elapsed, whichever comes first . . . . .	75%
After third class . . . . .	0%

**All other courses:**

Before the first class . . . . .	100%
Before second class or when no more than six hours of class time have elapsed, whichever comes first . . . . .	75%
After the second class . . . . .	0%

***Students considering a leave of absence or withdrawal are urged to see the Student Accounts Office before leaving the College in order to arrange payment of any outstanding balance. Students who have received financial aid must contact the Financial Aid Office.***

## Refunds and Repayment—Students Withdrawing or on Leave of Absence

Students who withdraw from Cambridge College or take a leave of absence after having paid the current term charges or receiving financial aid are subject to the following refund and repayment policies.

***A Leave of Absence/Withdrawal form must be filed at the Registrar's Office before leaving the College.***

Federal guidelines mandate that tuition, fees, and other related charges are prorated based upon each student's enrollment status. Tuition and fees may be refunded. No other charges are refundable. Virginia-based students please see Refund Policy—Chesapeake Regional Center, below.

**College Refund Policy** Students not receiving Title IV financial aid or state scholarship monies are eligible for refund of current term charges paid as follows:

<u>Date of Withdrawal</u>	<u>Refund</u>
Before add/drop deadline (within first two weeks of term) . . . .	100%
During third week of term . . . . .	75%
During fourth week of term . . . . .	50%
During fifth week of term . . . . .	25%
Thereafter . . . . .	0%

Title IV and state scholarship recipients are subject to different refund/repayment calculations (see below).

<u>Date of Withdrawal from Intensive Courses</u>	<u>Refund</u>
Before course starts . . . . .	100%
After course starts . . . . .	0%

**Refund Policy —  
Chesapeake, VA  
Regional Center**

Cambridge College operates three terms/year, each term not exceeding 4.5 calendar months. For Virginia-based students, Cambridge College will follow the regulations as stated in the Virginia Administration Code Regulations 8 VAC 40-31-160(M)(6).

<u>Date of Withdrawal</u>	<u>Refund</u>
Before add/drop deadline (within first two weeks of term) or before course starts . . . . .	100%
During the first ¼ (25%) of term. . . . .	50%
After completing ¼ (25%), but less than ½ (50%) of term. . . . .	25%
After completing ½ (50%), or more of term . . . . .	0%

**Repayment of  
Federal Funds**

Students receiving federal financial aid, who withdraw from the College or stop attending all classes during a term before more than 60% of the term has elapsed, are subject to specific federal regulations.

The amount of Title IV aid that you must repay is determined by the federal formula for return of Title IV funds as specified in Section 484B of the Higher Education Act.

The amount of Title IV aid that you earned during the term before you withdrew is calculated by multiplying the total aid for which you qualified by the percentage of time in the term that you were enrolled (college work-study not included).

**Your disbursement or repayment owed:**

- If less aid was disbursed to you than you earned, you may receive a late disbursement for the difference.
- If more aid was disbursed to you than you earned, you will be billed for the amount you owe to the Title IV programs and any amount due to the College resulting from the return of Title IV funds used to cover College charges.

**Cambridge College will return the unearned aid to the Title IV programs as specified by law:**

1. Unsubsidized federal loans
2. Subsidized federal loans
3. Federal Perkins loans
4. Federal PLUS loans
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grants (SEOG)

**Repayment of  
Massachusetts Funds**

Students who have received financial aid from the Commonwealth of Massachusetts are subject to the following repayment/refund policy.

**The amount of aid you earned during the term before you withdrew is calculated** by applying the federal formula for return of Title IV funds:

- If you also received federal Title IV aid this term, then the percentage of Massachusetts aid earned is the same as the percentage of Title IV aid earned.
- If you did not receive Title IV funds, the College shall use the federal formula for return of Title IV funds to determine the percentage of Massachusetts aid earned.

**The following are then applied to your tuition fees:**

- The amount of state and federal aid earned (see above).
- All other sources of financial aid.
- All scheduled cash payments.
- The unearned portion of state financial aid.

**The result is your remaining unpaid balance of tuition charges and mandatory fees.**

Note: the College cannot make any unauthorized post-withdrawal award and/or disbursement of state financial aid to cover this balance.

**Repayment of  
Massachusetts  
Funds, cont.**

**Your disbursement or repayment owed:**

- If the remaining balance is greater than or equal to the unearned state aid, then additional state aid can be “earned” by a student that equals 100% of unearned state aid.
- If unearned state aid is greater than the unpaid balance, then additional earned state aid has to be equal to the value of the remaining balance.

You will be billed for any amount you owe to Massachusetts financial aid programs and any amount due to the College resulting from the return of Massachusetts funds used to cover College charges.

Cambridge College will distribute the remainder of unearned state aid back to Massachusetts financial aid programs as specified by law.

- |  |   |
|--|---|
| 1. Tuition waiver (need based and categorical) | 7. Christian Herter Memorial Scholarship  |
| 2. Massachusetts No Interest Loan              | 8. Gilbert Grant                          |
| 3. Tomorrow's Teachers Scholarship             | 9. Public Service Scholarship             |
| 4. Commonwealth Futures Grant                  | 10. Cash Grant (Access Grant Scholarship) |
| 5. General Scholarship (Mass Grant)            | 11. Part Time Grant                       |
| 6. Performance Bonus                           |   |

**Excess Funds**

In accordance with federal regulations, excess funds from federal financial aid, over and above current charges, cannot be held without written authorization from the student.

# Financial Aid

Financial Aid Office • 617-873-0440 • [financialaidweb@cambridgecollege.edu](mailto:financialaidweb@cambridgecollege.edu) • [www.cambridgecollege.edu/financialaid](http://www.cambridgecollege.edu/financialaid)

Financial aid is available for our students who qualify, to assist in financing educational expenses at Cambridge College. Visit [www.cambridgecollege.edu/financialaid/](http://www.cambridgecollege.edu/financialaid/) to begin the financial aid process. The financial aid staff is available to assist students by phone, by appointment and by e-mail.

## Eligibility for Financial Aid

It is essential that students comply with requirements in order to receive financial aid.

### Eligibility Requirements

#### Eligibility for federal financial aid is determined by the following criteria:

- Students must be enrolled in a Title IV approved program leading to a degree or certificate and the student may only receive federal financial aid for classes that are required for degree completion. Classes outside of a student's approved program cannot be used in cost of attendance calculations and determination of half time enrollment. Students enrolled in non-degree programs or certificate programs not Title IV approved are not eligible for federal financial aid.
- Students may not receive federal financial aid from two schools at the same time. Students can only receive federal aid from the school from which they are matriculated.
- The maximum time frame allowable to complete a program will be no more than 150% of the published full-time length of the program (measured in total credits attempted, including transfer credits) for undergraduate students and no more than 200% of the published length for graduate students. If a student does not complete a program in less than 150% of the published length of the program they will no longer be eligible for federal aid. (See policy on Satisfactory Academic Progress.)
- Students must be enrolled at least half time to receive a federal direct loan. (undergraduate: at least 6 credits; graduate: at least 4 credits).
- Students must be enrolled full time to receive the maximum Pell Grant. If a student is enrolled less than full time the Pell grant will be prorated based on enrollment status.
- Federal financial aid will be adjusted if a student withdraws from all classes before 60% of the semester is completed. Students may have a balance owed to the College after these adjustments to financial aid are posted to the student's account. (See policy on Withdrawals and Leave of Absence.)
- Students must have financial need except for the unsubsidized loan program and some merit based aid or private grant aid. Need is defined as the cost of attendance minus the expected family contribution derived from filing the Free Application for Federal Student Aid (FAFSA).
- Students must have a high school diploma or equivalent (General Education Diploma (GED) certificate, a certificate from a state-authorized examination that the state recognizes as the equivalent of a high school diploma, a two year degree acceptable for full credit towards a bachelor degree), or have passed a Federal Department of Education approved ability-to-benefit test, or complete a high school education in a home setting that is treated as a home school or private school under applicable state law.
- Students must be a U.S. Citizen or eligible non-citizen.
- Students must have a valid Social Security Number.
- Students cannot be in default or owe money on a federal student loan.
- Male Students ages 18-25 must register with the Selective Service.

- Not Eligible**
- Some students may need to provide certain documents for an eligibility verification process. If requested documents are not provided, it will negatively impact eligibility status.

- Ongoing Eligibility**
- Students must re-apply every year ([http://www.cambridgecollege.edu/financialaid/financialaid\\_process.cfm](http://www.cambridgecollege.edu/financialaid/financialaid_process.cfm)).
  - Students must work consistently towards completing their degree in a timely manner, while making **satisfactory academic progress**.

## Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is a measure of progress toward the completion of a student's course of study according to Cambridge College standards and required by federal regulations. Students must meet these standards to maintain eligibility for federal financial aid. These standards apply to all federal financial assistance programs and to all students: full-time and part-time, undergraduate, and graduate, degree and certificate candidates.

- Progress Review**
- The Financial Aid Office measures student academic progress by calculating completed credits as a percentage of attempted credits each term. All attempted credit hours are counted, including transfer credits, whether or not federal financial aid was received or the course work was successfully completed.

- SAP Standard Undergraduate**
- Credits earned: a minimum of 67% of the credits attempted must be completed satisfactorily each year.
  - Maximum time frame: Students must complete their program within 150% of the published completion time. For example, if student begins a full-time, four-year bachelor's degree at Cambridge College, they must complete their degree in a maximum of six years. If a student's enrollment goes beyond six years, they will no longer be eligible for additional federal financial aid.
  - Transfer credits must be counted towards earned and attempted credits. Transfer credits accepted into students program of study are included in the calculation of maximum time frame.

- SAP Standard Graduate/Post-graduate**
- Credits earned: a minimum of 50% of courses attempted must be completed satisfactorily each year.
  - Maximum time frame: students must complete their program of study within 200% of the published completion time. They will not be eligible to receive federal financial aid once they have attempted more than 200% of the credits normally required for the degree or certificate. For example, if they begin a full-time one-year 36-credit M.Ed. program, they must complete their degree in a maximum of two years and may attempt up to 72 credits. If they take more time or attempt more credits, they will no longer be eligible for additional federal financial aid.
  - Transfer credits accepted into students program of study are included in the calculation of maximum time frame.

Grades	Satisfactory grades:	Unsatisfactory grades:
	credits attempted and earned	credits attempted but not earned
	<ul style="list-style-type: none"> <li>• Undergraduate: grades A,B,C,D, and/or Credit.</li> <li>• Graduate: grades of Credit and/or letter grades A,B (B-minus is not satisfactory).</li> <li>• Credit [for Cr/NCr courses).</li> <li>• Continuation courses: Incomplete.</li> </ul>	<ul style="list-style-type: none"> <li>• Withdrawal.</li> <li>• No Show.</li> <li>• Incomplete.</li> <li>• No Credit/Incomplete.</li> <li>• No Credit.</li> <li>• Undergraduate: letter grade F.</li> <li>• Graduate: letter grades below B.</li> </ul>

- Repeated Courses**
- Courses can only be repeated once to be eligible for federal financial aid.

- Change of Program**
- Students can have their SAP reset by changing their program of study. Credits attempted and grades earned that do not count towards the new program of study will not be included in the SAP determination. Students may only change their program of study once for the purpose of resetting SAP.

- SAP Warning**
- Students Grade Point Average and Credits are reviewed once each term to determine compliance with SAP standards. If at the review they do not meet the SAP standards, the Financial Aid Office will review their situation and notify them of the outcome. If eligible, they will be placed on financial aid warning for one academic term. Students placed on warning have one academic term to bring their status back to meeting SAP standards. During this probationary period students will not lose their federal financial aid eligibility.

- Loss of Eligibility**
- If the SAP standards have not been met by the end of the probationary term, students will lose eligibility for further federal financial aid until they once again meet the SAP standards.

**Appeals** Students have the right to appeal if after the probationary period they are still not making SAP standards and have lost their eligibility for federal financial aid. They may have their situation reviewed by the Director of Financial Aid. Approval will be based on serious extenuating circumstances outside the College that have an impact on ability to achieve the SAP standard; for example: a student becomes seriously ill, is severely injured, or a relative dies. Other circumstances may be considered. Each situation is reviewed on a case-by-case basis.

Students must submit a written statement to the Financial Aid Office describing the circumstances, time-frame and consequences along with supporting documentation to be kept in their financial aid file. A third party statement verifying the circumstances documented is also required. If approved the student will be placed on SAP probation.

**SAP Probation** If the SAP appeal is approved the student will be placed on SAP probation. The length of the probation will be set by the Director of Financial Aid and stated in the letter of approval to the student. By the end of this time frame the student is required to be meeting SAP standards. If not, the student will lose eligibility again without the possibility of an appeal unless there are NEW extenuating circumstances that were not part of the original appeal.

**Regaining Eligibility** Students may regain eligibility for federal financial aid during the academic year if they reach the minimum standards of satisfactory progress within the same period of enrollment. Students may continue to attend courses at Cambridge College without the assistance of federal, state or College funding. Students are determined to be eligible for funding based on the timing in which they reach the minimum standards. The Financial Aid Office will award appropriate federal financial aid as specified by the Federal Department of Education. (The Federal Department of Education's standards outline different eligibility criteria for students who meet satisfactory progress standards within the current period of enrollment versus those who regain eligibility in a later period.)

## Grants for Undergraduate Students

**Pell Grant** **Federal Pell Grants** may be awarded to undergraduate students based on criteria established by the U.S. Department of Education. No repayment required.

**SEOG** **Supplemental Educational Opportunity Grants** (SEOG) for undergraduate students range from \$500 to \$2,000. Preference is given to Pell Grant recipients with high financial need. No repayment required.

## Loans for All Students

**All Students** **William D. Ford Federal Direct Loans**, subsidized and unsubsidized, are available to all students who are enrolled at least half time. Federally subsidized loans are based on financial need. Unsubsidized loans are available to students who do not qualify for subsidized loans.

The interest on subsidized Federal Direct Loans is paid by the federal government while students are enrolled. Students may pay the interest on Federal Unsubsidized Direct Loans while enrolled or allow the interest to accrue. Accrued interest will increase the principal amount of the loan and result in higher monthly payments. Repayment begins six months after a student is no longer enrolled at least half time. Current rates as of July 1, 2011 are:

Undergraduate Subsidized Loan . . . . . 4.5%  
Undergraduate Unsubsidized/Graduate Subsidized and Unsubsidized . . 6.8%

**Federal Perkins Loans** are low interest (5%) federal loans available to low income students with exceptional need. Average loans are \$1,000-\$1,500. Repayment begins nine months after a student is no longer enrolled at least half time. Funds are limited and will be awarded first to students with greatest need.

**Graduate Students** **Grad Plus Loans**, with a fixed rate of 7.9%, are available to credit-worthy students. If a student is denied on the basis of an adverse credit history, the student may obtain a credit-worthy endorser who will be responsible for the loan. The Grad Plus is available to students only after they have borrowed the maximum on the subsidized and unsubsidized Direct loan.

**Parent Plus** Parent PLUS loans, with a fixed interest rate of 7.5%, are available to credit-worthy parents of DEPENDENT students. If a parent is denied on the basis of an adverse credit history, the parent may obtain a credit-worthy endorser who will be responsible for the loan. If a parent is denied and cannot obtain an endorser, the student is eligible for additional Direct Unsubsidized funds. The Parent PLUS loan is available to students/parents only after they have borrowed the maximum on the subsidized and unsubsidized Direct loans for dependent students.

## How Loans are Calculated

Students may receive federal financial aid for direct costs of a degree or eligible certificate, including **tuition and fees**. **Courses outside of the degree requirements are not eligible for financial aid.**

**Credits/Term** Federal financial aid awards are based in part on enrollment status: the number of credits taken each term. Federal guidelines are as follows:

Enrollment Status	Credits each term	
	Undergraduate	Graduate
Full time	12 or more	8 or more
At least half time	6 or more	4 or more

Credits earned through portfolios and exams are not counted toward the minimum number of credits/term.

**Student Enrollment Data** The number of credits registered for, enrollment status, leave of absence, withdrawal, etc. is electronically downloaded to the National Student Loan Clearinghouse each term by the Registrar's Office. Student loan vendors receive this information directly to verify in-school status.

**Other Educational Expenses Eligible for Financial Aid** **Computer for new and continuing students** — The cost of one computer for your academic program may be included in your first-year federal student loan. (See requirements under Computers, Network and Information Systems.) **Wait until you receive your award notice to be sure you are eligible, before you buy your computer.** Or you can wait until you receive your financial aid refund check, which will include the loan amount for your computer.

***If you buy a computer too soon, and find that you are not eligible for it, Cambridge College will not be able to assist you with funding.***

If **continuing students** do not yet have a computer that meets the requirements and now you need one, please contact the Financial Aid Office to discuss your needs.

**Standardized tests** — Undergraduate students may take CLEP or other standardized exams for credit, or earn credits by portfolios.

**Books and supplies** — **These are a personal expense** until first-term charges have been paid and a credit balance appears on your account.

**Room and board** (NITE and Augusta, GA only) — Students may receive federal financial aid for room and board if residency is **required** to attend their academic program.

- Arranged by Cambridge College — If Cambridge College has contracted with a hotel, conference center or college to provide rooms for students, the reasonable cost of basic accommodations may be included.
- Arranged by students — If students elect to stay elsewhere, or if the College has not arranged for accommodations, students must pay all their expenses up front. They may submit receipts to be considered for reimbursement.

A printed receipt or lease agreement is required from the hotel or other rental agency, showing the amount paid, date, and student's name, before additional funding can be offered.



**Transfer Credits** Prior transfer credits accepted are included in the credits earned in your first academic year. The number of terms allowed to complete your program is correspondingly reduced.

**Grade Level** In accordance with federal guidelines for determining awards, undergraduate students are classified by grade level. For example, students are classified as first year until they have completed 30 or more credit hours.

**Prior Student Loans** Students enrolling in eligible degree programs may be eligible for in-school deferment of prior student loans.

## How Funds are Disbursed

**Financial Aid Award Letter** Your award letter will be mailed to your home address, and you can view your award information on the MyCC portal.

**Awards and Disbursement** Loans are prioritized and disbursed according to the number of terms enrolled. In accord with federal policy, financial aid awards are posted to students' accounts at Cambridge College, not directly to students themselves. Once the College receives the loan disbursement from the government, the College credits the student's account. Any federal funds in excess of current charges may be refunded to the student after term charges have been paid, pending any change of enrollment status.

**Schedule of Disbursement** The first posting of financial aid funds for the fall and spring terms will be the Monday after the Add/Drop deadline of each term and the first Monday after July 1 for the summer term, and thereafter on Mondays only.

All students are expected to enroll for all three terms each year, including the summer. If students take the summer off, the College must report them as disenrolled.

**Refunds and Excess Funds** Students must wait for awards to be credited to their student accounts. Any federal funds in excess of current charges may be refunded to students after term charges have been paid, pending any change of enrollment. Any excess funds are refunded within 14 business days after the disbursement is credited to a student's account (14 days after the add/drop deadline, if credited earlier). The Student Accounts Office will automatically mail refunds to students. Before calling the Financial Aid or Student Accounts Offices, students may access their accounts on the website by logging on to the myCC portal. Student ID and PIN will be needed.

According to federal tax laws, these refunds are regarded as taxable income. Careful records should be kept and all the income must be reported on your income tax return.

## Repayment Process and Loan Rehabilitation

**Exit Counseling** All borrowers of federal student loans must complete federally mandated exit counseling when graduating or dropping to less than half-time enrollment status. Exit counseling prepares students for re-payment. Students must do the exit counseling in its entirety, with complete and correct information; otherwise the degree, diploma, and official transcripts will be withheld.

To complete the exit interview online, go to [www.studentloans.gov](http://www.studentloans.gov), and click on Exit Counseling.

Loan payments may be necessary long after graduation. Federal authorities pay careful attention to student loans; defaulting on federally subsidized loans is a serious offense. With careful planning, students should be able to enjoy the rewards of their study at Cambridge College without being overburdened by payments.

**Loan Default and Rehabilitation** Current and former students with an outstanding balance on a defaulted loan, who have not made satisfactory arrangements for payment, will not receive official or unofficial transcripts.

Defaulted Direct and Perkins (and Stafford) loan borrowers are eligible for rehabilitation and restoration of Title IV eligibility. Borrowers may regain eligibility after six on-time consecutive monthly payments; however, the loan is still in default. Once twelve such payments have been made, a federal loan is removed from default, or "rehabilitated". Defaulted borrowers must request rehabilitation. In the case of borrowers who have a judgement rendered on their loan, borrower payments must be "voluntary" — equal to the amount required under the judgement.

## Federal Financial Aid Withdrawal & Leave of Absence

### Withdrawal or Leave of Absence

Students who need to withdraw or take a leave of absence from Cambridge College may do so for academic, disciplinary, personal, or medical reasons. If the student is receiving federal financial aid and withdraws or takes a leave of absence from the College, they may be subject to the federal financial aid return policies. **Students must notify the Financial Aid Office about any change** in planned period of enrollment, whether due to withdrawal from a class, a leave of absence, a change in academic division, or withdrawal from the College.

### Non-attendance

**Non-attendance does not constitute official withdrawal.** If a student who began attendance and did not officially withdraw fails to earn a passing grade in at least one course over an entire term, the College must assume that the student has unofficially withdrawn. For this purpose, non-passing grades are defined as No Credit/Incomplete (NCI), No Credit (NC), Withdrawal (WD), Administrative Withdrawal (AW), No Show (NS). Unofficial withdrawals will be determined within 90 days of the end of the term. Federal financial aid recipients will have their awards reviewed and recalculated, resulting in a reduction in federal financial aid awarded.

### Return of Title IV Aid

The Financial Aid Office is required by federal statute to recalculate Title IV financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a term.

- **Recalculation** is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of earned aid = number of days of the term completed up to the withdrawal date divided by the total days in the term. For unofficial withdrawals, the withdrawal date used for aid recalculation is the midpoint of the term. Any break of five days or more is not counted as part of the days in the term.
- **Funds are returned to the appropriate federal program** based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the term.
- **If a student earned less aid than was disbursed**, the College is required to return a portion of the funds that have been received by the student. Keep in mind that when federal Title IV funds are returned, **the student may owe a balance to the College.** If a student earned more aid than was disbursed, the College would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

## Scholarships

### Cambridge College Scholarships

**Cambridge College** has a variety of scholarships available to our students. Information is available on the financial aid web page: [www.cambridgecollege.edu/financialaid/financialaid\\_scholarships.cfm](http://www.cambridgecollege.edu/financialaid/financialaid_scholarships.cfm).

To be considered for a scholarship, you must complete:

- FAFSA (see [www.cambridgecollege.edu/financialaid](http://www.cambridgecollege.edu/financialaid)).
- Cambridge College scholarship application (form available on website; submit to Financial Aid Office).

Applications are reviewed by the Cambridge College Scholarship Committee once each term. The scholarship grantor establishes certain criteria that the successful recipient of the scholarship must meet. Not all student applicants will meet those criteria.

### Resources on the Internet

FastWeb Scholarship Search . . . . . [www.fastweb.com](http://www.fastweb.com)  
 Next Student Scholarship Search Engine. . . . . [www.nextstudent.com](http://www.nextstudent.com)  
 Peterson's Education Center (find scholarships "Pay for School"). . . . [www.peterson's.com](http://www.peterson's.com)

***Beware of scams: never pay a fee or give out your bank or credit card information!***

## Other Financial Resources

- Alternative Loans** Students may use alternative loans to pay for college expenses. Please visit [www.cambridgecollege.edu/financial-aid/](http://www.cambridgecollege.edu/financial-aid/) for more information.
- Veterans** Veterans may be eligible for G.I. Bill assistance. Information is available from the Cambridge College Student Affairs Office or from your regional Veteran's Administration Office.
- Federal College Work Study** These funds provide part time employment to students to help meet educational expenses; eligibility is based on financial need. Internship sites may be considered for off-campus work study opportunities. For details, please contact the Financial Aid Office.
- State Aid** Cambridge College students are encouraged to research financial aid opportunities in their own states.
- Massachusetts State Scholarships** Massachusetts residents pursuing undergraduate degrees may be eligible for the Mass State Grant or other state funding. The maximum award amount varies, depending on state funding. The application (FAFSA) must be filed before May 1 for consideration for the following academic year. Students must be full-time to receive state grants.

# Transfer of Credit

Transfer Credit Office • 617-873-0143 • [transfercredit@cambridgecollege.edu](mailto:transfercredit@cambridgecollege.edu) • [www.cambridgecollege.edu/admissions/transfer.cfm](http://www.cambridgecollege.edu/admissions/transfer.cfm)

For undergraduate, graduate, and C.A.G.S. • Ed.D. candidates should contact the doctoral program for information.

Transfer credit requests are evaluated on the basis of official transcripts only. Students must submit a completed admissions packet, including official transcripts and course descriptions/syllabi, if applicable, by the following priority dates. For these students, notification of transfer credit awards will be sent by the beginning of the first term.

## Review of Transfer Credits

### Priority Dates

- By April 1 for Summer term.
- By July 15 for Fall term.
- By December 1 for Spring term.

Submitting required documents after the priority dates will result in a delay in notification of transfer credit award.

**Evaluation** is typically a two-step process:

- The Transfer Credit Office reviews official transcripts and identifies the courses which meet general criteria and may be eligible for transfer.
- For licensure programs, specialized concentrations, and CAGS programs, the program coordinator reviews the content and approves courses that meet program-specific criteria.



**Quarter-hours are converted into semester hours** at a 3/4 ratio and rounded down to the nearest whole number.

### How to Get Timely Evaluation

As soon as you apply to Cambridge College, please:

- Request official transcripts as soon as possible.
- If you have any grades not on the ABC scale, such as P or S, the school or college will be contacted for the letter grade equivalent.
- If requesting transfer of required courses into an MEd or CAGS, fill out form (available in application booklet and website) and attach course descriptions or syllabi. Photocopies must clearly show the course number, title and description; name of the college, your name and date of birth.
- **Have International transcripts translated by an authorized translation agency and evaluated** by the Center for Educational Documentation, 617-338-7171, [www.cedevaluations.com/](http://www.cedevaluations.com/); or World Education Services, 212-966-6311, [www.wes.org/](http://www.wes.org/).

### In Your First Term

Do not take any course that you hope will be covered by a corresponding course that you have submitted for assessment. Wait until your transfer credit evaluation is completed.

### Re-Evaluation of Transfer Credit

If you change concentration or program, you must submit a new request for transfer credit evaluation.

When you return after an absence of one term or more, prior transfer credits are revised according to policies in effect at the time of your return.

### Transfer to Another College

Transfer of credit is controlled by the receiving institution. Accreditation does not guarantee that another institution will accept credits earned at Cambridge College.

## Undergraduate Transfer Credit

**Up to 90 credits** from a regionally accredited institution of higher education may be accepted • no time limit

- Credits over 60 must be upper level (300-400; junior/senior) and meet program distribution requirements.
- See also Acceptable Credits, below.

### Associate's Degrees and Additional Credits

**Associate's degrees** from regionally accredited institutions are accepted in their entirety at 60-69 credits, including only the courses actually required for the degree.

Additional credits, second associate's degrees, and associate's degrees from nationally accredited colleges authorized to grant associate's and/or bachelor's degrees are evaluated as follows.

- Grade required: C (2.0) or better (C-minus not accepted).
- Course content and level must fulfill current, specific course requirements.

### Acceptable Credits

#### Please Send Official Transcripts

- College level courses.
- Completed at regionally or nationally accredited colleges authorized to grant associate's or bachelor's degrees.
- Prior learning transcripts evaluated by the American Council of Education, including military transcripts (accepted at a 2/3 ratio; 30-credit cap).
- Cambridge College courses taken as a non-degree student are evaluated and counted as transfer credit. The transfer credit limit may not be exceeded.
- Cambridge College Access courses may be accepted only if the master's degree was not completed.
- College level nationally standardized exams (for example CLEP, DANTES, DSST) as follows:
  - ▶ May only fulfill lower level requirements; may not replace major requirements.
  - ▶ English Composition exams are not eligible for transfer.
  - ▶ CLEP in College Math may be accepted for MAT101 and 102 if a sufficient score is received.
  - ▶ CLEP in College Algebra does **not** qualify to replace MAT102.
  - ▶ Students already matriculated into a Cambridge College degree **must** have approval from the Academic Advisor **prior** to taking any standardized exam.

### NOT Acceptable for Undergraduate Credit

- Courses taken at institutions without regional or national accreditation. (However, portfolios or standardized exams documenting the learning gained from such courses may be evaluated for possible credit. Contact the School of Undergraduate Studies Office for information.)
- Developmental, pre-college level courses.
- Courses credited toward a prior bachelor's degree.
- Professional Development Points (PDP) and Continuing Education Units (CEU).

### Undergraduate Transfer Credits Earned After Enrollment

Standardized exams and courses taken at other institutions after enrolling in Cambridge College must meet all requirements for transfer, and are included in the maximum of 90 transfer credits.

- Nationally standardized exams such as CLEP and DANTES are accepted for credit.
- Prior written approval by the dean is required before taking courses at other institutions.
- Undergraduate courses taken during an absence from the College may be reviewed for possible transfer by petition to the dean.

## Master's and CAGS Transfer Credit

Degree Program	Credit Limit	Time Limit
<b>Counseling psychology programs (MEd, CAGS)</b>	9	5 years
School Guidance Counseling	12	5 years
<b>Education programs (MEd, CAGS)</b>		
MEd licensure programs, CAGS (except as listed below)	12	10 years
Instructional technology, law, and finance courses for licensure		3 years
MEd programs without licensure (except as noted on program charts)	12	no limit
<b>Master of Management</b>	9	7 years

- Grade required: B or better (B-minus not accepted). Any other indications, such as P, CR, or S, must be confirmed as equivalent to B or better.
- Courses completed at regionally accredited institutions authorized to grant graduate/post-graduate degrees.
- Degree credit-bearing graduate courses.
- Courses must meet current program requirements.

### Please Note:

- Professional development and continuing education courses not accepted.
- Professional licensure programs and CAGS: transfer courses must be advanced graduate level.
- Professional licensure programs: courses used for initial licensure or open to undergraduates are not accepted.
- Master of Management: bachelor's degree required to transfer graduate credit.
- Cambridge College courses taken as a non-degree student are evaluated and, if appropriate, counted as transfer credit. The transfer credit limit for your program may not be exceeded.
- One school collaborative course (3 credits) may be accepted into a non-licensure master's degree program.

### NOT Acceptable for Master's or CAGS Credit

- Professional development and continuing education.
- A course that duplicates a course already completed at Cambridge College. Therefore: do not take any specific required course that you expect to be covered by a corresponding transfer course, until your transfer credit evaluation is complete.
- Cambridge College School Collaborative courses are not eligible for transfer into any licensure or CAGS program.
- Course work taken at other institutions after enrollment in a degree program or during an absence from the College.
- Field experiences, practica, internships.
- Independent learning, research, and applied action projects (final projects cannot be replaced by transfer credit).
- Courses/credits included in another degree (anticipated or completed).

### Licensure Course Transfer

To safeguard your licensure application, a course is accepted for transfer into a licensure program only if:

- The content matches a corresponding Cambridge College required course, meeting the high standards of our programs, and
- It is judged to match the requirements and expectations of the licensing authorities. (Program coordinators reasonably attempt to keep informed.)

**Counseling Licensure Courses** — Final approval of other institutions' course work for your licensure application is solely within the discretion of the licensing authorities; please seek their advice.

**Educator Licensure Programs** — All transfer of credit into educator licensure programs is defined by the Mass. Dept. of Elementary and Secondary Education (ESE) as a "waiver." Records of all waivers are kept in student files, and are subject to audit at any time by the Mass. ESE. These records will be required when you apply for licensure.



# Charting Your Path

at Cambridge College

## Academic Advising

Students arrive at Cambridge College with an idea of what they want to accomplish. Some will know how to assimilate into the college experience without much need for help. Others will need to consult, ask questions, make sure they are on the right path, and learn to read the signs of success. No matter which type of student you are, we think that when students discuss plans and get advising along the way, there is a greater likelihood for success.

Cambridge College builds the presence of an academic advisor into each of its programs. For the undergraduate student this is the **Undergraduate Academic Advising Office**. For the graduate or CAGS student this is the **Professional Seminar Leader**. These faculty are skillful advisors and can provide information: arranging appropriate course schedules, editing papers, building professional networks. There are systems to get used to, course loads to manage, forms to know about and deadlines to keep. Faculty advisors can help, so can program coordinators, deans and office administrators: the College supports students with the right people providing useful questions and answers.

<b>Online Registration</b>	Troubleshooting problems with online registration starts with the Registrar's Office.
<b>MyCC</b>	The portal provides a wealth of resources and needs a PIN for access. Contact the Registrar's Office if you forget your PIN or need to replace it.
<b>Course Advising</b>	Faculty advisors can provide insight into how to best accomplish your plans.
<b>Ordering Books</b>	Courses in MyCC include syllabi, the list of assigned books and their ISBN; order from your favorite vendor.
<b>MTEL and Certification Tests</b>	See your program/academic coordinator.
<b>Program/Academic Coordinators</b>	See the directory.
<b>Add/Drop Deadline</b>	See Student Handbook and the academic calendar in front of catalog.
<b>Missing a Class</b>	See Academic Policies and Procedures (below) and speak with your faculty instructor.
<b>Internship/Practicum</b>	Students need to discuss their intentions to take the internship/practicum with their program coordinators.
<b>Writing the Final Project</b>	Faculty advisors coach and support the writing of your final program project. Writing tutors are also available by appointment.
<b>Concerns and Issues</b>	Start with the instructor. Please refer to program/academic coordinators or the Dean for other problems not resolved with the instructor.

# Course Registration

Registrar's Office • 617-873-0101 • registrar@cambridgecollege.edu • www.cambridgecollege.edu/registrars

Course Load	Maximum registration limit*	Minimum eligible for financial aid
<b>Undergraduate</b>	15 credits/term	6 credits/term
<b>Graduate</b>	12 credits/term (NITE summer is 15 credits)	4 credits/term

\* The online web registration system limits course registration to the maximum number of credits above, as recommended by the faculty. Exceptions require prior written approval from academic advisor and dean, and are rare.

## Steps to Registering

- Complete your admissions file.
- Pay or clear all tuition charges with the Student Accounts Office.
- Register online.

Official course rosters are prepared from the registration forms, and are available to instructors prior to the first class session. *You must officially register for a course to have your name appear on the official course roster and receive credit.*

**Registration is first come first served. There is no wait-listing. Courses or sections may be canceled due to under-enrollment or closed because of class size limits.**

Students who find their anticipated courses are closed or cancelled should contact the Financial Aid Office immediately to find out whether their eligibility for financial aid is affected.

## Student Accounts Clearance

In order to register for each term, you must receive clearance from Student Accounts. If satisfactory arrangements for tuition payment are not made, a *business hold* will be applied to your account (see below).

## Web Registration

**Course registration is done online** through the Cambridge College website, www.cambridgecollege.edu. At the home page, click on MyCC Web Portal. This system allows enrolled students to register for courses, add and drop courses, and access academic, student account, and personal information.

For assistance, please call the Registrar's Office.

In order to register online, the College requires that you be informed and agree to specific policies governing student accounts. When you first connect to the portal, the student account agreement page will appear. When you click on "I agree," you are providing an official signature to your registration transactions.

**Your Cambridge College ID number and PIN** are required to register online. The Admissions Office provides your number, which is mailed to you. If you forget your PIN or do not receive one, call the Registrar's Office. To protect you and your records, the College does not e-mail PINs.

The public components of the portal are also open to guest viewers. On the MyCC portal homepage, scroll down to the bottom and click on Course Search to view current courses.

## NITE — Adjust Your Summer Course Registration

When you arrive for the Summer Session, your seminar leader will provide academic advising. You can adjust your course registration, if needed, at the on-site Registrar's Office or online during the Add/Drop period.



### Student Holds and Notification

A *hold* may be placed on your student record for a variety of reasons:

- Academic (e.g. two or more incomplete grades).
- Admissions (e.g. missing documents).
- Immunizations (missing proof of immunizations form)
- Student accounts.
- Financial aid.
- Graduation (a *graduation clearance pending* hold is added to students who submitted an intent to graduate. The hold is removed once the student's academic record is reviewed by the Registrar during the graduation clearance period.)

A hold will prevent you from registering. Before continuing students' web registration opens for the following term, watch your mail for a notice informing you of any holds on your account. If there is a hold on your account, **you will see a description of the hold, and contact information so that you can remedy the situation. You will not be able to register until all holds are reconciled and removed.**

### Continuing Student Registration

Online registration for the upcoming term begins in the preceding term. You may register at any time, once registration is open, until the Add/Drop deadline. (See dates on the current Academic Calendar).

Contact your academic advisor to plan your next term's courses. Then get Student Accounts clearance and register online.

### Non-Degree Student Course Registration

Students are welcome to take up to three individual courses at Cambridge College for credit, without enrolling in a degree or certificate program. All course prerequisites must be met. See Admission for admission requirements and other information for students taking individual courses.

A **paper registration form** must be completed, which is available from the Registrar's Office or on the website.

**The College reserves the right to restrict access** by special students to particular courses, depending on the nature of the course. Enrollment is based on open seats in each course.

### Auditing Courses

Courses may be audited by non-matriculating or matriculating students. Courses which are audited do not count towards degree requirements and cannot be converted to credit at a later date.

Individuals wishing to audit a course must contact the Registrar to verify that the course is available for auditing. Practicum and Internship courses may not be audited. Once registered, the individual should consult with the course instructor at the first class to discuss expectations for class participation.

No financial aid is available for auditing courses. Please note that financial obligations will be incurred for an audited course unless the course is dropped before the add/drop deadline.



# Academic Policies and Procedures

Academic Affairs prides itself in providing students with excellent instruction and outstanding opportunities for career development and enhancement. We are committed to maintaining an environment that is supportive of your academic needs, and conducive to your creative development as a student.

The Provost and the Office of Academic Affairs maintain academic standards and policies that promote the achievement of professional goals. Working through four distinct schools that comprise the essence of Cambridge College, we endeavor to meet your academic needs through a variety of academic programs and services. Our doors of opportunity are open and waiting for you to join us on a horizon broadening adventure.

Cambridge College reserves the right to change academic policies including course structure, availability, content, or requirements solely at its own discretion as it deems necessary and appropriate.

## Academic Standards and Expectations

### **Academic Integrity**

The College believes that each person can learn, notwithstanding one's age, life history, current circumstances, or past academic experience. Cambridge College is a learning community in which adult learners experience educational practices that honor and empower them. The College works with students to build the education needed for academic and career success through programs which develop and enhance skills, competencies, attitudes, values and habits of the mind. As students are expected to meet high academic standards throughout their education, they engage experiences of genuine learning that make new learning possible.

### **Violations of Academic Integrity**

- **PLAGIARISM**

Plagiarism is the use of another's work, thoughts, or language without giving credit. Cambridge College students are expected to submit original work in courses and will not summarize, copy, or use the work of another person or source without proper acknowledgement. Plagiarism is dishonest and a serious academic offense.

- CHEATING

Cheating appears in multiple forms such as:

1. Unauthorized use of notes, texts, or other aids during an exam or in completing course assignments.
2. Copying the work of another student.
3. Submitting the same assignment for more than one course, subject to faculty discretion.
4. Sharing student work with a group when such sharing has not been authorized by the professor.

Any breach of academic integrity is grounds for a grade of No Credit in academic courses and/or dismissal.

## Academic Credit and Time Management

A semester hour of credit is a quantification of student learning, representing the amount of time a typical student is expected to devote to learning the course material. In traditional classroom settings, the expectation for undergraduates is generally two hours of outside work for every hour spent in class. For graduate students, less time is typically spent in class and more time is committed to outside study — generally three hours for every hour spent in class. Including both class time and study time, a semester hour of credit for the average student entails approximately 45 hours of time devoted to active learning. A three-credit course therefore involves approximately 135 hours of commitment during the term.

At Cambridge College, course structures often vary considerably from this traditional norm, but the learning expectations are always comparable. The amount of time in class varies both with the nature of the course and its level, undergraduate or graduate. Some students progress through the course material at faster rates than others, and selected courses demand intensive interactions over shorter periods of time than a term. Certain courses entail extensive residencies, like the summer sessions of the National Institute for Teaching Excellence. Other courses build directly on students' professional experience, perhaps foreshortening the time required to master new insights and competencies. Still other courses require an extensive internship or practicum. It is important to be aware of these differences in planning your time, but as a guideline for the average, total amount of learning commitment that may be expected in a course, it is useful to keep in mind the average of 45 hours per credit.

## Class Attendance

### *Class attendance at the College is required.*

In most cases, the College may reasonably accommodate religious holidays/observances of students that are not listed in the Academic Calendar as long as the integrity of the educational experience can be maintained. In recognition of the diversity of the student body, the College provides that a student may request an excused absence from class for participation in religious holidays/observances.

The following rules apply to class attendance for undergraduate and graduate courses, including all formats of courses — regular, licensure, week-long intensive, and weekend intensive courses:

### School of Undergraduate Studies

#### School of Education

Attendance is required in on-seat undergraduate courses. A student with more than four contact hours of unexcused absence in a three-credit course is subject to receiving a failing grade for that course. No absences will be allowed for one and two credit courses.

- **Regular courses** — No more than a total of four contact hours of unexcused absences will be allowed. Students with more than four contact hours of unexcused absences will receive an incomplete for the course or can complete the course at the instructor's discretion. Any student with more unexcused absences may receive a "No Credit" and will have to retake the course.
- **Weekend intensive courses** — No excused absences during the first weekend period will be accepted. If a student misses one or both class sessions during the first weekend period, the student will be dropped from the course or receive "No Credit" and will have to retake the course.
- **Week-long intensive courses** — No excused absences at any time. If a student misses a class for any reason, the student will receive either an "Incomplete" for the course, and can complete the course at the instructor's discretion, or will receive a "No Credit" and will have to retake the course.
- **NITE Program Courses (4-day classes)** — There are no excused absences. However, under extenuating circumstances, if a student misses one day of class, the professor and NITE Program Director may work with the student to complete the work in another format. Otherwise, the students will receive a "No Credit".

### School of Psychology and Counseling

- **Three-credit courses** — For all three-credit courses, students may not miss more than four contact hours per course. The missed hours of classroom time have to be made up. If a student misses more, and has a doctor's letter, the student has to attend those missed hours in-seat in another section of the class, even if it is in the following semester. The student will receive an "Incomplete" until those hours are completed.
- **One-credit courses** — For Introduction to Counseling courses (one credit course), no contact hours can be missed.

### School of Management

- **One-credit courses** — Students are expected to attend all of the class contact hours for the course.
- **Three-credit courses, including weekend intensives** — Attendance is expected at all class sessions. At the discretion of the instructor, a student may be permitted to miss some class time, but make-up work will be required. Unexcused absences, or missing more than four hours of class time, will result in a grade of "No Credit" for the course.
- **Management Seminars (2 credits)** — Students are expected to attend all class sessions. Students may, at the discretion of the instructor, be permitted to miss a class, but make-up work will be required. Unexcused absences, or missing more than one seminar session, will result in a grade of "No Credit" for the course.
- **Blended learning courses** — Students are required to attend all sessions. A "No Credit" may be awarded to students for unexcused absences from in-seat classes. Exceptions will be made only for major illness, serious injury, death in immediate family, hospitalization or military orders. However, the student will be required to complete additional make-up assignments for time missed.

### End of Course Evaluation Survey

Cambridge College is committed to fostering teaching excellence and we believe that students can make a significant contribution to this goal by completing online, a confidential End of Course Evaluation Survey. The purpose of the survey is to help the College to improve the quality of curriculum and instruction. Towards the completion of each course, students will receive an e-mail invitation to participate sent to their Cambridge College student e-mail address and may also participate through the MyCC web portal. For further information, please contact the Office of Institutional Planning and Effectiveness.



# Program Exceptions

**Course Waivers** Additional courses must be taken to make up the credits for courses accepted for waiver. See your academic advisor.

**School of Undergraduate Studies** — Some required courses may be waived if mastery of the learning outcomes is demonstrated by the successful completion of comparable coursework from a previous, regionally accredited college or university. Eligibility for waiving a required course or courses will be determined by the student's advisor in conjunction with the academic program coordinator and/or dean. Essential skills courses in writing and mathematics may only be waived if a student has successfully completed previous college-level work in those areas, and a standardized assessment, administered by the College, indicates appropriate competencies.

**School of Education** — Required licensure courses may be waived if mastery of the learning outcomes is demonstrated by successful completion of comparable coursework from a previous, regionally accredited college or university. Other required courses may be waived if students demonstrate comparable graduate learning. Eligibility for waiving a required course will be determined by the program coordinator with subsequent approval by the Dean.

**School of Psychology and Counseling** — Course waivers are typically requested along with evaluation of transfer credit. (See Transfer Credit.)

**School of Management** — Required courses may be waived if students demonstrate comparable graduate learning. Some essential skills courses may be waived if mastery of the learning outcomes is demonstrated through assessments administered by the College. Additional management courses must be taken in place of any credits waived. See the Dean of the School of Management.

## Courses Taken at Other Institutions After Matriculation

**Undergraduate** — Only the following may be accepted into the School of Undergraduate Studies while a student is enrolled in the program.

- Courses needed for graduation that are not offered within two terms of the anticipated graduation date.
- Electives not available at Cambridge College that are pre-approved by the Dean or Program Coordinator.

Written approval from the academic advisor and Dean of the School of Undergraduate Studies is required.

**Graduate** — Courses taken at other institutions while a student is enrolled in a Cambridge College master's degree program may not be transferred towards that degree.

## Grades and Grading Policy

Faculty have discretion over grades. Grades are based on performance in relation to learning outcomes listed on each course syllabus.

**Grade Entry**—No one other than instructors may enter final grades using the MyCC portal. If an instructor is unable to enter grades through the portal, he or she is to forward a grade list to the Registrar for entry.

### General Definitions and Policies

#### Grade Point Value

Letter Grade	Grade		Letter Grade	Grade	
	Point Value	Numerical Range		Point Value	Numerical Range
A	4.0	93-100	C+	2.3	77-79
A-	3.7	90-92	C	2.0	73-76
B+	3.3	87-89	C-	1.7	70-72
B	3.0	83-86	D+	1.3	67-69
B-	2.7	80-82	D	1.0	60-66
			F	0.0	0-59

**Credit (CR)** is a grade, based on mastery of course content and effective oral and written communication.

- Undergraduate programs — equivalent to D or better.
- Graduate and post-graduate programs — equivalent to B or better.

**No Credit (NC)** means that the student has not met expectations and that the academic work will not be counted toward degree requirements. Students who receive a grade of “No Credit” in a required course or seminar are required to repeat the course or seminar. In general, reasons for a grade of “No Credit” include:

- Lack of class attendance — absent for more than four hours of class time.
- Required work not completed to the instructor’s standards.
- Failing grades on required work.

Students incur financial liability for courses attempted whether or not credit is awarded.

**Incomplete (INC)** grades are assigned only to students making satisfactory progress in the course and who need additional time to complete course requirements. Incomplete grades are not awarded for unsatisfactory work.

In the School of Undergraduate Studies at least 2/3 of the course work must be complete and satisfactory to be considered eligible for a grade of INC. The instructor and student must complete an Agreement to Finish Incomplete Course Work form. This learning contract outlines the assignments completed and approved, lists the assignments yet to be completed in order for the student to receive credit, and specifies a deadline for completing the course work satisfactorily.

***The remaining work must be completed by the end of the term after the course was taken or the grade becomes No Credit/Incomplete and the course must be repeated.*** It is the student’s responsibility to consult with the course instructor about completing all coursework and removing the incomplete grades.

**No Credit/Incomplete (NCI)** indicates that incomplete course work was not completed by the end of the subsequent term.

**No Show (NS)** indicates that a student did not attend a class and/or did not formally withdraw from the course. The student remains financially liable for the tuition.

**Changes in Grade** — Grades (including CR) are considered to be final unless a clerical or procedural error has been made. If there are discrepancies, please contact the instructor and/or the Registrar’s Office.

**Undergraduate  
Grades**

Grades of “Credit” or “No Credit” are awarded only for portfolios, challenge exams, standardized exams, seminars, and skill development courses.

**Graduate and  
Post-graduate  
Grades**

Graduate and post-graduate programs award passing grades of B or better. Coursework below B receives a grade of “No Credit”. Grades of “Credit” or “No Credit” may be an option for students in specific courses.

**Advising Support**

**Advising Support for Students with Incomplete Grades**— At the end of each term, students who have two or more Incomplete grades on their grade report will receive an “academic hold” on their account. Before they can register for the next term, these students must:

- Meet with their faculty advisor. International students must also meet with the international student advisor.
- Meet with course instructors, complete their coursework satisfactorily, and clear the Incomplete grades.

**Incomplete  
Final Project**

**Master's:** If the Independent Learning or Research Project (ILP/IRP) is incomplete, students must register for ILP/IRP Completion 801 in order to receive a grade. (If the original faculty advisor is not available, the Dean will assign another faculty member to supervise the completion of the project.) For example, students who took CCP800 and got an Incomplete grade must register for CCP801.

**Bachelor's:** If the Capstone is incomplete, students have one term to finish the work and have the Incomplete grade changed to a letter grade. If the Capstone is still incomplete, the student must register in the next term for the Capstone completion course in order to receive a grade. For example, students who get an Incomplete grade in BHS490 and do not finish it in the following term, must register for BHS491 in the next term.

**Satisfactory  
Academic Progress**

Students must make satisfactory academic progress to continue at Cambridge College as well as receive financial aid. Student records are reviewed at the end of each term. (See Financial Aid.)

## Student Records

**FERPA** Access to the information supplied on your application form, supporting materials, and student education records, is strictly limited under the Family Educational Rights and Privacy Act of 1974. In compliance with the Act (FERPA), the College does not permit the release of personally identifiable information in student records without the written consent of the student, except as specifically allowed by FERPA statute or regulation.

### Change Your Name, Address and Contact Information

**Address and Contact Information** — To facilitate communication, students are expected to visit the Registrar's Office to complete a change of address form to update their address and telephone numbers, or correct misspellings.

**Name** — Students wishing to change their names must provide legal documentation showing the reason for the change, as well as a written version of the new name. Acceptable documents include marriage certificates, divorce papers, passports, Social Security cards, and other court-issued documents. Students should send the request in writing and include their student ID number and/or social security number if ID number is not known. Once a student graduates the record is closed; name changes are not possible unless the student is reapplying for a new degree.

### Transcripts

Students may request their official transcripts from the Registrar's Office at any time. Transcripts for graduating students are not released until after the degree conferral date.

Transcripts for graduating students are not released until their academic record has been cleared for graduation and their accounts are paid in full and cleared by the Bursar's Office. If students are using financial aid, transcripts are held until all funds have been received.

All requests must be made in writing, accompanied by a check or money order for the transcript fee: official transcripts are \$5.00, unofficial transcripts are \$2.00. Rush service is \$30.00 with additional cost for overnight shipping if desired. Use the transcript request form on the web page [www.cambridgecollege.edu/students/forms/](http://www.cambridgecollege.edu/students/forms/).

### Verification of Degree or Enrollment

Cambridge College has authorized the National Student Clearinghouse to provide verifications. The Registrar's Office does not provide verifications over the phone. If you are an employer or background screener, you may contact the National Student Clearinghouse's DegreeVerify service by web or by mail.

Web: [www.degreeverify.org](http://www.degreeverify.org)  
Mail: National Student Clearinghouse  
2300 Dulles Station Boulevard, Suite 300  
Herndon, VA 20171

### Educator Licensure/Certification Verification

State program verification forms are processed by the Office of the Dean of the School of Education. Forms cannot be completed until the graduating student's conferral date.



## Graduation

### Student Preparation to Graduate

- **Grades Required**

*Undergraduate* students must successfully complete all components of their academic program (see your program chart in the catalog) with grades of D or better, or Credit. A cumulative grade point average of 2.0 (letter grade of C) is required for all undergraduate courses completed at Cambridge College.

*Graduate* students must earn grades of B or better for successful completion of all graduate courses counted towards degree completion.

- **Intent to Graduate form** — Students planning to graduate must complete and submit to the Office of the Registrar an Intent to Graduate Form. It must be submitted during the term the student intends to graduate, by the deadline published in the academic calendar, in order for the student's academic record to be reviewed for graduation clearance. Students must meet with their academic advisor and review their academic plan to ensure that all program requirements will be completed by the end of the term.
- **All tuition and other charges must be paid in full** by the published graduation clearance deadline in order to receive graduation clearance from the Student Accounts Office.



## Registrar Clearance for Graduation

The Registrar will review records of students who have submitted the Intent to Graduate form by the deadline.

Candidates who have completed all academic requirements are notified by the Registrar's Office. Their academic records are closed and the degree conferral date is placed on their final transcripts. Candidates who have not satisfied the academic requirements are informed of their status and next steps.

## Degree Conferral

The College has three conferral dates for graduation, in January, June, and August. A student who completes all the requirements for his/her academic program and successfully completes the graduation clearance process can receive an official transcript from the Registrar's Office at any time after the degree conferral date (see Student Records.)

## Diplomas

Diplomas are mailed to all students who have been financially and academically cleared within three months of the degree conferral date. Diplomas are mailed via U.S. mail to the address that is in the student database as of the commencement date. If a hold is removed from the student's record after the diploma mailing, the student must contact the Registrar's Office to arrange shipment of the diploma.

**Student's Official Name** — All name changes must be received, verified and processed by the Registrar's Office prior to the degree conferral date.

**Replacement Diplomas** — Students who need a replacement diploma must request it in writing, including their name, signature, student ID number, telephone number, and an up-to-date address. Replacement diplomas cost \$27. Students may include credit card information, or a check or money order made out to Cambridge College. The replacement diploma will be mailed via U.S. mail.

## Commencement Ceremony

One commencement ceremony is held each year in Boston, in June. Graduates from all regional centers are invited to participate. Diplomas are not presented at the Commencement Ceremony, but are **mailed**.

### "March Only" Conditions

Students may be allowed to "march only" in the Commencement Ceremony with the status of "participants" only, under the following conditions:

- All core requirements, including the final project (Capstone, Independent Learning or Research Project, Action Research Project) and required practicum and/or internship, must be completed and a passing grade documented in the student's academic record by the grade posting deadline.
- Six or fewer credits remain to be completed for the course of study.
- Academic completion is anticipated in the next term (Summer) and registration for the summer term has been processed.
- A student must submit a Petition to March Only form (available at [www.cambridgecollege.edu/students/forms](http://www.cambridgecollege.edu/students/forms)) to the Registrar no later than April 15.

A student may not participate as a graduate at the commencement, and no College written materials shall refer to the student as a Cambridge College graduate or otherwise imply that the student has satisfied Cambridge College graduation requirements.

Students who have not completed graduation requirements cannot obtain a diploma and will not be given any written documentation that implies that they have graduated.



# Changing Your Path

## at Cambridge College

Students have the opportunity to change their course registration, change their programs or change their enrollment status at the College. We recommend students meet with academic advisors first to learn about the academic and administrative procedures needed to complete a new education plan.

Changing your course registration within the current term is an online process (MyCC) before the Add-Drop deadline. After the deadline, you must submit a paper form and may be liable for tuition costs. In either case, adding or dropping courses may impact your financial aid. Keeping the College informed of your decisions will help us support you on your education path. When thinking about program changes, or taking a leave of absence, seek advising: it is the academic advisors, the financial aid staff and Registrar's Office that will make changing your path at Cambridge College a successful endeavor.

## Changing Your Course Registration

### How to DROP Courses

**BEFORE the add/drop deadline** (see Academic Calendar) log in to the MyCC web portal and click on the Student Registration tab; click on Add/Drop courses. **No verbal or telephone "drops" are accepted.**

**AFTER the add/drop deadline and BEFORE course has started**, submit a paper [add/drop form](#) to the Registrar.

**AFTER the course has started**, submit a paper [course withdrawal form](#) to the Registrar.

The forms are available in the Registrar's Office and at [www.cambridgecollege.edu/students/forms.cfm/](http://www.cambridgecollege.edu/students/forms.cfm/).

### Tuition

If a course is correctly dropped as described above, students may receive tuition credit (see Tuition and Payment).

### Grade for a Dropped Course

If the course is correctly dropped online, the course is "dropped" from your student record. If notification is received after the Add/Drop deadline, the course appears on your student record with a grade of *Withdrawn* (WD). If the Registrar's Office is not officially informed of the drop **in a timely manner**, a grade of *No Show* (NS) will be issued.

### How to Add Courses

You may register for additional courses up to the first class session, if space is available and department policies are followed.

## Program Changes and Policies

### Change of Program or Major

Students who wish to change programs or majors, while still remaining in the same degree program, must complete the change of program form from the Registrar's Office and obtain all required signatures, including their advisor/program coordinators from their previous program and the new program. For example, students who wish to change from a master of management to a master of education need to complete the change of major form in order to change graduate programs. They do not need to reapply using the admissions application.

Students should consider a change of program carefully and explore the financial and academic implications.

- Meet with your current academic advisor, the director/coordinator of your new program, and the department program director to discuss the change and get approval.
- Different programs may require additional courses, time, effort, and expense.
- Transfer credits accepted may differ. Financial aid rules and awards may differ.

**Note: all students receiving financial aid must see a Financial Aid Officer before making any programmatic change, or any changes in the total number of credits taken in a term.**

Students who do not receive financial aid are encouraged to meet with the Bursar to address financial implications of their change. If the completed form is received by the Dean of the student's school before the add/drop deadline, the change takes effect in the current term. Changes completed later in the term take effect in the following term.

### Leave of Absence or Withdrawal

Current students who do not wish to enroll in the next term must visit the Registrar's Office to complete the Leave of Absence/Withdrawal form.

A student who finds it necessary to withdraw or take a leave of absence must:

- Discuss it with the seminar leader/academic advisor, and
- Submit an official leave of absence/withdrawal form (available on the website; MyCC Web Portal) to the Registrar. Then the leave of absence or withdrawal will be indicated on the student's official transcript. The **leave of absence/withdrawal form must be submitted to the Registrar in order to receive any reduction in tuition liability** and to inform lending institutions of the change in enrollment status.

A student who drops out of the College and/or individual courses and does not submit the leave of absence/withdrawal form or add/drop form will receive a grade of No Show, and no reduction of tuition liability.

A student who has received a federal loan must complete federally mandated exit counseling prior to leaving (see Financial Aid).

**Returning Students** **Students who complete courses**, withdraw or go on leave of absence, then wish to return:

- If more than five years, the student needs to reapply with all materials through the admissions office.
- If five years or less, students need to complete the Reinstatement form through the Registrar's Office, and obtain all of the required signatures to certify they are in good academic and financial standing.

**Reinstatement — Students who withdraw anytime after their initial registration**, even during add/drop, then wish to return:

- If more than five years ago, students need to reapply through admissions office. Current program requirements and transfer credit policies will apply.
- If five years or less, students need to complete the Reinstatement form through the registrar's office, and obtain all of the required signatures to certify they are in good academic and financial standing.

**Completion of ILP, ARP**—Students who return to complete their final projects and graduate. These students have to complete the Reinstatement form through the Registrar's Office, and obtain all of the required signatures to verify that the student is in good academic and financial standing.

**New Degree** — Students who wish to complete a degree (certificate, bachelors, master's, CAGS or EdD) different from their current or past degree must reapply through the admissions office, indicating the new degree on their admissions application and submitting all application materials.





# Student Affairs

Whether you are new to college or returning after years away from school, the staff in the Office of the Dean of Student Affairs understand that the transition to Cambridge College is exciting, yet can feel a little overwhelming at times. The Student Affairs staff at Cambridge College is ready to offer you guidance and assistance from orientation through graduation and is committed to providing you with the resources, support, assistance and advice that will help you be successful. We are committed to helping you become involved with the Cambridge College community both inside and outside of the classroom and allowing to achieve your potential. We hope to see you in our offices often throughout your Cambridge College career and are here to assist you in any way that you need us.

The Dean of Student Affairs will serve as an advocate for students who need assistance solving problems or resolving complaints and grievances. In most cases, the following protocol should be followed:

1. Please begin by discussing the issue or complaint with the Cambridge College administrator, faculty or staff immediately concerned. If you need assistance as to how to approach this conversation, please seek the assistance of the Dean of Student Affairs (617-868-1000). Then, if the issue is not resolved:
2. Students may then contact the Dean of Student Affairs who will serve as your advocate with College offices and administrators.

When dealing with a difficult situation, never hesitate to seek assistance from a professional staff member. Often simply talking through the appropriate next steps can be a helpful tool in moving toward problem resolution.

**Orientation** The regional center directors and Dean of Student Affairs Offices collaborate to provide students with information and resources which will be available to them as they progress at the College. This introduction to the community is required for all new students.

**Student Code of Conduct** All Cambridge College students are bound by a Student Code of Conduct, which is published in the Student Handbook. Student Handbooks are available in the Dean of Student Affairs Office, on the website, and in each regional center's student services office. All Cambridge College students are responsible for becoming familiar with the Code of Conduct.

## Disability Support

Cambridge College is committed to providing equal access to all educational opportunities to students with physical, psychological or learning disabilities. Any student who feels s/he may be eligible for accommodations should contact the Coordinator of Academic and Disability Support Services or [disabilitysupport@cambridgecollege.edu](mailto:disabilitysupport@cambridgecollege.edu) for an appointment.

Students who think they may qualify for special accommodations must obtain documentation from a qualified physician or clinician that presents a specific diagnosis of your disability, explains its limiting effects, and makes recommendations for accommodation. Eligibility for accommodations and the accommodations themselves are determined on an individual basis by the Office of Academic and Disability Support Services in order to ensure compliance with the Americans with Disabilities Act. This Office also ensures that all students are aware of their rights, are knowledgeable of the available services and that faculty are aware of their responsibilities should they have a student with a disability in their classroom.

## Student Life

Students are encouraged to participate in the co-curricular life at Cambridge College. Opportunities for personal and academic growth is available through workshops, trainings and events. Activities such as student picnics, clubs and outings to area recreational activities have also been organized. Students are encouraged to check the MyCC student portal for updated information about upcoming programs.

**T-Pass for Cambridge students** — At the beginning of the Fall and Spring semesters, students are notified of the opportunity to sign up for a Semester MBTA pass. By pre-purchasing a semester pass, students can receive an 11% discount on a T fare. Order forms will be posted on MyCC and should be returned to the Dean of Student Affairs office.

## Career Services

The Cambridge College Career Services helps all undergraduate and graduate students make informed career decisions, search for employment, and explore volunteer, professional and educational opportunities that are consistent with their interests, abilities and values. Cambridge College Career Services serves all students enrolled in degree programs at all sites. Services available include individual career counseling, choosing or changing a career, applying to graduate school, resumé and cover letter reviews and mock interviews.

Job listings which are sent to Career Services are posted on the MyCC web portal and job boards around campus and updated weekly. Career Services also sponsors programming initiatives, including career development workshops and annual career fairs, in which all students are invited to participate to begin making connections with employers and alumni. We provide career development resources, not a job placement service.

Visit the Career Services page on MyCC for online career resources including resume, interviewing, and networking guides. Sample resumes can also be found.

To make an appointment for a resume or cover letter review, or to discuss other career development questions, contact the office via e-mail at [susan.antonelli@cambridgecollege.edu](mailto:susan.antonelli@cambridgecollege.edu) or [rebecca.shiels@cambridgecollege.edu](mailto:rebecca.shiels@cambridgecollege.edu) with your availability.

Enrollment in Cambridge College or completion of an academic program **does not guarantee employment.**

## Personal Counseling

At the main campus, a list of counseling resources is available from the Student Affairs Office:

- Drug and alcohol counseling rehabilitation programs.
- Local agencies and/or private practitioners who provide assistance with alcohol and substance abuse.

At regional centers, similar information is available from the center director.

## Student Health and Medical Care

In the event of a medical emergency, security staff will call an ambulance. Students are responsible for their personal health and medical care. The College does not provide medical services.

**Health Insurance** Massachusetts State Law requires ALL full or three-quarter time students at Cambridge College to participate in the school sponsored Student Accident and Sickness Insurance Plan or have an alternate insurance plan with comparable coverage. (Please note: Student status as full or three quarter time for the term will be determined as of the last date of the add/drop period). To comply, students must either enroll in the Cambridge College-sponsored student health insurance plan, or provide proof of enrollment in an alternate qualifying insurance plan by logging into MyCC and selecting the Health Insurance link found under the Student Services tab. It is the student's responsibility to ensure that the alternate insurance is adequate.

Cambridge College students attending classes at regional centers outside Massachusetts are not required to participate in the student health program.

Students who do not return the Health Insurance form (available in the application booklet and on the website) with their insurance provider information will automatically be enrolled in and billed for the College health insurance plan.

**National Institute for Teaching Excellence (NITE) students** enrolled in more than three weeks of classes will need to show proof of health insurance. Massachusetts law does not require students enrolled in short-term courses (defined as no more than 15 days of classes for each term and 30 days total for the entire school year) to participate in the student health program.

**International Students** must enroll in the Cambridge College-sponsored student health insurance plan.

**Immunizations** The following immunizations are required by Massachusetts law for all full-time undergraduate and graduate students. The immunizations are also required for part-time students in programs with coursework in health care facilities (Medical Interpreter and Health Care Management/Informatics).

- Two MMR (measles, mumps, rubella) vaccines, the first given no earlier than one year after birth and the second at least one month after the first, or serology tests (titers) for measles, mumps and rubella that demonstrate immunity. Birth before 1957 in the United States is also acceptable.
- One Tdap (tetanus, diphtheria, pertussis) booster. A Td (tetanus, diphtheria) booster may be substituted if given within the past five years.
- Three hepatitis B vaccines or a hepatitis B serology test (titer) that demonstrates immunity. A two-dose adolescent series is also acceptable.
- Two varicella (chicken pox) vaccines or a history of varicella verified by your health care provider, or a varicella titer that demonstrates immunity. birth before 1980 in the United States is also acceptable.

**Emergency Phone Calls for Students** If a caller asks that a student be located because of an emergency, College staff take the caller's name and phone number, make their best effort to find the student, and give this information to the student if located. To protect student privacy, the College does not inform the caller whether the student is on the premises nor whether the call is returned. The College does not convey non-emergency messages.

**Student Government** **Cambridge campus** — Students participate in College governance through the Student Advisory Board for their school or program. Open meetings facilitate communication and discuss ways to improve College-wide services, programs and policies. The College's Senate subcommittee on Marketing, Student Services & Retention helps departments develop policies and procedures that facilitate quality student service and retention. Meeting dates are posted on campus.

Student representatives are elected to participate in the College Senate.

**Regional centers** — Students are invited to contact the center director with concerns and suggestions.

# Veterans Benefits

Student Affairs Office • 617-868-1000

The Veteran's Administration has approved programs at the Cambridge College main campus and regional centers for VA benefit coverage.

Cambridge College is a Servicemember's Opportunity College (SOC) and a military friendly institution providing veteran support and class schedules which fit the lifestyles of active duty, reserve, retirees and their dependents. Our staff are here to help veterans through the admissions, registration and eligibility processes. Also, the Chesapeake Regional Center is a member of Virginia's Wounded Warrior Program and a Yellow Ribbon participant.

## Cambridge College SOC Contacts

### Cambridge College Institutional SOC

**Representative** Jeri M. Clay . . . . .x6202 jeri.clay@cambridgecollege.edu  
**Cambridge Main Campus** Lisa Zhou . . . . .x1108 lisa.zhou@cambridgecollege.edu

**Augusta Regional Center** Connie Davis . . . . .x1529 connie.davis@cambridgecollege.edu

**Chesapeake Regional Center** Jeri Clay . . . . .x6202 jeri.clay@cambridgecollege.edu

**Inland Empire Regional Center** Ellie Kaucher . . . . .x1562 ellie.kaucher@cambridgecollege.edu

**Memphis Regional Center** Karen Streeter, Ph.D. . . . .x1547 karen.streeter@cambridgecollege.edu

**Merrimack Valley Regional Center** Cheryl Doherty . . . .x1474 cheryl.doherty@cambridgecollege.edu

**Puerto Rico Regional Center** Isabel Soto . . . . .x1535 isabel.soto@cambridge.edu

**Springfield Regional Center** Brian Smith . . . . .x6612 brian.smith@cambridgecollege.edu

## Veterans Certifying Representatives

**Cambridge Main Campus** Lisa Zhou . . . . .x1108 lisa.zhou@cambridgecollege.edu

**Augusta Regional Center** Connie Davis . . . . .x1529 connie.davis@cambridgecollege.edu

**Chesapeake Regional Center** Allison Kaline . . . . .x6194 allison.kaline@cambridgecollege.edu

**Inland Empire Regional Center** Ellie Kaucher . . . . .x1562 ellie.kaucher@cambridgecollege.edu

**Memphis Regional Center** Karen Streeter . . . . .x1547 karen.steeter@cambridgecollege.edu

**Merrimack Valley Regional Center** Lisa Zhou . . . . .x1108 lisa.zhou@cambridgecollege.edu

**Puerto Rico Regional Center** Isabel Soto . . . . .x1535 isabel.soto@cambridgecollege.edu

**Springfield Regional Center** Lisa Zhou . . . . .x1108 lisa.zhou@cambridgecollege.edu

Students taking courses at the Cambridge, MA campus should see the Bursar's Office for enrollment certification information after they have applied for benefits through the VA Office; students at regional centers should see their regional center director.

## Transfer Credit Evaluation

**Transfer credit**—All students receiving veterans benefits will have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

**Prior learning assessment** to earn college credit and shorten your program—Veterans enrolled in undergraduate programs are especially encouraged to consider documenting their learning derived from experience in the form of standardized college-level exams and portfolios that demonstrate learning equivalent to specific college courses. For more information, ask to speak with a faculty advisor or the academic coordinator of the Cambridge College center you plan to attend, or visit [www.cambridgecollege.edu/students/services.cfm/](http://www.cambridgecollege.edu/students/services.cfm/).

## Academic Progress

**Progress will be monitored each term** for all students receiving veterans benefits. If an undergraduate student's cumulative GPA falls below 2.0 (graduate programs 3.0), or completion rate falls below 67% (graduate programs 50%) in all courses attempted at Cambridge College, in any term, he or she will be placed on academic probation for a maximum of two additional terms. If the student's GPA or completion rate is not raised to meet graduation standards by the end of the second term of probation, the Veterans Administration will be notified and benefits will be interrupted.

**Conditions for Reentrance:** If the dean or regional center director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.



A wide range of educational benefits are available to veterans, their dependents and family members through the United States Department of Veterans Affairs. Students must apply directly to the US Department of Veterans Affairs.

Below are several links that will get you started and will provide you with the information you need to take advantage of your benefits.

**Other Resources  
for Veterans**

- U.S. Department of Veterans Affairs • [www.va.gov](http://www.va.gov)
- VA Online Application for Educational Benefits • <http://vabenefits.uba.va.gov/vonapp/main.asp>
- Montgomery GI Bill (MGIB) • [www.gibill.va.gov](http://www.gibill.va.gov)
- MGB Verification (Web Automated Verification of Enrollment/WAVE) • [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do)
- Reserve Educational Assistance Program (REAP) or Chapter 1607  
[https://www.gibill.va.gov/pamphlets/CH1607/reap\\_faq.htm](https://www.gibill.va.gov/pamphlets/CH1607/reap_faq.htm)
- Veterans' Services Officer  
43 Hawkins Street, Boston, MA 02114  
Phone: 617-635-3037 • Fax: 617-635-3957

# International Students

**International Students Office • 617-873-0142 • [www.cambridgecollege.edu/iso](http://www.cambridgecollege.edu/iso)**

Cambridge College welcomes international students to its degree programs at the Cambridge main campus. **For assistance**, please speak with your admissions counselor or the International Students Office. (International students may enroll at Cambridge only, not at the regional centers.)

## International Student Documents

International students are required to fulfill the standard admission requirements and submit the following supplementary documents:

**International Student Information and I-20 Request Form.**

**Documentation of English language proficiency** meeting standardized test minimums or achievement of agreed upon levels of English language study.

1. Official TOEFL or IELTS Score.

- Paper-based minimum score: 550.
- Computer-based minimum score: 213.
- Internet-based minimum score: 79-80.
- IELTS minimum score 6.0.

2. A diploma from a U.S.-based college, university, or high school.

3. A Certificate of Completion from a Cambridge College partner English language school. (please contact the Admissions Department for a list of participating English schools or visit our website <http://www.cambridgecollege.edu/iso/admissions.cfm> )

**Copy of Identification Pages from Student Passport** showing your current passport number, expiration date, your complete name, and date of birth. Also, copies of passports of all family members who will need dependent I-20s.

**Letter of Credit** from student's bank or sponsor's bank (dated within the last six months) to assure that funds are available for your academic, living, medical, and transportation expenses for the first year of your program. The costs for each program vary. Please see Tuition and Payment or contact your admissions counselor or the International Students Office.

**Affidavit of Support** which states that your sponsor is responsible for the aforementioned expenses and signed by the person or organization that will be the financial sponsor.

**Copy of Student's I-94** (front and back).

**Copy of Student's Visa.**

**Copy of Previous I-20.**

## New Students Orientation

All new incoming international students are required to attend International Student Orientation prior to beginning their studies at Cambridge College.

## Semester Check-In

All continuing international students with an I-20 from Cambridge College are required to physically check-in with the International Student Office during the first two weeks of each academic term. The times and dates will be announced at the beginning of each semester. Failure to physically check-in with the International Student Office may result in termination of the student's I-20.

## Maintaining F-1 Status

International students must abide by the federal regulations pertaining to their F-1 visa (non-immigrant student visa for full-time students as defined under US law).

- Full-time enrollment each term (Fall and Spring terms): twelve credits in an undergraduate program or eight credits in a graduate program each term (Fall and Spring). Only in the final term of study may students take fewer credits.
- Good academic standing (as defined by Cambridge College academic officials such as the Provost, Dean of the applicable School or Registrar).

Please note: federal regulations permit F-1 students to take only one online course or three online credits each term.

Failure to abide by federal regulations may result in loss of F-1 status.

**Transfer Credit** Please consult an admissions counselor, the Transfer Credit Office or your academic advisor, regarding transferring credits to or from Cambridge College.

**Financial Planning** **Tuition and Fees** — See Tuition and Fees.

**Payment and Refunds** — See Payment and Refunds.

**Scholarships and Student Loans** are not available to international students. Student loans are available only with a co-signer.

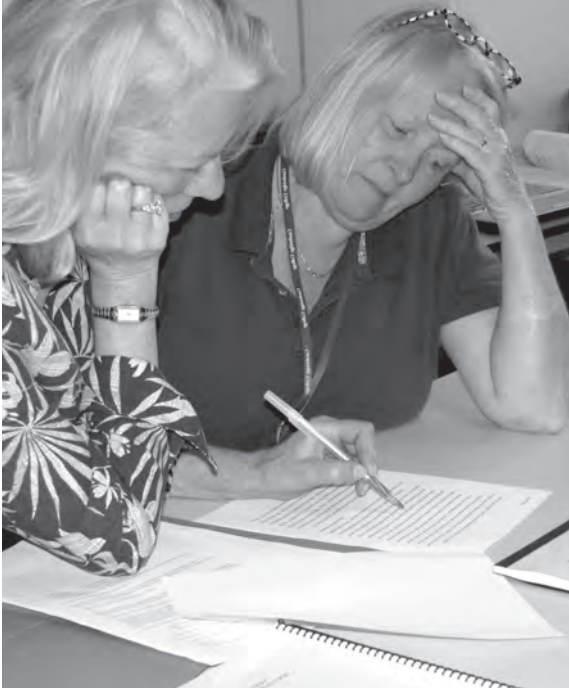
**Student Health Insurance** — International students are required to enroll in the health insurance plan offered by Cambridge College.

**Room, Board and Personal Expenses** — All Cambridge College students are responsible for their own housing, transportation, and any personal expenses. The College does not have dormitories, except for the NITE Summer Institute.

**Degree/Enrollment Verifications** Students in need of degree and/or enrollment verification must submit a signed request to the Registrar's Office, in the form of a letter or by completing the Enrollment Verification Form available in the Registrar's Office. The request must specify the enrollment information to be disclosed as well as the name and address of the official destination of the letter.

**Address Information** International students must separately inform the Registrar's Office and International Student Office of any changes to their current physical address in the U.S. Address changes must be reported within 10 days of moving.

**Vacation Periods and Holidays** Please see the College Calendar.



# Academic Support Services

## Academic Support

**Writing** — A major goal of Cambridge College is to produce graduates who think critically and communicate clearly. Writing is a complex process that takes a lot of time and practice. ELL support is provided for students for whom English is a second language. All students are encouraged to improve their communication and literacy skills to get the most from their course work and write their final projects.

Writing faculty guide students through the thinking/writing process, beginning with articulating a main idea for a paper. They help students research the topic (online); critically read and evaluate their findings; document their sources; develop, organize, and clearly express their thoughts about the topic; and proofread and edit the final draft.

**Math** — Get help with math and quantitative thinking in a relaxed, comfortable environment. You can get acclimated back into math after years out of school, and get help to do quantitative projects, spreadsheets, complete assignments involving research data in your field, master mathematical concepts and assignments.

**Workshops** are offered by the School of Education for our students preparing for teacher tests.

**Academic support services are available at Cambridge College's regional centers. For more information, see regional centers in this catalog and each center's web page.**

## Disability Support

Cambridge College is committed to providing equal access to all educational opportunities to students with physical, psychological, or learning disabilities.

Students who think they may qualify for special accommodations must obtain recent documentation (within five years) from a qualified physician or clinician that presents a specific diagnosis of your disability, explains its limiting effects, and makes recommendations for accommodation. Eligibility for accommodations and the accommodations themselves are determined on an individual basis by the Office of Academic and Disability Support Services in order to ensure compliance with the Americans with Disabilities Act. This Office also ensures that all students are aware of their rights, are knowledgeable of the available services and that faculty are aware of their responsibilities should they have a student with a disability in their classroom.

It is important to provide documentation of your disability as soon as possible as many of the services provided are outside of the College and must be arranged far in advance. Please contact the Office of Academic and Disability Support Services to arrange for an intake meeting and to discuss your needs. The Office can be contacted at [disabilitysupport@cambridgecollege.edu](mailto:disabilitysupport@cambridgecollege.edu) or by phone at 617-873-0191.

**Accommodations** — Students with appropriately documented disabilities may be eligible for accommodations in accordance with the Americans with Disabilities Act. Under this law, students are eligible for accommodations which are deemed reasonable by the College.

Accommodations may consist of the following (this list is not exclusive): sign language interpreters, note takers, assistive technology, tutorial services, priority registration, course modification, parking accommodations, and classroom modifications. At your initial intake meeting, we will discuss what accommodations are right for you for the courses you are taking. Students should meet with or contact the Director of Academic and Disability Support Services every term to help set up letters sent to faculty. Accommodations do not automatically transfer from term to term and may be course-specific. It is the responsibility of the student to initiate the accommodation process from term to term.

Each term, faculty are notified of any students with disabilities in their courses and are told of the accommodations required. All students are expected to fulfill essential course requirements in order to receive a passing grade, with or without reasonable accommodations. Accommodations can not be granted retroactively. For more information, please visit [www.cambridgecollege.edu/students/disabilities.cfm](http://www.cambridgecollege.edu/students/disabilities.cfm).

## Learning Assessment

The Student Affairs Office provides assessment of key academic skills. Entering undergraduates complete writing and math assessments. The results help Cambridge College students recognize their learning strengths and specific skill needs. Academic advisors and program coordinators suggest appropriate courses and learning support activities such as tutoring, that enable students to achieve their academic goals. Accuplacer, a nationally standardized series of placement tests, is used to assess new undergraduate students' skills and to direct them to appropriate writing and math course work.

**Portfolios** are an option for Cambridge College undergraduate students to demonstrate college-equivalent learning and gain college credit for it. For details, go to *Student Services* on the Cambridge College website.

## Standardized Testing

Cambridge College operates a standardized testing center that is open to the public. You must pre-register for an exam by e-mailing [testcenter@cambridgecollege.edu](mailto:testcenter@cambridgecollege.edu). Include your name, telephone number and the exam you wish to take. You will receive e-mail confirmation of your test registration date and time.

For Cambridge College undergraduate students, CLEP and DSST tests are an opportunity to gain college transfer credits. Keep in mind that the total number of transfer credits must not exceed 90 credits. Please see your academic advisor to ensure that particular standardized exams fit into your academic plan.

Please visit [www.cambridgecollege.edu/students/services.cfm/](http://www.cambridgecollege.edu/students/services.cfm/) and call or e-mail for more information and testing appointments.

- **Cambridge main campus** — [testcenter@cambridgecollege.edu](mailto:testcenter@cambridgecollege.edu) or 617-873-0191.
- **Lawrence regional center** — 978-738-0502 ext. 1481.

# Library Services

[www.cambridgecollege.edu/library](http://www.cambridgecollege.edu/library)

## Cambridge College Online Library

All registered students, current faculty and staff can use the Cambridge College Online Library, a full-featured online library. It is easily accessed from any internet-enabled computer through the Cambridge College MyCC portal. Information and instructional handouts are available at [www.cambridgecollege.edu/library/](http://www.cambridgecollege.edu/library/).

Cambridge College Online Library services include:

- *Ask a Librarian* provides 24/7 live reference librarian service for individual research assistance using online chat.
- *Databases* provide hundreds of thousands of full-text scholarly articles and documents appropriate for academic research in the fields of education, counseling, psychology, management, health, and other academic areas. Our collection includes EBSCOhost Academic Search Premier, Wilson OmniFile Full Text Select Edition, PsycArticles, PsycInfo, Education Research Complete, MEDLINE with Full-text, EBSCOHost Business Source Premier and much more. Citation-only results link conveniently to the WorldCat database for location of local libraries which have print versions. Cambridge College is not responsible for the content of these sites or of any sites to which they may link.
- *Ebrary Electronic Books* collection provides more than 53,000 recent, academic full-text books in all subject areas.
- *Research Guides, Subject-Area Handouts, and Program Resources* teach how to find key information by subject area, both online and in traditional libraries.
- *Live Technical Support* is available.

## Other Libraries

Cambridge College provides borrower's privileges at affiliated academic libraries in Cambridge and Springfield. At most regional centers, academic and other research libraries open for public use are recommended.

Students are responsible for all materials borrowed from the affiliated libraries. Outstanding fines must be paid and overdue books returned before graduation clearance is given.

Go to [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/) for library information for Cambridge and all Cambridge College regional centers.

### Cambridge, MA

Gutman Library at the Graduate School of Education at Harvard University is available to Cambridge College students doing research in education and counseling. This library is in Harvard Square, a short walk from Cambridge College and two blocks from the Harvard Square subway station.

Be sure to let the Gutman librarians know that you are a Cambridge College student, because you are eligible for services including individual consultations with education reference librarians, which can be made by calling in advance to 617-495-3421.

You do not need a special card to use the library during open hours including evenings and weekends, but you must present your Cambridge College ID card to gain entry. If you want to borrow books, you will need a borrower's card. It can take one month to process a borrower's card application. For an application, please see [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

### NITE — Summer Study

- For the summer term, Cambridge College students have access to and borrowing privileges at our host college's library, including reference librarian services.
- Students may also use Gutman Library at the Harvard Graduate School of Education (see Cambridge information above.) For further information, please see [http://www.cambridgecollege.edu/library/ccol\\_nite.cfm/](http://www.cambridgecollege.edu/library/ccol_nite.cfm/).

If you want to borrow books, please apply for a borrower's card as soon as you are registered for NITE, as it takes one month to process a borrower's card application. For an application, please see [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

### Springfield, MA

Cambridge College has arranged for our students have borrowing privileges at Babson Library at Springfield College, [www.spfldcol.edu/homepage/library.nsf/home](http://www.spfldcol.edu/homepage/library.nsf/home).

**Other Cambridge College Regional Centers, Other Areas and International** — For specifics for each center or for other regions/international, see [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

# Computer Use and Policies

IT Help Desk • 617-873-0159

## Information Technology Resources, Services, & Policy Highlights

Computer and network technology has become a critical component in education, in the workplaces and in everyday life. Technology in these areas contributes heavily to the success of our students, our faculty and our staff. The College depends on our technical resources to provide a rich environment to those individuals who learn, teach and work at the College. Technology can also enable dynamic conversations and personal interactions in our adult classroom experience.

The Information Technology department strives to make its resources as reliable and as robust as possible. We ask that you recognize and respect that these resources are limited. Please treat them in a way that will guarantee that others can share in their use. The following few pages describe various policies that are in place to make technology enabled education possible. We ask that you read through the material and by all means, ask questions of our staff if you need further information.

### Computer Requirements

While a student at Cambridge College you will use a computer to access the College's web-portal (MyCC), the on-line library, e-mail (go-email) and other software applications related to the classroom experience.

**All** students are required to be able to access and use a computer while a student at the College. Computers should meet the following minimum requirements.

#### Hardware and Software Minimum

<b>Microsoft Windows</b>	<b>or</b>	<b>Macintosh OS</b>
<ul style="list-style-type: none"> <li>• Windows XP (or higher)</li> <li>• Microsoft Internet Explorer 7.0 or higher OR FireFox 1.3-1.7 or higher.</li> </ul>		<ul style="list-style-type: none"> <li>• Mac OS 10</li> <li>• Apple Safari 1.2 or higher OR FireFox 1.3-1.7 or higher</li> </ul>
<ul style="list-style-type: none"> <li>• 512 MB RAM (1024 MB or greater highly recommended).</li> <li>• DSL, broadband cable-modem or other high speed internet access</li> <li>• Wireless capability for use while in class or at breaks</li> <li>• Sound card and speakers</li> <li>• Anti-virus software protection required (Norton, McAfee and AVG are common products)</li> <li>• Software — Microsoft Office required (Office 2007 recommended)</li> </ul>		

***In-class computer use is required for MM, EdD, and NITE.***

If you don't have access to a personal computer or don't have a high-speed Internet connection you can always gain access by visiting a Cambridge College computer lab. Other ways include:

- Local public libraries.
- Public Internet hot spots.
- Purchase.

### Purchasing a Computer

- The Cambridge College Information Technology website provides basic information about resources available to enrolled students.
- The cost may be included in your federal student loan application. Please do not buy a computer until you receive your award notice.

### Technical Support

Please call the IT Helpdesk for technical information to learn more about:

- Personal laptop computer requirements.
- MyCC, the Cambridge College web portal.
- E-mail service provided by Cambridge College.
- Cambridge College website.
- Connecting to the Cambridge College network.
- College web applications.

For hardware and software issues on your personal computer please contact the manufacturer or the place you purchased it from.



You can reach the Information Technology HELPDESK at 617-873-0159 from:

- Monday-Thursday 10am-10pm EST • Friday 10am-9pm EST.
- Saturday 9am-5pm EST • Sunday 12noon-5pm EST.

### Information Technology Website

<http://www.cambridgecollege.edu/it>

This Cambridge College website provides current information about the College's IT resources and services for students and faculty, including a technology orientation package and the College's unabridged policies.

### MyCC Web Portal

<http://mycc.cambridgecollege.edu>

Enrolled Cambridge College students can log in to MyCC with their own user ID and password in order to register for courses each term and to view personal information such as their academic record, student account, current course schedule, syllabi and other course information. Distance learning courses, the online library, and online forums are accessed through the MyCC Portal. General College information may also be viewed through the portal as well.

### E-mail & Passwords

The IT department sends e-mail with account information and passwords to newly registered students. Passwords are confidential and should not be shared. Passwords allow access to individual records and business accounts. Students should change their passwords upon logging for the first time.

### E-mail Responsibilities

- You are legally responsible for all activity transacted through your e-mail account.
- The College business offices and faculty communicate with students via Cambridge College e-mail. Unless you login and check your e-mail account regularly you may miss receiving important information related to your experience at Cambridge College.

### SPAM

Cambridge College is serious about its obligation to provide an environment free of sexual harassment or any other form of harassment. When the College selected its e-mail platform one of the main considerations was its ability to filter out SPAM. The IT helpdesk will work with individuals who are experiencing excessive SPAM. Our efforts will focus on educating you on how to avoid SPAM and on configuring your mail client to filter out excessive SPAM.

### Internet Access

Students are free to use the wireless network while at any Cambridge College locations. If you need help accessing our wireless network please contact the IT helpdesk.

NITE Summer term — Most classrooms offer wireless Internet access. Please bring an Ethernet cable, so you can connect to the Internet in your dorm room.

### Computer Labs

Computer labs are available at the Cambridge campus and at our regional centers. Students may use these resources to conduct research and complete assignments and projects. Users can access the Internet; do word processing, create spreadsheets, and design presentations. Course specific software may also be available through our labs. Some of our labs have trained staff on duty to assist students using our computers resources (see hours posted in each lab). Lab users must comply with all information technology requirements.

### Computer Lab Use

- Lab computers and printers are for registered Cambridge College students only.
- Children are not allowed in the labs.
- Lab assistants can only provide technical support for Cambridge College software applications.
- Food and beverages, with the exception of covered water bottles, are not allowed in any computer lab.
- Please refrain from all cell phone use while in a Cambridge College computer lab.
- Downloading, installing and running software is strictly prohibited on any lab computer.
- Playing computer games on a lab computer is prohibited.
- Downloading music, videos or any other copyrighted content is a crime and may result in disciplinary action. Please see peer-to-peer policy below for additional information.
- Please do not shut down computer lab machines. If the computer you are using is not working please see a lab assistant for help.
- Do not leave your valuables unattended.
- Navigating to offensive, harassing or sexually explicit sites is not permitted and may result in disciplinary action.
- No chat or other form of instant messaging is permitted other than through the facilities provided by the College's MyCC portal.



- **Printing: \$0.10/page.** Go green; please think before you print.
  - A pop-up will appear when the print button is selected.
  - Enter your user name and password from your Cambridge College network account.
  - Students at all centers will be charged \$.10/page.
  - Print charges will appear on your student account at the end of each term.

Students who violate these policies will be asked to leave the Computer Lab and will be reported to the Dean of Student Affairs Office. Re-entry will be at the discretion of the Dean of Student Affairs who will work with the Director of Information Technology to determine the severity of the infraction.

Please see other information technology policies below (details at [www.cambridgecollege.edu/it](http://www.cambridgecollege.edu/it)).

### IT Assistance

IT Staff can assist students with the following basic instruction:

- Logging in to a lab computer
- Basic MyCC use
- How to log in and use the College supported e-mail
- How to reach the Cambridge College IT website
- Basic navigation associated with curriculum specific applications
- How to reach and log into the College's online library

### All Users Subject to IT Policies & Laws

All users of Cambridge College technology resources, including those who access the College's resources remotely, are subject to all Cambridge College policies. Your use of the College's technology resources is contingent on your acceptance of policies governing their use.

All members of the College community are also bound by federal, state and local laws relating to civil rights, harassment, copyright, security, pornography, privacy, and other statutes relating to electronic media.

### Peer-to-Peer File Sharing Application Policy

Cambridge College does not allow Peer-to-Peer (P2P) software usage on its wired or wireless network. Examples of P2P applications include Morpheus, LimeWire, BitTorrent, eMule, eDonkey, AIM for file sharing and others in this category. Anyone using P2P applications on the Cambridge College network will be blocked from the network without prior notification. Please review Cambridge College's Digital Millennium Copyright Act compliance information at <http://www.dmca.cambridgecollege.edu/> for background on the basis of this policy. Be aware that the action of downloading or sharing copyrighted materials by any means is illegal, and violators may be subject to criminal or civil prosecution.

### Network and Computers Acceptable Use Policy

Cambridge College encourages the creative and innovative use of information technology to enhance its teaching, research, and public service mission. The College respects intellectual work and creativity and seeks to protect the free and peaceful expression of ideas. All members of the College share responsibility for maintaining an environment where actions are guided by mutual respect, integrity and reason.

Cambridge College provides computers, software, and electronic resources for learning and teaching, research, communication, and public service. All members of the College community are expected to use these resources with proper regard for the rights of others, the College, and federal, state, and local laws. All users of College IT resources, whether local or remote must abide by all policies of the Cambridge College.

### Acceptable Use Agreement

By using the accounts issued to you by the Information Technology Department you agree to use it only as described below. Violations will be referred to the Dean of Student Affairs Office or the Human Resources Office.

- User IDs and passwords provided to a student for account access shall only be used by the individual assigned to the account. You are responsible for the actions of anyone else who may access your account. Report lost or stolen passwords to the IT Helpdesk. If you believe that your password has been compromised you should change it immediately. Do not share your password with anyone else.
- The computer accounts assigned to you are intended for academic and administrative purposes while you are associated with Cambridge College. You may send and receive e-mail and maintain personal information in your e-mail account as long as you observe a reasonable code of behavior.
- The account shall not be used for unauthorized access or attempts to access computers, computer software, computer data or information, or networks without proper authorization.
- You shall not take advantage of another individual's inexperience or negligence to gain access to someone's computer account for which you have not received explicit permission to do so.
- You shall not send fraudulent computer e-mail, break into another user's electronic mailbox, or read someone else's e-mail without his/her permission.

- You shall not use the College's computing resources to harass or threaten other users.
- You shall not copy software (other than freeware/shareware) without written permission from the owner of that software.
- You are responsible for maintaining the security of your own electronic documents and for making backups of your work.
- You should report any abuse of the above to the appropriate project director, instructor, supervisor, system administrator, or other College authority.

### Intellectual Property Policy

(Reference Intellectual Property Policy, available at <http://www.cambridgecollege.edu/it>).

This policy defines the rights of Cambridge College, its faculty, staff and students with regard to the intellectual property rights and copyright ownership of works that they may create while carrying out their responsibilities to the College, or in class activities and assignments.

Cambridge College faculty, staff, and students shall retain the intellectual property rights and/or copyright to any works they produce, except works covered by a contract with the College or produced as part of job responsibilities. Accordingly, all intellectual property rights to such works vest with Cambridge College.

Cambridge College remains legally responsible for all information stored on computers owned or leased by the College in compliance with FERPA and other notification requirements where applicable and will honor all subpoenas or court orders for the College to release information stored on any computer owned or leased by the College, to an individual, agency, court or agent stipulated by the subpoena or court order.

### Policy on Use of Software

(Reference Policy on Use of Software, available at [www.cambridgecollege.edu/it](http://www.cambridgecollege.edu/it)).

Cambridge College provides licensed copies of legally acquired software on all College computers to meet all legitimate academic and administrative needs.

**Responsibility** — Persons who load copies of commercial software, shareware, or freeware on their personal computer, as permitted above, are responsible for installing legally licensed copies of software; to keep a printed copy of the software license; and to comply with all requirements of the license. Cambridge College will not assume responsibility (financial or otherwise) for any software not installed by the College IT staff.

### Violations and Discipline

**Reporting Possible Violations** — If a user believes that a violation of the IT policy or if a criminal act has occurred, the user should contact the IT Office or the Dean of Student Affairs Office or the Human Resources Office. College officials will take appropriate action in accordance with established College procedures. Infractions that may be violations of federal, state, or local laws will be reported by College officials to the appropriate authorities.

In some situations, it may be necessary to suspend account privileges or limit access to prevent ongoing misuse while the alleged violation is under investigation. The system administrator or Director of IT reserves the right to temporarily suspend an account(s) if there is evidence of a violation.

**Disciplinary Action** — Abuse of computer/network privileges, equipment, software, and accounts is subject to disciplinary action. System administrators are authorized to take any actions deemed necessary to preserve the integrity of the network and the systems that operate on it, in response to evidence of possible violation. This may include immediate suspension of access by any user allegedly involved pending the outcome of an investigation. Violation may result in disciplinary action ranging from a verbal warning, to loss of account and access privileges, and other penalties as determined by the College.

### Classroom Technology Services

Classroom technology services typically include wireless labs and audiovisual equipment. Requests for these services can only be made by Cambridge College faculty and staff.

If assistance is needed with equipment in any classroom, please contact the IT Helpdesk. Do not attempt to resolve the problem yourself. Do not tamper with, mistreat, or remove any computer or audiovisual equipment from any classroom.

### Online Library

See Library Services.



# School of Undergraduate Studies

Cambridge College undergraduate students learn to communicate effectively; exercise analytical and problem-solving abilities; refine and focus their values to facilitate decision-making; recognize, respect, and appreciate diversity; function effectively in a variety of organizations; and understand local and global issues in the contemporary world. Each program has several components.

## Program Components

**General education** is the same in all Cambridge College undergraduate degree programs:

**Learning to learn** — College-level writing, critical thinking, quantitative thinking, computer applications, research, and presentation skills.

**Knowledge to gather knowledge** — Ability to acquire, generate, and use knowledge across disciplines — the arts and humanities, natural and physical sciences, and social sciences — especially the ability to think systemically.

**Open electives** — Each student may select 12 credits of unrestricted electives from the full spectrum of the College's course offerings.

**Major** — In-depth understanding of the field of study, including major themes and issues, historical development, major figures and ideas; analysis, synthesis, and evaluation of ideas across disciplines, from multiple perspectives, and over time.

**Major electives** may be an eclectic mixture that reflects the student's unique interests and goals, or may be focused in a particular area of study or concentration.

**Concentration options** — While a student is not required to declare a concentration, each major offers the opportunity for students to specialize. Please see program charts.

**Final project** — Near the end of their program, degree candidates complete a Capstone project. Students apply the fruits of their academic experience to a culminating learning project that interests and challenges them, on a topic related to the major and their professional goals. They do original research and develop it into an extended essay demonstrating mastery of key concepts, methods, and terminology in the field.

**Academic Advising** **Admissions counselors** give applicants an overview of the College's academic programs and assist with the application process. Academic advisors are available for academic counseling.

**Orientation** — Just before each term begins, Orientation/Registration sessions provide group course advising for new students and assistance with course registration.

**Initial advising** — Entering students take an academic-skills and advising course, Principles and Processes of Adult Learning (LRN175). With the assistance of the course leader, each student develops an academic plan that reflects his or her prior learning experiences and assessed academic skills. Students become independent learners who can effectively manage the structures, processes, and expectations of undergraduate education.

**Ongoing advising** — Following their first-term academic-skills and advising course (LRN 175), students receive advising from the Student Academic Support Services office.

Student Academic Support Services staff:

- Assign you an advisor.
- Update your academic plan each term.
- Guide you in selecting the right courses for graduation.
- Monitor your academic progress.
- Recommend academic support (tutors) as needed.
- Provide disability support.
- Serve as a resource for creating portfolios and taking standardized tests (ACCUPLACER, CLEP and DSST).
- Provide current and accurate information regarding administrative, policy and curriculum changes.
- Provide career counseling services to students.
- Facilitate interaction between College administrators and staff (student advisory committees, Senate) as it relates to the academics and student life.



### Writing Courses and Support

Skill development courses are available for undergraduate students to develop the level of proficiency needed for college level work. WRT090 Effective Writing Skills is free of charge; it may be taken more than once, as needed. WRT101-102 College Writing I-II may be waived if students demonstrate equivalent skills. Contact the Student Academic Support Services Office for information. All students are encouraged to improve their writing skills and research papers at the Academic Support Center.

### Taking Graduate Courses

In consultation with your advisor, and with written permission from the course instructor, undergraduate students who have completed at least 90 credits may take graduate courses at Cambridge College. These graduate courses may be applied towards a bachelor's degree if they meet current program requirements; they may not be used towards a graduate degree. Licensure courses may not be taken by undergraduate students.

### Focused Study

**Approval** — Some undergraduate courses may be completed in a focused study format if the course has not been offered for several terms and you need the course to graduate on time. A completed application for focused study must be approved by the dean.

**Cost** — The standard undergraduate tuition per credit is charged.

**Learning Format** — Focused studies meet a minimum of four times or eight contact hours. You and your instructor arrange meeting times; you are expected to work independently. A three-credit focused study will require about 90 hours of documented learning activities, meetings, and individual work.

## Independent Study

Self-motivated students may earn undergraduate credit through individually designed courses, which may be appropriate in the following situations:

- The field or topic is not offered by Cambridge College.
- A unique learning environment provides opportunity for college-level learning (for example, international travel, participation in a cultural exchange program, involvement in a social or political action project).
- Level of student's prior knowledge in subject area is sufficient preparation for advanced study.

After identifying a Cambridge College faculty sponsor, the student and sponsor jointly complete an independent study registration form, specifying the department, course title, number of credits, course objectives, planned activities and method of evaluation.

**Cost** — The standard undergraduate tuition per credit is charged.

## Portfolios and Exams for Credit

Undergraduate students may earn academic credit for learning outside the classroom (not simply for experience). They may attempt to demonstrate the learning equivalent to college courses that meet their program requirements. (Content must not duplicate courses already taken or accepted in transfer.)

By doing portfolios and standardized exams, students can save both time and tuition costs. To get started, contact the Student Academic Support Services Office.

**Portfolios** — A portfolio is a binder in which you describe and document your learning equivalent to a particular college course. A faculty expert in the field evaluates your portfolio and awards appropriate credit. For more information and to get started, go to the Cambridge College website. From the home page, go to *Student Services*.

**Standardized Examinations** — Undergraduate credit is awarded to Cambridge College students for CLEP and DANES DSST exams completed with scores at or above the minimum recommended by the American Council on Education (equivalent to a grade of C). The credits earned are counted as transfer credits.

## Undergraduate Certificates

Certificates taken for degree credit may be applied to a Cambridge College bachelor's degree as program requirements allow (see degree program charts). Certificates with academic content and career development goals appropriate to a particular major may count as major electives (see program charts). Certificate credits may also count as open electives.

Certificates can be designed with partnering businesses, organizations, schools, and other institutions of higher education.



Bachelor of Arts

# Multidisciplinary Studies

120 credits

## General Education ..... 60 credits

### Learning to Learn

LRN175	Principles & Processes of Adult Learning	3
WRT101	College Writing I	3
CTH225	Foundations of Critical Thinking	3
MAT101	College Math I	3
CMP130	Introduction to Computer Applications	3
WRT102	College Writing II	3
CMP230	Information Literacy	3
MAT102	College Math II	3

WRT101-102 and MAT101-102 may be waived if you have taken equivalent courses **and** assessment indicates proficiency. Credits will be replaced with open electives.

### Knowledge to Gather Knowledge

Arts & Humanities	9
Natural & Physical Sciences	9
Social Sciences	9

### Open Electives ..... 9

WRT090 and MAT100 required if assessment indicates need.

## Multidisciplinary Major ..... 30 credits

Upper level courses (300 level and above) distributed by area:

Arts and Humanities	6
Natural and Physical Sciences. (included in 36-credit Applied Sciences concentration)	6
Social Sciences	6
Electives	9
BAM490 Capstone (final research project)	3

**Admission requirements:** High school diploma or GED and other general requirements (see Admission).

**Degree completion** — General education requirements may be satisfied by an associate's degree or 60 credits of prior courses that meet all general criteria for transfer; up to 90 credits may be accepted.

## Concentration Options ..... choose 30 credits

### Applied Sciences (see chart, p. 73)

#### Early Education & Care (does not satisfy licensure requirements)

EMC210	Introduction to Early Education & Care	3
EMC301	Integrated Language Arts & Reading	3
EMC302	Questions in Math & Science	3
EMC315	Developing Curriculum for Young Children	3
EMC316	Creating Positive & Effective Learning Environments in Early Education Classrooms	3

EMC317	Early Childhood Growth & Development	<b>or</b>
PSY251	Infant & Toddler Development	3

EMC307	Teaching Early Education Special Needs	<b>or</b>
EMC318	The Successful Inclusion Classroom	3

EMC308	Observing & Recording in Early Educ. Classroom	3
Electives in education, psychology, human services.		6

#### Education (does not satisfy licensure requirements)

EMC300	Classroom Management & Discipline	3
EMC301	Integrated Language Arts & Reading	3
EMC318	The Successful Inclusion Classroom	3
EMC319	Social Foundations of Education	3
EMC401	Teaching Math in the Elementary Grades	3
EMC420	Strategies for Teaching	3
PSY310	Psychology of Learning	3
Electives in education, psychology, human services.		9

### General Studies

Choose courses to support your professional and academic goals, and personal interests ..... 30

### Humanities

Upper level humanities courses	24
Electives	6

### Justice Studies • Juvenile Justice Studies (see chart, pp. 76-77)

### Legal Studies (see chart, p. 78)

### Medical Interpreter (degree credit only, see chart, p. 79)

**Bachelor of Arts**

# Multidisciplinary Studies

The baccalaureate program in multidisciplinary studies at Cambridge College is an exciting avenue for students wishing to acquire lifelong learning skills, competency in multiple areas of study, and wide-ranging literacy skills. It is ideally suited for students with broad academic interests and a passion for sharing knowledge, especially those who expect to work in content-rich fields like education. Whether attending college for the first time or taking a non-traditional learning path, multidisciplinary studies students benefit from the program's highly flexible concentration offerings and individually-tailored academic plans. Students acquire the skills necessary to navigate and manage complex systems, and the ability to express themselves persuasively orally and in writing.

**Careers in teaching** — Cambridge College recommends that our students start with a bachelor's degree, typically multidisciplinary studies focusing in the subject area they plan to teach, followed by a master of education program for educator licensure.

## Concentration Options

**Applied Sciences** — This concentration builds a broad foundation across scientific disciplines, integrating scientific thought and analysis throughout the course of study. The applied sciences concentration provides a practical academic framework enabling graduates to work in science-related fields such as biotechnology, biological research, information technology, health science, and environmental science. Further, the broad nature of this concentration lays the theoretical and practical foundations for graduate study in the sciences.

**Early Education & Care** — Students learn to provide developmentally appropriate instruction and other services for young children in public and private institutions and agencies, including day care centers, pre-schools and family child care homes. Students currently working in the field or preparing to enter it will receive a well-rounded professional learning experience that will prepare them for advanced childcare and education work.

**Education** — Students take an equal number of educational methods courses and content courses. The methods courses lay a good foundation for teaching in a wide range of classroom environments, while the content courses provide students with a strong knowledge base in the areas in which they aim to teach.

**General Studies** is the most flexible degree path in undergraduate studies. With the aid of an academic advisor, students select 30 credits of coursework reflecting their past learning experiences, personal interests, and professional goals. Choices may include majors and concentrations from other Cambridge College undergraduate programs (see program charts).

**Humanities** — Integrating topics in literature, history, philosophy, and science, the humanities concentration provides a thematically and historically balanced understanding of human values, practices, and accomplishments by giving students the opportunity to bring their individual perspectives to bear on a broad array of seminal works from culturally, historically, and geographically diverse traditions.

**Justice Studies • Juvenile Justice Studies** (see charts, pp. 76-77)

**Legal Studies** (see chart, p. 78)

**Medical Interpreter** (degree credit only, see chart, p. 79)

**Psychology & Human Services concentrations** (see degree program charts)



Bachelor of Science

# Management Studies

120 credits

## General Education ..... 60 credits

### Learning to Learn

LRN175	Principles & Processes of Adult Learning	3
WRT101	College Writing I	3
CTH225	Foundations of Critical Thinking	3
MAT101	College Math I	3
CMP130	Introduction to Computer Applications	3
WRT102	College Writing II	3
CMP230	Information Literacy	3
MAT102	College Math II	3

WRT101-102 and MAT101-102 may be waived if you have taken equivalent courses **and** assessment indicates proficiency. Credits will be replaced with open electives.

### Knowledge to Gather Knowledge

Arts & Humanities	9
Natural & Physical Sciences	9
Social Sciences	9
BSM200 Introduction to Business — recommended	

### Open Electives ..... 9

WRT090 and MAT100 required if assessment indicates need.

## Management Studies Major

### Required Courses ..... 39 credits

BSM300	Economics for Managers	3
BSM305	Principles of Managing Organizations	3
BSM310	Organizational Theory & Behavior	3
BSM315	Diversity Issues in the Workplace	3
BSM320	Operations Management	3
BSM325	Marketing	3
BSM330	Financial Accounting	3
BSM332	Financial Management	3
BSM333	Statistics for Business	3
BSM335	Human Resources Management	3
BSM340	Information Systems & Databases	3
BSM345	Business Ethics	3
BSM490	Management Capstone Project	3

**Admission requirements:** High school diploma or GED and other general requirements (see Admission).

## Management Studies Concentration

### Options and Electives ..... choose 21 credits

Choose a management studies coursework to meet career and academic goals.

### Finance

BSM331	Principles & Practices of Consumer Credit	3
BSM334	Principles of Banking	3
BSM403	Personal Finance	3
BSM405	Investments	3
BSM409	Managerial Accounting	3
BSM411	Business Planning & Budgeting	3
BSM412	Money & Banking	3

### General Management

BSM326	Strategies for Selling	3
BSM402	Grant Writing & Fund Raising	3
BSM407	International Business	3
BSM408	Business Law	3
BSM410	Entrepreneurship	3
BSM413	Strategic Business Planning	3
BSM415	Leadership Models	3
BSM430	Non-Profit Organization Management	3

### Hospitality Management

BSM431	Introduction to Hotel and Restaurant Operations	3
BSM432	Hospitality Operations Management	3
BSM433	Marketing, Sales and Promotions	3
BSM434	Advanced Hospitality Operations	3
BSM435	Food and Beverage Cost Control	3
BSM436	Legal Issues in the Hospitality Industry	3
BSM438	Hospitality Industry Internship <b>or</b>	
BSM437	Current Issues and Trends in the Hospitality Industry	3

### Information Technology & E-Business

BSM340	Information Systems & Databases	3
BSM406	Introduction to E-Business	3
BSM418	Internet Technologies	3
BSM420	Internet Marketing	3
BSM460	Database Management	3
BSM470	Project Management	3
BSM475	Information Technology	3

### Organizational Behavior

BHS330	Methods for Effective Group Leadership	3
BSM465	Negotiation & Conflict Management	3
PSY110	Systems Thinking in Psychology	3
PSY311	Group Dynamics & Diversity	3
PSY410	Theories of Motivation	3
PSY421	Psychology & Work Today	3



**Bachelor of Science**

# Management Studies

Management studies equip adult students with broad-based marketable and transferable skills that focus on the management of people and systems within profit and not-for-profit organizations. Students can become more valuable individual contributors, outstanding team members, and managers of organizations.

**Program Outcomes**

Students gain theoretical and practical understanding of business processes and organizational systems. They learn to analyze complex managerial and organizational situations, taking into account the larger context and strategy, policy, and ethics. Students gain the critical management skills of communication, human relations, teamwork, and negotiation.

They gain knowledge of information systems, databases and Internet technology as management tools. They gain business skills such as accounting, economics, ethics and finance. They grow to understand the importance of diversity in today's global business environment.

**Management Studies Concentration Options and Electives**

Choose a concentration or management studies electives to meet career and academic goals.

**Year Up**

Year Up and Cambridge College have a unique partnership. Our shared goal is to close the opportunity divide by providing urban young adults with the skills, experience, and support that will empower them to reach their potential through professional careers and higher education. Students are dually enrolled in Year Up and Cambridge College, earning up to 18 college credits.

We achieve this mission through a high-expectation, high-support model that combines marketable job skills, rigorous academic content, stipends, apprenticeships, college credit, and a behavior management system. Year Up is able to assist urban youth in reaching their goals by providing several levels of support, which facilitate these young adults in achieving economic self-sufficiency.

Year Up currently serves more than 450 students a year in Boston, Cambridge, Providence, New York, San Francisco, Atlanta and Washington, D.C.

**Our Program**

Year Up is a one-year, intensive training program that provides urban young adults, ages 18-24, with a combination of hands-on skill development, academic coursework, and corporate apprenticeships.

During the first six months of the program, participants focus on skill mastery in desktop support/IT help desk or investment operations. Equal emphasis is placed on developing the professional skills required in today's workplace such as effective communication, leadership, and teamwork.

During the second six months of the program, students are placed in apprenticeships with local partner companies. A stipend is provided to all participants throughout the one-year, full-time educational program.

Gerald Chertavian, Founder & CEO.

Training program offered by Year Up  
in collaboration with Cambridge College

## Year Up

18 credits • 1 year

**YEAR UP CORE**

BSM101	Business Writing . . . . .	3
CMP130	Introduction to Computer Applications . . . . .	3
BSM130	Customer Service Essentials . . . . .	3
BSM125	Computer Networking & Support Internship . . . . .	3

**CONCENTRATION OPTIONS****Information Technology**

CMP310	Computer & Network Support I . . . . .	3
CMP320	Computer & Network Support II . . . . .	3

**Investment Operations**

BSM225	Fundamentals of Investment Management . . . . .	3
BSM332	Financial Management . . . . .	3

One-year, intensive training program that provides urban young adults, ages 18-24, with a combination of hands-on skill development, college credits, and corporate apprenticeships.

For more information visit [www.yearup.org](http://www.yearup.org) (admission, non-credit program components, schedule, etc.),



Bachelor of Arts

# Psychology

120 credits

## General Education ..... 60 credits

### Learning to Learn

LRN175	Principles & Processes of Adult Learning	3
WRT101	College Writing I	3
CTH225	Foundations of Critical Thinking	3
MAT101	College Math I	3
CMP130	Introduction to Computer Applications	3
WRT102	College Writing II	3
CMP230	Information Literacy	3
MAT102	College Math II	3

WRT101-102 and MAT101-102 may be waived if you have taken equivalent courses **and** assessment indicates proficiency. Credits will be replaced with open electives.

### Knowledge to Gather Knowledge

Arts & Humanities	9
Natural & Physical Sciences	9
Social Sciences	9

### Open Electives ..... 9

WRT090 and MAT100 required if assessment indicates need.

## Psychology Major Required Courses ..... 36 credits

PSY120	Formative Ideas in Psychology	3
PSY130	Groups & Social Psychology	3
PSY210	Developmental Psychology	3
PSY310	Psychology of Learning	3
PSY315	Research in Psychology	3
PSY325	Theories of Personality	3
PSY402	Themes in Adult Development	3
PSY412	Perspectives on Psychopathology	3
PSY490	Psychology Capstone	3
Psychology Electives	9	

## Psychology Electives & Concentration Options ..... choose 24 credits

### Psychological Studies

Any psychology elective, most human services courses, and some courses in management and/or multidisciplinary studies. For appropriate choices, close coordination with the psychology coordinator and the student advising office is advised. ....24

### Holistic Studies (partial list)

PSY316	Cross-Cultural Perspectives in Psychology	3
PSY345	Spiritual Dimensions: Psychological & Educational Issues	3
PSY376	Psychological & Therapeutic Dimensions of the Arts	3
PSY428	Holistic Psychology: An Integrated Approach	3

### Organizational Psychology (partial list)

PSY110	Systems Thinking in Psychology	3
PSY421	Psychology & Work Today	3
BSM310	Organizational Theory & Behavior	3
BSM315	Diversity Issues in the Workplace	3
BSM465	Negotiation & Conflict Management	3

### Family Studies (partial list)

BHS400	Family Life Cycle	3
BHS430	Families With Special Needs	3
BHS365	Ethical Issues in Working With Families	3
BHS366	Family Interventions	3

### Juvenile Justice Studies (see chart, p. 77)

**Medical Interpreter** (or Human Service Interpreter option), degree credit only (see chart, p. 79).

**Admission requirements:** High school diploma or GED and other general requirements (see Admission).

## Bachelor of Arts

# Psychology

The Bachelor of Arts in Psychology Program is set within a broad-based liberal arts framework that has a strong interdisciplinary and humanistic foundation. The curriculum is a solid preparation for professional application in clinical, educational and human services, while also serving as a strong foundation for more specialized application and focus at the graduate level.

Psychology students acquire a comprehensive grounding in basic knowledge and understanding of major psychological theories, concepts and processes. Students learn how these are related to mental processes and behaviors, and to the professions. Students acquire new skills and competencies in the application of psychological insight to personal and interpersonal contexts.

The Psychology Major prepares students for life-long learning, critical thinking and effective action in the field, and helps them develop a wide range of career options and skills that emerge from a broad and comprehensive grounding in psychology as the science of human behavior. An important feature of the program is personal reflection and application of new psychological knowledge and insights to new contexts. Given the scope, intensity and rapidity of social, cultural and technological changes in our world, the need to increase our understanding of the widest possible range of human experience and behavior has never been greater or more critical.



**Required courses** look at the history and methodology of psychology and introduce students to broader issues related to human growth and development, learning theory, personality, motivational and group theories, and a variety of approaches to psychopathology and psychotherapy. A special emphasis of the program is critical examination of the important roles of culture, history and belief in shaping differing approaches to the study of human behavior.

**Final Project** — Near the completion of their program, students complete a Capstone project which is a culminating piece of research in psychology related to their own personal and professional interests. Students demonstrate their mastery of psychology content and methodology and apply their academic experience to a learning project that interests and challenges them.

## Psychology Electives and Concentration Options

Students choose among a wide variety of psychology electives, and may choose a concentration that clusters their electives (below) according to their interests and professional needs.

**Psychological Studies** is the most flexible option for students to explore their own areas of interest by taking any psychology elective, most human services courses, and some courses in management and/or multidisciplinary studies. For appropriate choices, close coordination with the Psychology Coordinator and the student advising office is advised.

**Holistic Studies** is an integrated approach to psychology that addresses the relationship between mind, body and spirit. It draws from multidisciplinary, theoretical and cross-cultural sources including contemporary mind-body approaches to healing. Holistic Studies includes expressive art therapies and views the transformative nature of the arts as an important aspect of holistic psychology. Holistic perspectives are applied to human growth and development, psychological disorders and clinical practice, wellness, and the nature of human potential.

**Organizational Psychology** combines psychology and management. It focuses on organizational and institutional behavior; the psychology of work and working systems, leadership and management styles; and the shifting relationships between individuals and groups. Topics include communication styles and skills, enhancing work environments, mediation and conflict resolution, and valuing human diversity in the workplace.

**Family Studies** — Courses in family studies provide the knowledge and skills needed by practitioners to work effectively with the many demands families today are facing. Our emphasis on building on strengths, respecting and valuing what is important to families while providing care in a culturally humble way, serves to empower families as students learn how to assist them in the changes they are seeking. Students who focus in this area often go on to further studies in human growth and development, human services, social work, marriage and family therapy, and family policy. Students may focus on working with families or family members, on family development, advocacy, case management, or policy.

**Juvenile Justice Studies** (see chart, p. 77)

**Medical Interpreter** (or Human Service Interpreter option), degree credit only (see chart, p. 79).



Bachelor of Science

# Human Services

120 credits

## General Education ..... 60 credits

### Learning to Learn

LRN175	Principles & Processes of Adult Learning	3
WRT101	College Writing I	3
CTH225	Foundations of Critical Thinking	3
MAT101	College Math I	3
CMP130	Introduction to Computer Applications	3
WRT102	College Writing II	3
CMP230	Information Literacy	3
MAT102	College Math II	3

WRT101-102 and MAT101-102 may be waived if you have taken equivalent courses **and** assessment indicates proficiency. Credits will be replaced with open electives.

### Knowledge to Gather Knowledge

Arts & Humanities	9
Natural & Physical Sciences	9
Social Sciences	9
PSY110 Systems Thinking in Psychology — required	

### Open Electives ..... 9

WRT090 and MAT100 required if assessment indicates need.

## Human Services Major Required Courses .... 36 credits

BHS305	Introduction to Human Services	3
BHS315	Understanding Family & Community Systems	3
BHS320	Community Building Principles & Strategies	3
BHS420	Strategies for Change	3
PSY210	Multicultural Developmental Psychology	3
PSY426	Self-Care for Helping Professionals	3
BHS470 or 471	Internship I or II	3
BHS490	Human Services Capstone	3
Human Services Electives		12

## Human Services Major Electives & Concentration Options ..... choose 24 credits

Choose among a wide variety of human services and related electives to meet career and academic goals, or cluster electives in a concentration.

### Addiction Studies (partial list)

BHS401	Introduction to Addictions	3
BHS411	Family Systems & Addictions	3
BHS421	Mental Health & Substance Abuse	3
BHS360	Ethical Issues in Substance Abuse	3

### Community Building (partial list)

BHS322	Dynamics of Power in Communities	3
BHS325	Community Planning & Development	3
BHS340	Youth Development & Community Practice	3
BHS445	Leadership for Community Builders	3

### Family Studies (partial list)

BHS400	Family Life Cycle	3
BHS430	Families with Special Needs	3
BHS365	Ethical Issues in Working With Families	3
BHS366	Family Interventions	3

### Holistic Studies (partial list)

PSY316	Cross-Cultural & Holistic Perspectives in Psych.	3
PSY345	Spiritual Dimensions: Psychological & Educational Issues	3
PSY376	Psych. & Therapeutic Dimensions of Arts	3
PSY428	Holistic Psychology: An Integrated Approach	3

### Justice Studies • Juvenile Justice Studies (see charts, pp. 76-77)

### Legal Studies (see chart, p. 78)

**Medical Interpreter** (or Human Service Interpreter option), degree credit only (see chart, p. 79).

**Admission requirements:** High school diploma or GED and other general requirements (see Admission).

## Bachelor of Science

# Human Services

The Bachelor of Science in Human Services at Cambridge College is a unique program that recognizes that training and education can increase human service providers' ability to effect positive change—in their own lives and the lives of those they serve. Our goal is to be an integral part of the change that needs to happen to create a more just and equitable society. We do this by providing opportunities for our students to increase their knowledge and skills while recognizing the valuable contributions they make in their work and in their communities. We aim to change the way services are delivered, and to help individuals, families and communities reach their goals for their own lives.

## Guiding Principles

The Human Services Major is guided by systemic and holistic thinking, the importance of valuing culture, and identifying and working with the strengths inherent in individuals, families and communities. These principles, along with an appreciation of research and how it informs practice, and the consideration of historical and multicultural perspectives, are embedded in all of the human services courses. A collaborative model of teaching and helping, along with practical knowledge and skills, creates an environment where all students are encouraged to reach their potential.

## Careers

Many people today need assistance in making positive changes that will improve the quality of their lives. Those working in human services are in a unique position to provide that help. We know that working with people in a way that preserves their dignity and builds on their strengths while helping them address their concerns, leads to better outcomes. The older, more deficit-driven models do not serve to empower individuals, families or communities. We are in need of effective ways to work with people across a variety of settings.

The health and human service industry has been identified by the Bureau of Labor Statistics as an area that will continue to grow tremendously in the 21st century. Students majoring in human services may find themselves working and leading in a variety of settings — with adolescents in residential programs or with the elderly in nursing homes; in the community or in health centers; as program directors; as case managers or outreach workers. They work in prevention or in treatment, in after-school programs or criminal justice programs. The program's unique strengths-based, systemic and culturally relevant approach to working with people prepares students to become effective agents of change and will prepare them for future growth in their personal and professional lives, while also providing a solid base for further studies in a wide variety of graduate programs.

## Major Electives and Concentration Options

Choose among a wide variety of human services and related electives to meet career and academic goals, or cluster electives in a concentration:

**Addiction Studies** is for counselors, case managers, residence managers, and advocates. This concentration considers the impact of substance abuse on individuals, families and communities. It explores theories regarding addiction, various treatment approaches, and the societal consequences. The curriculum has been designed to meet the criteria for the Certified Alcohol and Drug Addiction Counselor (CADAC) certification.

**Community Building** is for students planning careers in community work: building and organizing, developing programs and re-creating communities. The courses present an empowering approach to working with communities to improve conditions, expand opportunities and sustain positive change, by fostering relationships and social networks.

**Family Studies** — Courses in family studies provide the knowledge and skills needed by practitioners to work effectively with the many demands families today are facing. Our emphasis on building on strengths, respecting and valuing what is important to families while providing care in a culturally humble way, serves to empower families as students learn how to assist them in the changes they are seeking. Students who focus in this area often go on to further studies in human growth and development, human services, social work, marriage and family therapy, and family policy. Students may focus on working with families or family members, on family development, advocacy, case management, or policy.

**Holistic Studies** — For students interested in the spiritual, psychological and religious dimensions of human development and the arts. The use of expressive art therapies is integrated with holistic perspectives in human development, wellness, and clinical practice. Courses draw from multidisciplinary and cross-cultural research into the transformative nature of the arts and contemporary mind-body approaches to healing.

**Justice Studies • Juvenile Justice Studies** (see charts, pp. 76-77)

**Legal Studies** (see chart, p. 78)

**Medical Interpreter** (or Human Service Interpreter option), degree credit only (see chart, p. 79).

# Concentrations



## Undergraduate Concentration Applied Sciences

36 degree credits • accepted in bachelor's degree  
• **Multidisciplinary Studies**

Applied Sciences builds a broad foundation across scientific disciplines, integrating scientific thought and analysis throughout the course of study.

**Careers & Further Study** — Applied Sciences provides a practical academic framework enabling graduates to work in science-related fields such as biotechnology, biological research, information technology, health science, and environmental science. Further, the broad nature of this concentration lays the theoretical and practical foundations for graduate study in the sciences.

### Life Sciences . . . . . 12 credits

SCI225	General Biology . . . . .	3
SCI226	Biology Concepts & Procedures . . . . .	3
SCI230	Anatomy & Physiology . . . . .	3
SCI337	Microbiology . . . . .	3

### Mathematics . . . . . 6 credits

MAT(new)	Statistics . . . . .	3
MAT310	Mathematical Thought . . . . .	3

### Physical Sciences . . . . . 9 credits

SCI138	Physical Geology . . . . .	3
CHM100	Chemistry I . . . . .	3
SCI215	Physics I . . . . .	3

### Technology Sciences . . . . . 9 credits

SCI(new)	General Engineering . . . . .	3
CMP(new)	Computer Systems Theory . . . . .	3
SCI(new)	Emerging Technology Theory . . . . .	3

**Program Outcomes** — Demonstrated general understanding of:

- Fundamentals of scientific and analytical thought, data-based reasoning, scientific method, logic, and critical thinking.
- Biological systems; concepts and lab procedures in the life sciences, human biology, and microbiology.
- Mathematical reasoning: statistics, statistical inference, probability, set theory, techniques of proof, real numbers, mathematical induction and axiomatic systems.
- General concepts and procedures in physics, geology, chemistry and green chemistry; materials and their impacts on human health and the environment.
- Fundamentals of engineering: machines, technologies, structures, devices and materials; information systems, computers and their impact; development and manufacturing of new technologies.

## Undergraduate Concentration

## Justice Studies

24 degree credits • accepted in bachelor's degrees  
• **Multidisciplinary Studies • Psychology • Human Services**

Justice Studies is concerned with treating justice issues as a general class of social and political problems to be understood. It is through understanding of the issues that underlie injustice that society is able to create social change. It is the mission of the Justice Studies program to recognize that the fair and equitable provision of justice is the only path to a more just and humane world.

The concentrations that develop within the Justice Studies program will offer students applied learning for professional growth.

**Careers & Further Study** — Students may continue to graduate study in law, forensics, criminology, political science, social justice, religious and peace studies. This program can lead to careers in law, government service, corrections, law enforcement, politics, urban and community planning, mediation and management in NGOs, government, and community agencies.

### Required Courses . . . . . 15 credits

(new)	Introduction to Justice Studies . . . . .	3
JUS225	Introduction to Social Justice . . . . .	3
(new)	Special Topics in Justice Issues . . . . .	3
(new)	Wealth, Poverty & Inequality . . . . .	3
PSY470	Psychology Internship I <b>or</b>	
BHS470	Human Services Internship I . . . . .	3

Internships must be approved by the program coordinator.

### Justice Studies Electives . . . . . choose 9 credits

JUS200	Crime & Criminal Justice . . . . .	3
JUS205	Introduction to Legal Studies . . . . .	3
(new)	Justice & Gender in World Politics . . . . .	3
JUS345	War, Peace & Non-Violence . . . . .	3
PSY328	Forensic Psychology . . . . .	3
JUS368	American Immigration Law & Policy . . . . .	3
JUS342	Girls & Delinquency . . . . .	3
JUS350	Introduction to Juvenile Justice . . . . .	3
JUS356	Youth & the Law . . . . .	3
JUS415	Violence in American Society . . . . .	3
JUS430	Global Justice for Youth . . . . .	3
JUS435	Restorative Justice & Victim-Offender Reconciliation . . . . .	3
SOC212	Introduction to the American Legal System . . . . .	3
PSY471	Psychology Internship II <b>or</b>	
BHS471	Human Services Internship II . . . . .	3

Internships must be approved by the program coordinator.

Other electives may be substituted with approval of program coordinator.



## Undergraduate Concentration

# Juvenile Justice Studies

24 degree credits • accepted in bachelor's degrees • **Multidisciplinary Studies • Psychology • Human Services**

Juvenile Justice Studies provide students interested in working with adolescents and the juvenile justice system with a solid introduction to the history of youth services; current theories of adolescent development; and the impact of community disadvantage, child abuse and neglect on behavior. Students develop skills in vital areas such as suicide assessment, crisis intervention, and family mediation. They gain understanding of the complex factors that contribute to adolescent behavior, its impact, and societal responses. Particular emphasis is given to current practices and research on successful treatment models. Gender-specific concerns related to female status offenses and delinquency are explored across the continuum of courses. Students gain skills to address youth issues in the context of government agencies and community organizations.

In order to apply concepts learned in class, students may participate in an elective internship providing service in youth facilities, community programs, and probation offices.

**Further Study** — Students may go on to graduate study in juvenile justice, criminal justice, forensic psychology, youth development and advocacy, family studies, addiction studies, and counseling. Career possibilities include juvenile residential and community-based programs, state and private non-profit agencies, probation departments, violence prevention, child protection and youth advocacy.



### Required Courses ..... 12 credits

PSY330	Adolescents in Search of Belonging	3
PSY350	Introduction to Juvenile Justice	3
PSY359	Contemporary Perspectives on Child Abuse & Neglect	3
PSY430	Global Justice for Youth	3

### Juvenile Justice Techniques ..... choose 6 credits

JUS343	Youth & Gangs	1
PSY351	Adolescents & Addiction	1
PSY352	Sexual Activity as At-Risk Behavior	1
PSY353	Suicide Assessment	1
PSY354	Crisis Intervention	1
JUS357	Circles I	1
(new)	Circles II	1
JUS358	Bullying Behavior	1
JUS365	Adolescent Females & Cutting	1
JUS376	Internet Research Methods of Juvenile Justice	1
JUS377	Legal Process for Reporting Suspected Child Abuse	1
PSY409	Family Mediation Techniques	1
JUS425	Program Models for Adjudicated Youth	1
MAN350	Principles of Supervision	1
MAN360	Risk Management for Residential Programs	1

### Juvenile Justice Electives ..... choose 6 credits

JUS225	Introduction to Social Justice	3
JUS342	Girls & Delinquency	3
JUS356	Youth & the Law	3
PSY328	Forensic Psychology	3
JUS415	Violence in American Society	3
JUS435	Restorative Justice & Victim-Offender Reconciliation	3
BHS378	Program Planning and Evaluation	3

PSY470-471 Psychology Internship I-II **or**

BHS470-471 Human Services Internship I-II

one or two terms @ 3 credits ..... 3 or 6

Other electives may be substituted with approval of program coordinator.



## Undergraduate Concentration

# Legal Studies

24 degree credits • accepted in bachelor's degrees • **Multidisciplinary Studies • Human Services**

The Legal Studies concentration introduces students to the history and function of the American legal system and provides students interested in pursuing a law career with a basic understanding and knowledge of various aspects of law school and the legal profession.

Cambridge College students are introduced to diverse topics and learning that incorporate principles of social justice, civil liberties and service to the community. It is in this context that students learn about and discuss executive, legislative and judicial law and their power to both shape and reflect our understanding of our changing society, world and communities.

While the American Bar Association does not identify any specific majors or concentrations for undergraduate study, the ABA does identify certain skills and values that are essential to success in law school and to competent practice: analytical and critical thinking skills; critical reading abilities, writing skills, oral communication and listening abilities; research and time management skills; a commitment to serving others and promoting justice, based on significant experience in service projects and internship while an undergraduate.

Legal studies students at Cambridge College are supported in gaining these skills through general education courses in writing, critical thinking, arts and humanities, history and social science courses. Additionally, students are assisted in their career preparation through the Legal Studies coursework and the completion of a law related internship.

**Careers and Further Study** — Students may continue to law school, graduate study in forensics, criminal justice, business or political science. The program can lead to careers in the legal profession, law enforcement, government or politics.

### Required Courses ..... 18 credits

JUS205	Introduction to Legal Studies	3
JUS200	Crime and Criminal Justice	3
JUS225	Introduction to Social Justice	3
PSY328	Forensic Psychology	3
JUS435	Restorative Justice and Victim-Offender Reconciliation	3
BHS470	Internship (law-related)	3

### Electives ..... choose 6 credits

JUS368	American Immigration Law and Policy	3
JUS350	Introduction to Juvenile Justice	3
JUS356	Youth and the Law	3
SOC212	Introduction to the American Legal System	3

Other electives may be substituted with approval of program coordinator.





## Undergraduate Concentration or Certificate

# Medical Interpreter

3 terms, 1 year • Non-credit professional development certificate **OR**

18 degree credits accepted into bachelor's degrees: **Multidisciplinary Studies, Psychology** or **Human Services**

Non-credit	Degree credit	TERM 1	
LLICO10	SCI100	Anatomy & Pathophysiology . . . . .	3
LLICO11	SOC415	The Role of the Interpreter . . . . .	3

Degree students: also take in Term 1:  
LRN175 Princ. & Proc. of Adult Learning . . . . . 3

TERM 2			
		Interpreting Skills I . . . . .	3
LLICO13	COM350	Spanish	
LLICO14	COM351	Portuguese	
LLICO15	COM352	Multilingual	
LLICO12	SOC412	Cross Cultural Communication . . . . .	3

Non-credit	Degree credit	TERM 3	
		Interpreting Skills II (req. Skills I & your intro course). . . . .	3
LLICO16	COM353	Spanish	
LLICO17	COM354	Portuguese	
LLICO18	COM355	Multilingual	
LLICO30	INT300	Interpreter Internship (reqs: your intro course, Role of Interpreter, Skills I) . . . . .	3

## Program Options

**Human Service Interpreter** — For interpreters in human service settings. Instead of Anatomy & Pathophysiology, take LLICO26 / BHS305 Introduction to Human Services. Take all other courses and internship listed above. Students become familiar with the human service field including the impact of poverty, culture, and ethnicity; the needs of special populations; and service for individuals and families with multiple problems.

**Mental Health Interpreter** — Prerequisite: Completion of a medical interpreter program or professional employment as an interpreter. These are advanced courses in which students become familiar with the DSM, mental health diagnoses and treatment options, medications, and appropriate communication with mental health patients.

Non-credit	Degree credit	TERMS 1-2	
LLICO20	COM356	Mental Health Interpreting Skills I . . . . .	3
LLICO21	COM357	Mental Health Interpreting Skills II req. MH Skills 1) . . . . .	3

**Students learn** about anatomy, diagnoses, lab tests, prescription medicines, and medical treatments. They learn about the cultural beliefs and values of all parties and their role as interpreter, the history of medicine in the U.S., and medical insurance.

They learn to provide effective interpretation in medical, health, or human service settings. They learn to meet the communication needs of patients/clients and providers by becoming fluent in the bilingual terminology of their field, developing cross-cultural communication and interpreting skills, and increasing their fluency in English. Students practice ethical decision making, patient/client advocacy, and conflict mediation in preparation for an internship under the supervision of a professional interpreter/mentor. Providers and representatives of community organizations participate in course instruction so that students experience the profession from various points of view while establishing relationships and networking.

**Target Languages** — If enough students who speak a language enroll, a separate section of Interpreting Skills may be provided. Otherwise, take Interpreting Skills Multilingual, which welcomes and accommodates students who speak varied languages.

**Scholarships** — Current information and an application are available from the program coordinator.

### Admission requirements for non-credit certificate

- Application form and fee.
- Demonstrated proficiency in English and one target language. Contact program coordinator for oral and written assessment.

For degree-credit option, students must meet bachelor's degree admission requirements.

**Prerequisites for Internship** must be completed before third term to comply with state regulations.

- Health Insurance.
- Immunizations.
- Criminal Offender Record Information check

**For more information** please contact program coordinator at 617-873-0246 • [norma.green@cambridgecollege.edu](mailto:norma.green@cambridgecollege.edu)

**Degree credit** — Students enrolled in a bachelor's degree program may take medical interpreting courses with the understanding that these courses are part of their degree program and will be charged the bachelor's degree tuition. Students who do not complete the bachelor's degree will be held responsible for the bachelor's degree tuition costs of all courses taken, in accordance with federal financial aid guidelines.

**Professional development certificate** is non-credit and cannot be applied to a degree. The cost is reduced, but is not eligible for financial aid.

**Program and courses offered subject to sufficient enrollment.**

# Undergraduate Course Descriptions

## Arts (ART)

### **ART200 Introduction to Studio Arts - 3 credits**

This course provides essential, hands-on familiarity with the materials of art and principles of design. It focuses on the "grammar" of visual arts and art materials: line, color, texture, scale and composition, and does so especially in the media of painting, drawing and collage. It enhances your frame of reference for evaluating criteria of beauty and your ability to use and understand visual art as an expressive means of communication within and between cultures.

### **ART201 Studio Art II - 3 credits**

This course is a sequel to ART200. It builds on previously learned art studio skills and visual arts "grammar." Students will be exposed to various extensions of ideas such as: art volume and space, focus, composition, pattern and placement. This course will expand the student's experience of "seeing" and the translation of visual perception into art making, especially in media such as painting, drawing and collage. Works of art from multiple cultures will be treated. Methods and principles for learning will integrate visual literacy with written and spoken communication. The course will further the idea of visual art as a powerful collective and personal expression of the human experience.

### **ART211 Experiencing the Visual and Performing Arts - 3 credits**

This course provides knowledge of the arts, of various artistic practices, materials and methods of teaching art and using art to enhance literacy. Students gain understanding of the historic development, formal principles and techniques of visual art, with some attention to music and dance.

### **ART215 Introduction to the Theater - 3 credits**

This course surveys major aspects of theatre from ancient Greece to the present. It includes study of significant playwrights, plays, theatre design, dramatic methods and principles. Given the public nature of drama, the relationship between the dramatic works and their cultural contexts will be explored.

### **ART217 Storytelling Through Video and Film - 3 credits**

This course is designed for people who want to become better film and video storytellers. It is also geared towards those who like movies and television and want to increase their appreciation of those forms. The course will introduce you to the basic building blocks of film and video language; such as, shot composition and framing, editing, sound and dialogue, and narrative structure.

### **ART220 Creativity and Analysis in the Arts - 3 credits**

Students learn how artists, art critics and philosophers think about and create visual arts, theatre, music and other arts. We examine the lives and works of artists, theories of creativity, and criteria for defining beauty and assessing quality. Students get direct experience of the arts through art exhibits, films, interviews, performances and other media.

### **ART230 Western Arts I: A Survey of Art from Ancient Times to the Renaissance - 3 credits**

Beginning with reference to ancient Minoan and Mycenaean art, this course surveys the development of Greek art to and beyond the classical period, the phases of Roman art, the Romanesque, early and late Gothic Art and the Renaissance in Europe. Students develop vocabulary and skills for the analysis of painting, sculpture and architecture, and an ability to communicate about them orally and in writing. The course examines style, technique, and iconography in their historical and cultural context, considering the religious, political, and intellectual climates expressed through the arts. We learn criteria for evaluating quality and beauty, examine how an object was made, for what purpose and audience. This course may be taken independently of ART231, Western Arts II.

### **ART231 Western Arts II: Survey of Arts from the Renaissance to Post-Modernism - 3 credits**

Beginning with the Renaissance, this course surveys the exciting proliferation of styles, symbolism and techniques in western visual arts during the past five hundred years. Major styles and periods include mannerism and the baroque, neo-classicism, romanticism, realism, impressionism and the many forms of modernism, among them, expressionism, surrealism, abstraction and pop art. Students strengthen their vocabulary and skills for the analysis of painting, sculpture, architecture, and gain enhanced ability to communicate about them in writing and speaking. The course examines style, technique, and iconography in historical and cultural context, considering the religious, political, social and intellectual climates articulated in the arts, including new systems of patronage and attitudes toward the public. We learn criteria for evaluating quality, beauty and accomplishment in the arts, and examine how an object was made, for what purpose and audience. ART230 Western Arts I is useful preparation but is not required.

### **ART235 Arts of Asia - 3 credits**

This course presents the diverse art and architecture of Asia from the 6th century B.C.E. to the present, helping students to understand the ways in which visual works present the concerns of their cultures and times. Students look at traditions like Buddhism to understand both a unifying tradition that shaped art in many different cultures and a religious tradition in dynamic contact with other beliefs — Hinduism and Islam in India, Taoism and Confucianism in China, and Shinto in Japan. Issues of how an artist, patron, and worshipper expresses beliefs about a deity forms a backbone to these discussions, encompassing the non-figural traditions of early Buddhism and Islam, the multi-limbed expressions of Hinduism and Tantric Buddhism, and the raw materials of Shinto art. The course also addresses some key issues in the art of several different cultures, such as the landscape tradition and "schools" of China, the political expression found in religious architecture in Southeast Asia, and secular forms like the tea ceremony and the 'floating world' art in Japan.

### **ART303 Modern Theatre and Public Conscious - 3 credits**

At the dawn of the 20th Century, the idea of theatre and its role in society changed. Public spectacle about the lives of kings and queens, as well as the overheated melodramas so popular in the mid-1800s, were increasingly replaced by a subversive theatre that challenged audiences to consider their own role in society, whether "realisti-

cally," "absurdly," or "magically." Ibsen's defiant heroes and Chekhov's waning aristocrats gave rise to American working-class heroes (and losers) in Clifford's *Odets* and Arthur Miller, the militant theatre of Bertolt Brecht, the absurd theatre of Ionesco and Beckett. Finally, the contemporary theatre must be contemplated in considering what such works as Tony Kushner's *Angels in America* and *Homebody: Kabul* and the public reception of them, have to say about us, our culture, our art, and our vision of humanity.

### **ART305 Women and Film - 3 credits**

This course focuses on how women are shown in key films of the 20th century. Films presented consider images of women that are one-dimensional (sex goddesses or saints, career women or mothers, vamps or all-American girls) as well as more complex, multidimensional characters. We explore the issue of how the star system, the Production Code, social values, and the personal vision of the directors affect women's depiction on the screen. We learn film vocabulary terms that help us discern and analyze how films use sound, visual, and narrative techniques to portray the image of women. Moreover, the course studies how and to what extent films today influence women's ideas about beauty, identity, marriage, motherhood, career, sexuality, and gender issues.

## Multidisciplinary Studies (BAM)

### **BAM490 Multidisciplinary Studies Capstone - 3 credits**

In this course, students develop and complete their final research project, typically toward the end of their program of study. The Capstone is about 25 pages in length and follows a research paper format appropriate to the field of study. Students work together in class and meet or communicate individually with the instructor as needed. Those who take an additional semester to complete the Capstone must register for BAM491 and pass before graduating.

## Human Services (BHS)

### **BHS125 Spanish for the Helping Professions - 3 credits**

This course is designed for beginning level students in the helping professions such as workers in human services, community agencies, health care organizations, educators, and others who wish to learn Spanish. This course will enhance students' ability to communicate with Spanish speaking populations in work situations related to the health and human services, education and community work. This course will offer intensive exercises in oral communication, reading, listening and written practice of the Spanish language to enhance oral proficiency. Students will not become fluent as a result of this course, but will begin the process of learning how to communicate in a culturally sensitive manner within the context of the helping professions.

### **BHS205 Strategies for Success: Personal Mastery in Action - 3 credits**

In this course, students will use the concepts of personal mastery as defined by Peter Senge as a foundation from which they will develop a vision statement, and will look further at the process of transformation and self-concept as they identify goals, and develop an action plan to bring about the results they desire in their lives. Students will critically examine theories of success and empowerment as they work to apply these theories to their lives and the lives of others they view

as successful. This work will culminate in the creation of a personal action plan.

### **BHS208 Financial Literacy - 3 credits**

This course will provide an historical perspective on the creation and expansion of the wealth and opportunity gap within the United States. It will look at the role that education has played in narrowing the income gap, while also looking at the limitations of increased years of education in affecting change with regard to wealth. The course will seek to broaden students' awareness and knowledge of these gaps and provide concrete information and strategies for developing a solid understanding of how to create a financial base. It will cover basic economic literacy, financial planning, credit management, basic banking, home ownership, and the impact of policies that help and hinder the creation of wealth. The course will also create opportunities for students to have increased resources in the areas addressed through the guest speakers who will present on each of the content areas. In essence, understanding of the history of wealth and asset building in this country, their current financial circumstances, how to better manage their money, and take control of their financial health. It will make explicit the role that building financial health has in creating healthier families and communities, in social mobility.

### **BHS302 Women and Addictions - 3 credits**

This course explores addictions that women have struggled with historically and some now common to women. We discuss the relevance of gender-specific treatment for women, the "real life" complexities of women's lives, the barriers that keep them from receiving the treatment they need, and the most common co-occurring disorders faced by women who experience addictions problems. The impact of the media is also considered. Students examine various theories in relation to treatment of substance-abusing women. A systemic approach is taken to the complex circumstances of these women's lives.

### **BHS305 Introduction to Human Services: Policies, Systems & Ethics - 3 credits**

This course provides an overview of the history, philosophies, structures and systems of delivery for human services. Drawing from a variety of resources including case studies, students learn what the programs are, whom they serve, and how they work; they explore protocols and procedures to evaluate their success. Particular attention is paid to questions of poverty and wealth and their impact upon public welfare. Students become familiar with ethical issues involved in working with different populations and communities, and consider the implications for public policy.

### **BHS307 Substance Abuse and the Law - 3 credits**

Students learn about the use of the courts, law enforcement, and other measures in the legal and criminal justice systems to prevent, intervene and treat substance abuse. Topics include: therapeutic jurisprudence, prohibition, supply-side versus demand-side interventions, and concerns of special populations. Special effort is directed toward understanding the impact of the legal and criminal justice approach to addiction problems, interacting with these systems, and improving communication between the legal and treatment systems.

### **BHS315 Understanding Family & Community Systems - 3 credits**

This course builds on systems thinking by applying systemic concepts to understand the makeup and functioning of families and communities. Students review the characteristics and interrelationships among family and community systems, and learn how to assess their respective strengths, resources, needs, and coping strategies. Local

community issues impacting families, such as kinds of employment opportunities and unifying traditions on the one hand, and violence and discrimination on the other, are addressed. Students use assessment models to look at their own life situations such as job, family, neighborhood. Students interact with their peers and others seeking to make an impact with families and communities.

**BHS320 Community Building Principles & Strategies - 3 credits**

This course introduces the history, theory, and practice of community building in order to increase the effectiveness of people working to improve their communities. It increases students' capacity and engagement in community planning, advocacy, organizing, decision-making and evaluation. The fundamental principles of community building are explored: such as, incorporating those directly affected by policies at the heart of dialogue and community building; valuing racial and cultural diversity as the foundation for wholeness; promoting active citizenship and political empowerment, building on community strengths and assets; ensuring access to fundamental opportunities and removing obstacles to equal opportunity; supporting and enhancing the well-being of children and their families; fostering sustained commitment, coordination and collaboration based on a shared vision and mutual respect. This course is based on The Boston Community Building Curriculum, developed by the Boston Foundation and currently being implemented by Interaction Institute for Social Change.

**BHS321 School, Family and Community Partnerships - 3 credits**

Students who are working or preparing to work in education and human services are engaged through interactive learning experiences to understand the development of partnerships with schools to reach, engage, and support families. The model for community success includes building partnerships and providing supports and opportunities that promote active and positive working relationships. Students gain a vision and practical knowledge of what effective partnerships look like and how to tap into community resources. Each student designs a plan to promote school and community partnerships.

**BHS322 Dynamics of Power in Communities - 3 credits**

Understanding the theory and how power is used in communities is a key factor for community builders. Developing networks, relationships and strategies must be based on knowing what the forces are and how they interact. This course takes a close look at the underlying connections among the economic, social, political and personal forces of communities as to how they relate to power and change. The course will look at political structures and systems in families, workplaces, institutions and other organizations that make up a community, and the dynamics that occur in terms of decision making and the process of change.

**BHS324 Building Community through Media - 3 credits**

Understanding the potentials and functions of media, particularly media that is available at the grassroots level, offers community people ways to reach and engage one another. In collaboration with Cambridge Community Television (CCTV) a "rigorous" emphasis will be made on the use of media for building community. The course aims to broaden students' understanding of media in general, and community media in particular, and how such media can impact a community's understanding of, and involvement in local issues. The course provides a hands-on, multimedia approach coupled with theory to help students gain a strong appreciation for what media is, how it addresses a diverse audience, how it is used and by whom,

and its powerful effect upon communities depending upon who's making it and for what reason.

**BHS325 Community Planning and Development in an Urban Environment - 3 credits**

The course will focus on community planning and development and how the process is continuous, guided, and ideally adheres to principles of community building. This course focuses on specific issues of community development where the physical and economic vitality of communities is improved through stakeholder interaction. The literature and activities used in this course will ground students in the issues and tools used to critically examine various community development approaches and projects through a community building lens. Students will be introduced to core theories and methods of city and neighborhood planning, will formulate a research design and scope of services to investigate existing conditions, and will learn how to collect and use data as part of the process of building on local assets to design effective and inclusive solutions to local needs.

**BHS327 Building Successful Organizations - 3 credits**

Organizational capacity is the interaction of human capital (employees and clients) with organizational structures to solve collective problems and improve and maintain the well-being of that organization. This course will explore the concepts and practices of developing effective and evolving organizations. The course will be highly interactive and will emphasize the sharing of experiences, ideas, and insights from students. Students will be encouraged to ground the ideas discussed by applying them to their own organizations or those they are familiar with. Critical areas of strong organizations include creating effective teams, empowering employees and those receiving services as fellow decision-makers, and addressing the many challenges that emerge when people work together.

**BHS330 Group Facilitations for Community Building - 3 credits**

Students who work with groups whose purpose is to strengthen the capacity of communities and other structures will learn how to work with groups to address issues and reach agreement. Skills associated with group development will be covered. The course is structured to provide students with an understanding of how facilitation skills and methodology that can be used in their practice working with groups and community building initiatives. Participants will learn how to apply group facilitation theory and use interactive methods to engage the hearts, minds, and energies of diverse groups of people in finding and implementing solutions to difficult problems.

**BHS335 Using Dialogue to Transform Communities and Organizations - 3 credits**

Dialogue is essential to all relationship building. The course is designed for students to learn the theories of dialogue, how dialogue is used to engage large groups, and to prepare students to understand the potential changes in a community that can be sparked through specific kinds of dialogue. For community change to occur it is critical to have an understanding of the fundamentals concepts of dialogue, and what constitutes dialogue for the purpose of making change. The large group dialogue process is an important component for community change whereby people come together to assess situations and develop strategies.

**BHS340 Youth Development and Community Practice - 3 credits**

This course prepares students to work with youth in a variety of programs and environments. They will learn key concepts of youth development and explore strategies that can have an impact on individual and organizational practices, and in particular, how workers include youth in decision-making, leadership initiatives, and organizational structures. Students will learn what promotes and what hinders positive engagement with young people, and how to increase youth participation and partnership in projects, programs and, especially in the community.

**BHS360 Ethical Issues in Substance Abuse - 3 credits**

Prerequisite: BHS401 or experience in the field of addictions (permission from the instructor). This course explores current ethical issues common among a substance abusing population, such as mandatory treatment, involuntary treatment, duty to warn requirements, criminalization, and perinatal addiction. The course also covers professionals' competence, confidentiality, accountability, client welfare, emotional health/personal wellness, and financial concerns. Students begin to understand the ethical debates and the foundations the arguments are based on. This course uses as a foundational code of ethics the Principles of Professional Standards for Substance Abuse Professionals. Students gain increased awareness of the ethical issues in the field and a broader understanding of the debates; they can address client needs more holistically and engage in public discourse on the issues.

**BHS361 Adolescent Drug Prevention - 3 credits**

This course is designed to provide a wide range of practical and theoretical information about the adolescent drug prevention programs. Student will learn about the adolescent substances of choice, extent of their drug use and abuse, and types of school-based and community-based interventions. Multicultural considerations in the development and assessment of prevention programs will also be examined. It is recommended that Introduction to Addictions be taken prior to taking this course.

**BHS362 HIV in Contemporary Society - 3 credits**

This course provides a basic overview of HIV/AIDS and its impact on the individual, family and contemporary American society. We begin by reviewing the history of the AIDS movement and how that has shaped the politics of illness in the U.S. today. Comparisons with other social justice movements and illnesses/medical conditions are integrated throughout the course. We then look at HIV/AIDS through a variety of lenses. Through the medical lens, we view how HIV/AIDS is diagnosed and treated. As epidemiologists, we look at who is infected and what factors increase risk of infection. Through the health educator and human service worker lenses, we look at prevention strategies, case management challenges, and the mental health needs of people affected by HIV/AIDS. Lastly, we look at how civil rights and community activists respond to the legal, advocacy, and ethical issues associated with HIV/AIDS. Its impact on particular communities and population segments are also studied.

**BHS363 Caring for Elders with Alzheimer's and Memory Related Problems - 3 credits**

This course will provide an overview of Alzheimer's Disease and other dementias. Students will gain understanding of common issues affecting people with Alzheimer's and other memory related problems. They will explore some of the ways in which patients with these diagnoses have traditionally been viewed both from a medical perspective as well as a societal one. We will move from a deficit-based approach

of caring and labeling those having dementia to one that defines and includes their humanness as they are now living with a dementia. Students will gain understanding and insight into the unique perception, emotion and perspective that a person living with dementia experiences. Students will learn what a habilitative approach to care is and how to incorporate it with those they care for. Issues of the environment, self-care for the care partner and communication will be addressed.

**BHS364 Unequal Treatment: Disparities in Health and Human Services - 3 credits**

This course will examine racial and ethnic disparities in health and human services and theories as to why those disparities exist. Student will consider policies that impact quality and equity of care. Specifically we will look at Title VI of the Civil Rights Act, which states that persons will not be treated differently on the basis of race, creed, or color; and how this important policy has been implemented and enforced over time. Students will critically review current efforts to address disparities in care and will focus on cultural competence.

**BHS365 Ethical Issues in Working Families - 3 credits**

This course explores current ethical issues that are common when working with families in a human service setting, such as child and elder abuse reporting, mandatory treatment, involuntary treatment, duty to warn requirements, research, and privacy. In addition, six areas of ethical concern are covered, including: professionals' competence, confidentiality, accountability, client welfare, emotional health/personal wellness, and financial concerns. Students begin to understand various aspects of ethical debates, as well as the foundations the arguments are based on. The goal of this class is to increase awareness of the ethical issues within human services and develop a broader understanding of the debates. The ultimate goal is to prepare students to address client needs more holistically and to engage in public discourse on the issues.

**BHS366 Family Interventions - 3 credits**

How workers intervene with families matters. This course focuses on strategies for engaging families. Students learn how to apply a strengths-based approach in helping families achieve their goals. Students will learn from others in the field who work directly with families in a variety of situations. The Family Development Curriculum (FDC) for working with families fulfills the requirement for this course.

**BHS369 Legal Issues in Human Services - 3 credits**

This course surveys the intersection between legal issues, the clients served by human service agencies, and the agencies themselves. We develop an understanding of how the legal system impacts the client population with respect to various practice areas, as well as the release and exchange of information. The impact of the legal system upon the agencies and their employees is examined. We explore tensions between legal requirements and the provision of services. Finally, we examine the tools available to pursue an advocacy agenda on behalf of individuals, families and systemic reform.

**BHS378 Program Planning and Evaluation - 3 credits**

Successful programs address client needs and deliver services utilizing an effective systems approach. Students discuss the issues programs face in establishing guidelines for short-term and long-term planning, recruiting and training staff, and in conducting ongoing evaluation of services. Students participate in a client/provider interview and create a program design. The course addresses systems theory, family relationships, governmental agencies and their relationship to community services, program planning, setting goals and objectives,

conducting interviews and evaluations, applied critical thinking, assessment, professional writing, and grant writing. (formerly MAN424)

**BHS400 Family Life Cycle - 3 credits**

Theories of growth and development are introduced and applied to the study of individuals and families. The impact of socioeconomic, cultural, ethnic, and social issues on the life cycle is discussed, emphasizing the diversity of developmental schemas. Physical, moral, cognitive, behavioral, and psychosocial development of individuals are addressed in the context of family development. Students trace developmental patterns and identify factors which facilitate or impede growth, using examples from their personal and professional lives.

**BHS401 Introduction to Addictions: Theory & Practice - 3 credits**

This course presents concepts and practices related to a broad spectrum of addictions and addictive behaviors, including theoretical models of addiction, terminology, review of substances and their effects, treatment strategies and programs. The impact of culture and ethnicity on substance use and abuse is addressed. Important current issues are discussed, such as difficulties in combining mental health and substance abuse perspectives. Students learn first-hand about a variety of treatment programs through guest speakers. Attendance at at least one addictions support group is strongly encouraged (AA, NA etc.).

**BHS411 Family Systems and Addictions - 3 credits**

This course provides an overview of family systems, family therapy, and the history of efforts to deal with substance abuse/alcoholism in recent decades. Topics covered include theoretical models of working with families, terminology, the impact of various family members' substance use, agencies, the process of recovery, and treatment programs. We identify methods of working with families affected by substance abuse, considering social, cultural, and environmental factors. Students learn to work systemically with parents, spouses, and children. They learn what constitutes comprehensive family treatment and the resources that are available to families, including but not limited to Al-Anon. Current research is reviewed.

**BHS420 Strategies for Change - 3 credits**

LLIC028 non credit-course code

This course provides theoretical frameworks for understanding the process of change and its implications for individuals and families. We look at intervention systemically and in human service agencies, substance abuse treatment programs, medical and mental health centers, and schools. Students identify barriers to change and examine all aspects of an intervention process, from assessment and treatment planning, to choice of strategies, and implementation. A variety of techniques are presented for use with individuals, families and larger groups. Preventive, problem-solving approaches are discussed as well as strategies for creating new solutions. Students hear from agents of change, analyze their own personal and professional experience, and practice techniques in class and, as appropriate, at their work sites.

**BHS421 Mental Health and Substance Abuse - 3 credits**

This course explores mental health issues and multiple problems that may be common among a substance-abusing population, such as depression, PTSD, schizophrenia, personality disorders, HIV/Aids, and homelessness. Students begin to understand major symptoms and terminology. We discuss advantages and disadvantages of assessment and diagnosis, and issues specific to gender and culture.

The course develops a heightened awareness of mental health issues and a broad understanding of co-occurring disorders, enabling students to address client needs more holistically with a focus on their strengths.

**BHS425 Policies, Ethics, and Procedures in Substance Abuse - 3 credits**

Description in preparation.

**BHS430 Families with Special Needs - 3 credits**

Students learn about the biological, situational, and psycho-social conditions defined as "special needs," and analyze their impact on families, communities, and other childhood environments. The history of governmental response and current laws and regulations applicable to this area are reviewed. Students become familiar with the components of individual and community programs that address special needs, including assessment and rehabilitation planning and the design of appropriate environments. Concepts of "family focus" and "family practice" are emphasized, and students hear from and interact with a number of community experts. Students develop a case study, either individually or in a group, to be presented in professionally written form and orally, in class.

**BHS434 Community Building Across Disciplines: "Portraits of Practice" - 3 credits**

Given the multiple dimensions of community life students should be prepared to work with multiple disciplines, bringing community building principles and practices to these arenas. This course will bring together and focus on the potentials for various disciplines impacting community change, providing highly interactive and real world experiences to explore and understand the exciting possibilities of multidisciplinary practice. In teams, students will develop a project that has a potential impact on a community.

**BHS445 Leadership for Community Builders: Theory and Skills - 3 credits**

This course will be an intensive exploration of leadership and power from personal, theoretical and historical perspectives. Class participants will reflection their own leadership experiences, strengths and challenges. They will also develop their analytical understanding of economic, political and social forces at play nationally and locally. This course focuses on developing the skills for the 21st century collaborative and participatory leader whose job is to create the conditions for self-empowerment and leverage the wisdom and resources of multiple constituencies.

**BHS470 Human Services Internship I - 3 credits**

**BHS471 Human Services Internship II - 3 credits**

Internship experience gives students opportunity to practice knowledge and skills gained in the classroom, and to become familiar with the structure and functioning of organizations and community agencies. Under agency supervision, students provide counseling, advocacy, research, information, referral, and similar services, and then document and reflect on their activities. The accompanying seminar includes students from varied placements, who give and receive feedback on case presentations and agency and organization issues. All internships sites must be approved in advance by the concentration director and close ties are maintained between the agency supervisor and the course instructor. Students wishing to use their place of employment as a site should contact the concentration director to start the approval process before signing up for this course. The parameters (number of hours, days, etc.) are negotiated between the site, the student, and the college; and a joint contract is signed.

Site supervisors must be immediately available to students, and must provide weekly individual or small group supervision. Students should be at their field sites approximately 6-8 hours a week and participate in a 2-hour/week seminar. Satisfactory completion requires satisfactory work at the site and the college seminar. Internship II continues Internship I or covers a new or special internship situation; offered as a focused study.

#### **BHS490 Human Services Capstone - 3 credits**

In this course, students develop and complete their final research project, the capstone. The capstone is about 25 pages long and follows a research paper format with an abstract, table of contents, introduction, and a body that includes a review and discussion of literature. A conclusion follows, and last, a bibliography. It is recommended that students arrive at the class with a completed proposal. However, this is not required. Furthermore, students may change the topic in the process of their research and review. Students work together in class and meet individually with the instructor. Students who take an extra term to complete the Capstone must register for "late capstone" BHS492.

## Management Studies (BSM)

#### **BSM101 Business Writing - 3 credits**

The course presents an introduction to the demands of business writing. Students learn how to develop the skills for effective written business communication including idea formulation, research, outlining, drafting, revising, peer editing, and presentation skills. Students will demonstrate an understanding of the relationship between reading and writing as well as the relationship between a writer and his/her audience. They will gain a better understanding of the writing process. They will also acquire the tools to help them think conceptually, read critically, and write analytically. In the process they will learn the importance of, and how to, understand and better evaluate what they read. The course will provide opportunities to evaluate and discuss the ideas of their peers while learning to use these ideas as starting points in their own critical thinking, questioning, and idea development. This course will provide opportunities for students to understand their role as writers as well as their role as critics of each other's writing. As this course relies heavily on discussing assigned readings and on questioning various elements and tools of the writing process, active participation is mandatory; this class will only be as successful as the students make it!

#### **BSM125 Computer Networking & Support Internship - 3 credits**

The internship experience provides students with the opportunity to put into practice the technical and support skills that they learn in the classroom and to gain valuable business experience working in a corporate environment. Under the guidance of the instructor and the internship supervisor, the student works on a helpdesk and/or provides desktop support in a professional environment. Students continue to build their computer networking and support skills through attending learning sessions and through use of journals and other writings and research.

#### **BSM130 Customer Service Essentials - 3 credits**

While manufacturing jobs have dwindled in the United States, the service sector has been on a rapid increase. Consequently, service related roles have been on a rapid increase. Often we think of cus-

tom service roles that are characterized as low wage, simple and repetitive. However, nothing could be further from the truth. Service roles vary from industry sector to sector. Roles range from helpdesk functions to more sophisticated consultative roles in finance, accounting, and human resources. In the ever increasing global market, service remains a hotly contested market. All service functions and roles require in-depth customer knowledge, attentiveness to detail, quality standards and a high level of dedication to the customer. This course's primary purpose is to equip students with the varied knowledge, skills and attitudes to be an integral part of an ever-evolving sector and organizational function.

#### **BSM200 Introduction to Business - 3 credits**

Students learn how American business operates. The course begins with a study of business in its broader perspective, looking at the context within which American business fits, and the investment markets which provide the capital needed to grow. The external factors influencing business development and the role business plays in the world economy are examined. The course then focuses on the internal organization and the operations of American business, highlighting major issues associated with managing functional areas of a business, such as marketing, production, technology, and supply chain management. In the later part of the course, financial management, both personal and business, and financial institutions are studied.

#### **BSM225 Fundamentals of Investment Management - 3 credits**

Fundamentals of Investment Management provides an introduction to the financial industry and develops an understanding of the players, markets, economic interplay, products, clients and functional processing that exist in the world of investments. Subjects covered include the history of financial services, evolution of the industry, risk and return, industry laws and regulatory agencies, how the industry makes money, credits, exchanges and redemptions.

#### **BSM300 Economics for Managers - 3 credits**

This course provides an overview of economics and establishes a foundation and vocabulary for future courses. It gives an applied, practical introduction to macroeconomics and microeconomics. At the macro-economic level the course helps the learner understand how the American economy functions, and what impact changes in the economy may have on the individual and the organization, as well as the impact of the global economy. At the microeconomic level the course examines how individuals and firms make economic decisions. This knowledge becomes the basis of understanding key concepts of supply, demand and pricing, as well as average and marginal costs and breakeven analysis.

#### **BSM305 Principles of Managing Organizations - 3 credits**

This course focuses on the evolution of traditional and modern management theories, practices and behaviors for planning, organizing, leading and controlling in organizations, and considers the contemporary and changing forces that challenge the practice of management. It helps students understand the importance of the environment in which managers function, and explores the processes of strategic, operational and tactical planning. It considers various organizational structures, the contexts for which they are best suited, and the role of communication, decision-making and leadership in managing organizations. It also discusses the principles of organizational control and the role of control systems in improving organizational productivity and efficiency.

**BSM310 Organizational Theory & Behavior - 3 credits**

This course examines the factors which influence individual, group and firm behavior in the work place. Topics include communication, motivation, group dynamics, leadership, power, and organizational design and development. Theories and frameworks, case discussions and skill-building exercises are used to understand and apply each topic. Class sessions and assignments help participants acquire the skills that managers need to improve organizational relationships and performance.

**BSM315 Diversity Issues in the Workplace - 3 credits**

This course looks at the significance of diversity in management and the implications of diversity for how organizations are organized and how they function. The changing demographics of the workplace are examined and the significance of diversity for domestic and international business are discussed. Organizational approaches to diversity are examined and analyzed. The course attempts to engage differences within the class and help students develop leadership skills for managing diversity, including consensus building, conflict resolution and talking through differences.

**BSM320 Operations Management - 3 credits**

This course covers the essentials of the operating systems of manufacturing and service organizations that convert materials and other resources into finished goods and services. Topics covered include key performance metrics, process mapping and analysis, product and process design, new product introduction, supply chain management, plant location and capacity planning, total quality and effective resource management. The goal is to understand the concept of total product life cycle management, and the effect of strategy in the operations role, as well as tactical issues such as inventory control, quality assurance and operations scheduling. The course also discusses recent developments such as computer-integrated manufacturing, flexible-manufacturing systems, and just in time inventory. It considers the interrelationship of operations decisions with marketing, finance and the overall strategy of the organization.

**BSM325 Marketing - 3 credits**

In this course students master the basic principles and practices of modern marketing. The course offers a broad overview of the nature and fundamentals of marketing activity. It provides an introduction to managing the marketing activities of an organization including marketing information systems and research, the marketing organizational system, and the marketing planning and control system. Topics include analysis of the global marketing environment of the firm, market research, customer and client analysis, target marketing and segmentation, product and service planning, pricing, communications, advertising and sales promotion, distribution management, and the development of marketing and sales strategies and plans. The use of marketing concepts and tools by nonprofit organizations is discussed.

**BSM326 Strategies for Selling - 3 credits**

Successful selling requires good communication skills and an understanding of the stages of a sales call. Often a technical person who knows a product or services needs to be more effective in selling that product or service. This course presents a systematic approach to selling. This course is ideal for those who want to learn how to communicate in a more effective manner and to learn how to best present themselves and their products or ideas. The course explores the interrelationships between the psychological and technical aspects of the sales process. It helps develop and sharpen one's interviewing skills.

**BSM330 Financial Accounting - 3 credits**

This course introduces the principles that govern financial accounting systems and the income statement and balance sheet that are the principal end products. Students learn how accounting information is used to evaluate the performance and financial status of private, non-profit and public organizations. The course emphasizes the use of accounting information by managers within the organization and by shareholders, lenders, and other outside parties. Basic accounting terms and concepts, and the language of financial management are presented as well as the essentials of the accounting process. The course also builds an awareness of the ethical, information and regulatory environment of accounting.

**BSM331 Principles and Practices of Consumer Credit - 3 credits**

This course defines and examines consumer lending basics including regulations, credit policy, operations, loan closings and loan servicing, product knowledge and the decision-making process. The focus is on how to make an appropriate consumer loan by using a decision-making process which includes interviewing, investigating and knowing various loan products. This course includes lecture material and related case studies for students to develop fundamental credit skills and sound lending judgement.

**BSM332 Financial Management - 3 credits**

Prerequisite: BSM330.

This course provides tools for managing business funds and making decisions that will affect the financial position of an organization. Students gain an understanding of financial analysis and its use in planning and control functions. Capital budgeting, discounted cash flow, and present/future value techniques are presented as well as the capital formation process, the advantages and disadvantages of various capital structures, and the long and short term uses of capital. Students gain an understanding of the workings of financial markets and institutions, financial instruments, and the domestic and international financial environment.

**BSM333 Statistics for Business - 3 credits**

Business Statistics presents the use of quantitative methods to define, analyze and choose among business alternatives. The scientific method of problem solving is presented to provide systematic analysis, selection and evaluation of business alternatives. Various statistical tools are introduced to collect, study and use information in support of rational business decision-making. Topics include decision-making under uncertainty, evaluating independent and dependent alternatives, selection of alternatives given limited resources, forecasting and simulation modeling.

**BSM334 Principles of Banking - 3 credits**

This course covers the history, purpose and function of banking. It examines how banks, in today's competitive and changing economic environment, serve the financial needs of individuals, businesses, and the government. The course will also compare the financial services offered through traditional banking institutions and other financial service providers.

**BSM335 Human Resources Management - 3 credits**

This introductory course surveys what current and aspiring general managers need to know about personnel and human resource management in business and nonprofit organizations. It is for students who are exploring career opportunities in personnel management rather than experienced personnel specialists. The course covers staff recruitment and selection, performance evaluation, compensation,



and management training. It considers the impact of human resource policies on productivity, employee morale and turnover. It also covers the promotion of equal employment opportunity, with discussion of recent court decisions, government regulations, and technical advances that affect the personnel management function.

**BSM340 Information Systems and Databases - 3 credits**

This course presents the fundamentals of information management and provides an overview of the issues managers face in the selection, use, and management of information technologies. As economies have become globalized and competition has increased, organizations have turned with increasing frequency to information technology (IT) to help them deal with data processing and information management constraints. The first part of the course covers the basics of designing databases to serve the information needs of the enterprise. Relational database concepts are presented and students build a working database. In the second part of the course, a case study approach is used to cover topics related to the overall management of information systems such as system acquisition, requirements analysis, make-or-buy decisions, decision support systems, and the management of end-user computing.

**BSM345 Business Ethics - 3 credits**

Business Ethics provides an in-depth understanding of the ethical, social and political context of organizations today. It approaches social problems with an ethical framework for choosing among alternative courses of action. The course emphasizes the application of ethical reasoning to real business and management situations, problems and decision-making.

**BSM350 Health Care Systems In the U.S. - 3 credits**

This course focuses on the contemporary health care management issues in the U.S. Since the failure of comprehensive health care reform efforts of the mid-1990s, changes brought about by market forces, greater emphasis on data collection for outcomes management, increased cost constraints, integrated organizations, and incremental approaches to regulation have made understanding the health care system imperative not only in our professional lives, but in our role as health care consumers. This course explores the recent changes in our health care programs and projects today's trends to assess future health care options.

**BSM401 Health Care Management Fundamentals - 3 credits**

Hospitals and other health service organizations are critical to our well-being. Skilled management is required to provide these sophisticated services. Health care managers must be knowledgeable in budgeting, capacity planning, process and job simulation and quality control. The course covers the planning, coordinating and management of these complex resources and skills needed to provide quality health care at affordable costs.

**BSM402 Grant Writing and Fund Raising - 3 credits**

A critical skill in business, especially for non-profit organizations, is the ability to raise money by fund raising and grants. This covers the planning and proposal development phases of grant writing, strategies for fund raising, identifying and qualifying potential donors, and grant administration. Hands-on activities provide practice in the skills of grant preparation.

**BSM403 Personal Finance - 3 credits**

Personal Finance develops an understanding of the financial alternatives from which an individual must choose in making their personal

financial decisions. Subjects covered include financial goal setting, budgeting, financial institutions, consumer credit, insurance and investing.

**BSM405 Investment - 3 credits**

Investment provides a comprehensive understanding and ability to evaluate debt, equity and other investment opportunities. The investment characteristics of bonds, preferred stocks and common stocks are covered as well as mutual funds and portfolio management. Students participate in an investment project and team projects.

**BSM406 Introduction to E-Business - 3 credits**

The course explores the systems, opportunities, challenges and strategies involved in successfully developing and maintaining electronic business. Issues covered include infrastructure design, server management, implementation, security, e-business strategy and marketing. It provides an overview of the key technologies for electronic commerce on the Internet, and reviews current trends and extensions to the technology of the World Wide Web. Electronic payment systems and related issues pertaining to authentication, security and privacy are covered. Organizational applications are explored, and the different business models underlying various types of business-consumer, business-business and intra-organizational commerce applications analyzed. Students are also introduced to the key legal, ethical and policy issues underlying the use of electronic commerce.

**BSM407 International Business - 3 credits**

International Business explores the challenges of managing across national borders and the complexities imposed by operating in multiple markets during an era of rapid globalization. The course examines the ethical and cultural context within which global managers must function and the strategic, organizational, and functional challenges the international environment poses for an effective global manager.

**BSM408 Business Law - 3 credits**

This course provides an overview of the U.S. legal system and discusses current issues in business law and ethics. Topics include the role of the legal system in business commerce, consumer pricing, competition and global competitiveness. Students develop knowledge of the Uniform Commercial Code as it relates to the law of sales, commercial paper, and secured transactions. Special attention is given to the importance of ethics in business and potential ethical dilemmas.

**BSM409 Management Accounting - 3 credits**

Management accounting focuses on the use of internal product, service and other internal accounting and non-accounting information to improve management decision-making. The course examines actual organizations facing management issues such as pricing, product design, and make or buy decisions. Knowledge gained about cost behavior, cost analysis and budget forecasting contribute to an understanding how to make informed business decisions.

**BSM410 Entrepreneurship - 3 credits**

Entrepreneurship explores the challenges and rewards of operating a small business. Areas studied include opportunity evaluation, location, marketing, financing, organizing and operating start-up and small business. Of special interest are the issues of success and growth management.

**BSM411 Business Planning & Budgeting - 3 credits**

Business Planning and Budgeting focuses on the needs of managers to more accurately plan and budget their scarce resources in order to

achieve their objectives. The course presents an overview of various planning and budgeting techniques and computer based tools currently in use by business.

#### **BSM412 Money and Banking - 3 credits**

Prerequisite BSM300.

For anyone in business it is important to understand the influence that the banking system has upon interest rates, economic growth, and price and employment stability. This course covers the banking system, credit, money and interest rates, and the interrelationship between the domestic and international financial institutions. The course begins by study monetary systems from 5000 BC to modern times. Students learn how our economies evolved from barter societies to new forms of money such as credit cards and electronic funds transfer. Next, the course presents the commercial banking systems in the US and foreign countries. Then the course covers the role of the Federal Reserve Systems and other nations' central banks in influencing a country's economic status. Then a more detailed analysis of bank operations is presented and the analysis is expanded to other types of financial institutions such as savings banks, credit unions, mortgage companies and government agencies. Finally, international banking institutions and international monetary exchanges are studied.

#### **BSM413 Strategic Business Planning - 3 credits**

Strategic Business Planning explores strategic planning from the general manager's viewpoint. The course covers the range of strategic decision-making from establishing a strategic vision and mission, setting objectives, crafting and executing a strategy to achieve the objectives and evaluating performance and initiating corrective adjustments.

#### **BSM415 Leadership Models - 3 credits**

Constant changes in the world and fast-paced changes in technology call for effective leaders with vision. Leaders are the Change Agents. The course examines effective approaches to leadership. What constitutes an effective leader? What are the significant differences between leaders and managers? What importance does power hold in the transition process? The course analyzes leadership models, problem solving, ethics, strategic styles of interaction, decision-making techniques, and effective strategies for implementation of goals.

#### **BSM418 Internet Technologies - 3 credits**

Internet Technologies presents an overview of current and emerging technologies relevant to electronic commerce. Topics include communications and networking, the Internet, programming languages, security, databases and archiving, web authoring tools, multimedia, transaction processing, search engines, and data mining. Students learn the function and interrelation of component e-commerce technologies and the modern vocabulary of e-commerce technology.

#### **BSM420 Internet Marketing - 3 credits**

The course addresses marketing on the Internet. Integrating web marketing activities into organizational marketing strategies is a major challenge for ongoing businesses and startups alike. This course focuses on the capabilities that allow business and nonprofit organizations to develop distinctive marketing approaches on the Internet. Throughout, it emphasizes the role of Internet marketing in the overall marketing strategy of an organization as well as the need for careful integration between strategies executed in cyberspace and in the physical world. Students analyze varied internet marketing cases and develop marketing plans that include major internet elements.

#### **BSM430 Non-Profit Organization Management - 3 credits**

Non-profit organizations are making an increased contribution to our society and economy on a domestic and global level. Managers of non-profits face many of the issues faced by for-profit entities as well as the managerial, organizational, human resource and legal issues of non-profits. The course explores the challenges faced by non-profit managers and approaches used to respond.

#### **BSM456 Intermediate Financial Accounting Using Intuit QuickBooks - 3 credits**

Considerable attention will be given to examples from current accounting practice and the reporting requirements promulgated by the Financial Accounting Standards Board. The focus is on an external user perspective and financial accounting standards promulgated in the U.S.; however, international contrasts and/or constituencies are brought into the discussion of many of our topics. Ethical considerations and impact on various stakeholders are also an important component of our study of financial reporting practices. The course is for students preparing to become practicing accountants in either the public or private sector. In addition to prospective practicing accountants, the course provides valuable background for those looking forward to various managerial or financial careers.

#### **BSM460 Database Management - 3 credits**

This course introduces the fundamental concepts necessary to design, use, implement and administer database systems. The course stresses the fundamentals of database modeling and design, the languages and facilities provided by database management systems, and the techniques for implementing and administering database systems. Students learn how to use SQL to create, update and query a relational database, build a database application, and perform basic database administration tasks. Data integrity and transaction controls techniques and the impact of networks and client-server architecture on database management systems are discussed.

#### **BSM465 Negotiation & Conflict Management - 3 credits**

Networked organizations present different challenges for the negotiation and conflict resolution skills of managers. The fact that today's networked organizations are less hierarchical and more global makes negotiation at every level a necessity and increases the potential for conflict, while the lack of face-to-face communication and long-standing relationships make the resolution of conflict more difficult. This course examines the basic theories of integrative bargaining and problem solving and helps extend these models to the current realities of distributed work and collaboration. Through case studies and experiential exercises students analyze the processes of diagnosing conflict, planning for negotiation, and implementing solutions within networked organizations; and develop conflict resolution skills.

#### **BSM470 Project Management - 3 credits**

This course introduces the principles of project management. In today's organizations, work is increasingly being organized in the form of temporary projects. The project manager is responsible for pulling together resources from across the organization and for delivering results on time. The course provides an overview of the basic management principles and procedures involved in starting, managing, controlling and terminating a project successfully. Topics covered include the project management process, controlling and managing a project, selecting the project team, understanding the relationships of projects to organizational goals, defining project scope, project scheduling, control and coordination techniques.

**BSM475 Information Technology - 3 credits**

Technology is an integral part of every manager's work. An understanding of computer technologies is essential for today's successful manager. The course presents an overview of computer technology, its use, and strategic value across the enterprise environment. Subjects include hardware, software, security, networking and databases.

**BSM490 Management Studies Capstone Project - 3 credits**

Prerequisites: WRT101-102.

Capstone course is an opportunity for students to prepare a research paper that demonstrates their mastery of the topics covered in their management courses. The student, subject to approval by the instructor, selects the research paper subject.

**BSM431 Introduction to Hotel and Restaurant Operations - 3 credits**

Prerequisite: BSM200.

This course will include a survey of the development of hotel and restaurant management, historical perspectives, current industry trends, and an analysis of the types of operations in the hospitality industry. Management functions and business administration principles are stressed for each type of operation.

**BSM432 Hospitality Operations Management - 3 credits**

Students will analyze the workings of a restaurant from all operational perspectives. These include menu design, location analysis, physical layout, front- and back-of-the-house design, and back-of-the-house work flow. This course will integrate material taught in other classes and result in an understanding of and appreciation for the complex world of successful restaurant operations.

**BSM433 Hospitality Marketing, Sales and Food Promotion - 3 credits**

Prerequisite: BSM325.

This course is an examination of the principles of menu pricing, food and drink development and enhancement. The course will also provide students with the ability to properly develop marketing plans and understand how to target the appropriate customer base. Topics will include forecasting product requirements, researching potential changes in menu trends, competitive analysis of various restaurant concepts and how to manage the development of programs to promote menu concepts to a target market. The challenges and opportunities of advertising, public relations, sales promotion, and personal selling by waitstaff will also be covered. Students will develop a specific marketing plan as well as analyze the current merchandising plans for food products and services used in the United States.

**BSM435 Food and Beverage Cost Control - 3 credits**

Prerequisites: MAT102 and BSM330.

This course will examine the information and skills necessary to analyze and improve the profitability of a foodservice establishment. Topics include the flow of goods, income statements, forecasting sales, and controlling labor and food costs. Students will also analyze the complete purchasing cycle of a restaurant, beginning with product and vendor selection and ending with actual orders.

**BSM436 Legal Issues in the Hospitality Industry - 3 credits**

Hospitality managers are called on daily to make important legal decisions. The course is designed to provide students with the important legal background that they need to know when managing a hospitality facility. Topics include legal obligations of owners and employees, liabilities, dram shop law, and operating within state and federal regulations. Also covered in this course are regulations surrounding

ServSafe, OSHA, and HAACP.

**BSM437 Current Issues and Trends in the Hospitality Industry - 3 credits**

Must be taken in the student's final semester.

This course will explore issues that currently impact the Hospitality Industry. The content will vary as the course will try to analyze the most up to date theories and operational activities. The course will deal with employee development and assessment, quality control, financial issues, and a review of the issues confronting the international hospitality sector.

**(new) Advanced Hospitality Operations - 3 credits**

Prerequisite : BSM 431

This course will emphasize customer service, industry trends, sales, and merchandising. Students will explore the details that are necessary to create and maintain reservation and point of purchase systems. Students will learn how to plan and control inventory, learn the latest merchandising products and services and learn how to utilize Customer Relations Management techniques and technology.

**BSM438 Hospitality Industry Internship - 3 credits**

Must be taken in the student's final semester.

Internship experience gives students the opportunity to practice knowledge and skills gained in the classroom and to become familiar with the actual operational functions within the food service or hotel industries. Students who can demonstrate management experience within the industry may substitute this course for the Current Issues and Trends course.

## Chemistry (CHM)

**CHM100 Chemistry I - 3 credits**

The purpose of this course is to introduce a foundation of chemistry, green chemistry and the molecular basis of materials. It will provide teachings in molecular structure, properties and reactivity of materials. Highlighted throughout are the "real world" applications of materials and their intentional and unintentional impacts on human health and the environment. Green chemistry, the design of products and processes that reduces or eliminates the use or generation of hazards, will be infused throughout the course. The student will come away with a basic understanding of the principles of green chemistry.

## Computer Sciences (CMP)

**CMP130 Introduction to Computer Applications - 3 credits**

Assessment available. This course provides a hands-on introduction to the personal computer, Windows, word processing, spreadsheet, presentation software, the Internet, and an overview of Word, Excel and Power-Point uses. Students begin with the basics of each application and progress through intermediate level.

**CMP230 Information Literacy - 3 credits**

Prerequisite: CMP130 (course or portfolio) and familiarity with Windows and/or Mac operating system, or permission of instructor. Information literacy is necessary for lifelong learning and career advancement. It is the ability to analyze problems, research and select relevant information, create an effective presentation from that information, and, when appropriate, publish it in print or electronic formats. Students acquire the knowledge, skills, and abilities to apply

principles of information literacy to their academic and professional lives. A problem-centered approach is used. Students use the Internet and e-mail news groups, file transfer and Netscape, and search engines. They learn to evaluate the credibility of information and use problem-solving paradigms.

**CMP310 Computer and Network Support: Part I - 3 credits**

This is the first of two classes that provides the technical skills and knowledge students need to be successful in entry-level IT careers. Through a combination of lecture and hands-on work, students learn about PC hardware, operating systems, and basic networking.

**CMP320 Computer & Network Support: Part II - 3 credits**

Prerequisite: CMP310

This is the second of two classes that provides the technical skills and knowledge students need to be successful in entry-level IT careers. Through a combination of lecture and hands-on work, students build on their existing knowledge of networking and learn PC imaging, operating system installation, and helpdesk soft skills.

**CMP330 Web Production I - 3 credits**

This is the first of a two-part course on design and implementation of full-featured, interactive websites. Students become familiar with the principles of effective web design. They learn the tools and applications necessary to develop the front-ends to effective and dynamic web sites. Through hand coding and the use of WYSIWYG editors such as Dreamweaver, students develop proficiency in HTML, Cascading Style Sheets, and JavaScript.

**CMP340 Web Production II - 3 credits**

Prerequisite: CMP330.

This is the second of a two-part course on design and implementation of full-featured, interactive websites. Students tackle back-end issues pertaining to web development. First, they get an understanding of web/database interactions, and then learn to use various coding techniques and applications to create and manage these interactions. Moreover, students put their skills to use on various real-life projects for real external clients.

**(new) Computer Systems Theory - 3 credits**

This course explores the history and integration of information systems and their impact on individuals, institutions, and societies. Through a historical and technological context, students will trace the development of internal and external network systems, and how information technology works in a systematic way to improve the efficiency and effectiveness of businesses, governments and other complex institutions. Integration theory and IT compatibility issues are reviewed, and technology mapping for business is covered in detail.

## Communications (COM)

**COM322 Effective Oral Presentations - 3 credits**

Prerequisite: WRT101.

Through practical study and experience preparing and giving presentations, learners develop expertise and gain confidence in speaking before groups. Learners gain competency in preparation, organization, time management, voice projection, enunciation, appearance, posture and body language, and audience engagement. Learners research an interesting topics and prepare a research papers for oral presentation. Presentations are videotaped to permit more complete and immediate assessment and support of student learning. They expand their communication skills that support work in other courses.

## Critical Thinking (CTH)

**CTH225 Foundations of Critical Thinking - 3 credits**

We learn to engage in reasoned thinking. We learn to formulate hypotheses; conceive and state definitions, and understand logical consistency and inconsistency. We explore the differences between claims of fact, value, and policy; what constitutes credible evidence; the nature of assumptions. We learn what constitutes a persuasive argument as opposed to an emotive and propagandistic one, and critically examine them. Students learn to present clear, well thought out critical arguments in writing and oral presentations. We look at the relationships among thinking, writing, speaking and listening, laying a strong foundation for improving our capacity to write, speak, and listen well.

**CTH300 Critical Thinking Through Cinema - 3 credits**

This course examines the development of film as a medium for recording and shaping history, for telling primal myths and archetypes, for entertainment, politics and commerce. We consider the vocabulary and methods of film and its limitations, especially when it transfers literature from the page to the screen.

## Education (EMC)

**EMC200 Science in Elementary School - 3 credits**

This course introduces day to day curriculum planning for sciences. Students learn the rationale, language, and ways of planning effective elementary classroom science teaching. Techniques, strategies and resources are addressed in an experiential class to develop skills that are immediately applicable in many courses 1-6.

**EMC201 Curriculum Development: Social and Cultural Studies: Elementary Grades - 3 credits**

Students master the basics of developing their own social studies unit. They study essential topics and skills as stipulated in DOE frameworks. We analyze published curricula and textbooks. The skills to be developed include library skills, field trips, map-making, and neighborhood-based projects.

**EMC202 Classroom Testing and Measurement - 3 credits**

Educators are experiencing greater pressure to become more knowledgeable about assessment techniques. This course introduces educational testing and measurement, including traditional teacher-made tests and newer methods. Prospective teachers try out new skills for classroom application. More experienced teachers "finally make sense" of some basic testing concepts including norm-referenced and criterion-referenced tests. We practice structuring test items and learn what constitutes content validity. We apply performance based measures and learn about portfolio assessment. An overview of basic statistical concepts increases confidence in interpreting test results. More importantly, new skills improve teaching and enhance learning.

**EMC210 Introduction to Early Education and Care - 3 credits**

Students will learn about the skills necessary for being an early childhood teacher and what the profession offers and requires for career and professional growth. The topics covered include what it means to create a developmentally appropriate program for young children, issues of the daily care of children, and current and future trends of the

profession. Included will be an understanding of how developmental, emotional, and educational needs of young children (birth to eight years of age) are integrated in the course of daily life.

### **EMC215 Integrating Technology into Teaching and Learning - 3 credits**

Technology is most effective when it seamlessly supports instruction. Standards-based software can provide key skills and concepts, give the students the opportunity to model dynamic systems, and allow them to express themselves through a variety of media. Presentation tools address a range of learning styles with visual and auditory cues. Internet resources allow learners to access original source material and provide a forum for discourse among classmates, and with the instructor. Properly integrated, technology forms a silent background for sound educational purposes.

### **EMC300 Classroom Management and Discipline - 3 credits**

This course is designed to support prospective teachers in the exploration of student differences in the classroom and how it impacts teaching and learning, specifically in regards to issues of classroom management and discipline. The course will focus on issues such as classroom management techniques, group dynamics, teacher/student interrelations, leadership styles, peer group dynamics, appropriate punishment, crisis control, coping with special students, teacher/student rights, teacher authority, and communication with parents and administration. A primary objective is to examine how well-organized and managed classrooms set the stage for student learning and achievement. This course, as such, explores both the theory and practice in the field of classroom management to provide students with a theoretical foundation and personal strategies that can be effectively implemented in the elementary classroom.

### **EMC301 Integrated Language Arts & Reading - 3 credits**

Students investigate the reading process and the rationale for integrating listening and speaking, reading, writing, and critical thinking by practicing all of these elements. Focus is on the principles and practice of language acquisition and activities that encourage creativity and methods of developing, linking and expanding a child's encounters with literature.

### **EMC302 Questions in Math and Science - 3 credits**

Students learn applications of the discovery approach and suitable materials and experiences for developing concepts in mathematics and science appropriate for children age three to 2nd grade. Students learn to guide readiness activities in math that are developed intuitively and informally with children. Biological, physical and earth science topics are developed through inquiry and experience.

### **EMC304 Language, Art and Music for Children - 3 credits**

Students investigate methods of developing, linking and expanding children's encounters with literature. The course also integrates art, music and drama into the curriculum of early childhood classrooms. The course includes a weekly lab in which students design and present lessons in the creative arts. Students learn many reading, art and music activities that are age-group appropriate, and how to present them to children.

### **EMC305 Creative Drama for Learning - 3 credits**

This course provides practical experience in the techniques of creative drama such as pantomime, improvised dialogue, dramatization of children's literature and role playing. The course is designed to develop student's own creativity and also to teach them to lead children in these art forms.

### **EMC306 Mathematics for the Early Education Classroom - 3 credits**

The course uses the Massachusetts Frameworks as the guideline to provide instruction on how to creatively teach number concepts, patterns, shapes, space, measurement, and data collection. Students learn how mathematics connects across disciplines and how this subject can be embedded in daily activities beyond the classroom, challenging teachers to be alert to opportunities for facilitating mathematical understanding.

### **EMC307 Teaching Early Education Students With Special Needs - 3 credits**

This course will cover the issues related to practices and policies appropriate to the needs of preschool children who are disabled and/or "at risk" in educational settings. Topics will include legislation that has impacted the field, philosophy, intervention strategies, working with families and service providers, inclusion and developing lesson plans.

### **EMC308 Observing and Recording in Early Education Classrooms - 3 credits**

This course covers the techniques used to understand the progress of children ages birth to 2nd grade and what programming is needed as result. Students will understand terminology such as "assessment," "evaluation," "statistical analysis," and "progress monitoring," and how such information is applied in classrooms. Gathering and analyzing data on student strengths and needs are essential practices for making decisions on students' academic and social plans. However, judgments about children and the corresponding decisions must be made carefully.

### **EMC315 Developing Curriculum for Young Children - 3 credits**

Students will demonstrate their ability in organizing the environment and planning developmentally appropriate curriculum to facilitate children's learning. They will identify the range of appropriate behaviors, activities and materials and be able to implement an integrated, comprehensive curriculum in a supportive physical and social setting for children age three to 2nd grade.

### **EMC316 Creating Effective & Positive Learning Environments in Early Grades - 3 credits**

The emphasis of this course is on understanding the impact of a discipline system on the self-esteem of the developing child and methods of teaching pro-social skills. What is critical is to understand that interventions must be based on the different developmental, cultural and self-esteem needs of children. Students will be presented with discipline models to become competent practitioners of certain techniques for PreK-2nd grade that match the student's personality and philosophy of learning as well as what is appropriate for the developing child.

### **EMC317 Early Childhood Growth and Development - 3 credits**

The course covers theories of child development and the developmental sequences critical for early education with an emphasis placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child (PreK-2nd grade). Key to a child's development is the relationship with caregivers, siblings, peers, early friendships, and others, and how such relationships contribute to cognitive growth.

**EMC318 Successful Inclusion in the Classroom - 3 credits**

Students will learn about different techniques and models that promote the successful inclusion of all students in elementary and early education classrooms. Students will gain knowledge about existing federal and state laws, how to adequately understand and develop individualized education plans, plan collaboratively with other teachers to meet students' needs, and enrich the learning environment for all.

**EMC319 Social Foundations of Education - 3 credits**

The social foundations of education course is an exploration and analysis of the underlying issues within contemporary educational policies, practices, and theories. It is an attempt to ground the day-to-day realities of the classroom within larger philosophical, historical, anthropological, political, legal, and sociological contexts. Such an interdisciplinary perspective will allow students to begin to reflect upon the structures and practices of American education and provide a foundation from which to continue becoming reflective and critical educational practitioners.

**EMC330 Literature for Children - 3 credits**

This course examines literature for children and young adults from a variety of perspectives. The literature includes classics of poetry, drama, folktales and other fiction. We seek to understand and appreciate the role that literature plays in the stages of a child's development assess the quality of the literature, and appreciate how and why it appeals to children and young adults.

**EMC400 Teaching Reading in the Elementary Grades - 3 credits**

No course description available.

**EMC401 Teaching Mathematics in Elementary Grades - 3 credits**

This course provides elementary teachers with a strong foundation in mathematics language, principles, and teaching methods and strategies.

**EMC410 Current Issues and Topics in Education - 3 credits**

This course focuses on current issues in the field of education. Topics for this course are selected from issues and/or concerns raised by the United States Dept. of Education, professional educational organizations, and state boards of education. Students study the historical roots of the selected issues and evaluate approaches to addressing the issues.

**EMC412 Storytelling and Playmaking - 3 credits**

Students learn developmentally appropriate teaching practices through stories, writing, literature, arts, storytelling, and children's play. Students learn to observe and record the behavior of children ages three to seven and apply their knowledge of developmental stages and the characteristics of young children with and without special needs, to an integrated language arts curriculum. The course includes methods to create a classroom environment that recognizes racial, cultural, and linguistic diversity in young children and supports their learning.

**EMC415 Multidisciplinary Approach to Content Areas - 3 credits**

Study of basic disciplines (social studies, arts and humanities, sciences) and how they may be related to enhance the teaching and learning experience including experience with designing lesson plans and effective teaching units.

**EMC420 Strategies for Teaching - 3 credits**

This course introduces students to the field of education as an entrance into the challenges and opportunities of becoming a classroom teacher. The course provides a general overview of best practices in teaching and student learning within the context of how American education is organized. This course serves as a foundation for becoming an effective and moral teacher, and, as such, emphasizes understanding of national and disciplinary standards as well as overarching codes of ethics of being a teacher. In particular, the course uses the NCATE standards to highlight the need for a teacher to possess specific content knowledge, pedagogical skills, and dispositions. The course is applicable for elementary, middle, and high school teachers and will make use of both content-independent and content-specific pedagogical methods to demonstrate and apply applicable best practices.

## History (HIS)

**HIS101 World History I - 3 credits**

This course provides an understanding of early civilizations from ancient times until c. 1650. Early civilizations include Egypt, Babylonia, India, China, Israel, Greece and Rome. European coverage includes Middle Ages, Renaissance, Reformation and beginnings of the Age of Discovery. This course includes cultural, intellectual, political and economic developments, and is the basis for the 2nd term, HIS102.

**HIS102 World History II - 3 credits**

This course explores the historical foundations of the modern world. It reviews the Reformation, Renaissance and the effects of European trading and settlement throughout the world. It continues with the Age of Enlightenment, the American and French Revolutions, the Romantic period, nationalism, industrialization and urbanization, and the transforming 20th century movements in politics, the arts and technology.

**HIS201 U.S. History & Constitutional Government I - 3 credits**

This course traces the development of the United States from the colonial period to the end of the Civil War, surveying the economic, political, social and cultural aspects of this development. The course covers the period of exploration, early settlements, colonial life and issues, the development of a unique political philosophy, conflict with Britain, the Revolution, the development of a government based on a new political theory and the development and problems of this new American society and government in its first seventy-five years. Constitutional development at the national and state levels is explored, with particular emphasis on the Massachusetts experience.

**HIS202 U.S. History & Constitutional Government II - 3 credits**

This course traces the development of the United States from 1865 to its present status as a world power, analyzing economic, political, social and cultural factors. The functioning of American federal and state constitutions is analyzed, providing the knowledge and understanding needed by teachers and other professionals who interact with the public sector. The course covers the aftermath and effect of the Civil War, industrialization and its impact, waves of new immigration, western expansion, conflict with Native Americans, emergence as a world power, World War I, the Great Depression, World War II and later issues of the 20th century.

**HIS230 A Social History of Food - 3 credits**

Throughout the world and history, people have come together over food. We are what we eat: we eat what our family, friends and society tells us is "food." But, our ancestors did not always eat the same foods as we do now. Both the types of food and more importantly, cultures, change through time and space. How has the development of towns, the exploration of the globe, religion, the slave trade, the social presentation of self and status been expressed through food? Contemporary approaches to food world-wide will also be examined. The class will bake their own sourdough bread, visit historical sites & ethnic restaurants, do oral histories, produce a cookbook and, of course, eat lots of food!

**HIS260 The Constitution and the Struggle for Democracy - 3 credits**

No course description available.

**HIS275 American Government - 3 credits**

No course description available.

**HIS301 US History through the Media - 3 credits**

This course explores the cultural, technological, political, and economic transformations of American life from the early 1900s to the present through various modes of mass media. The course uses visual and print media such as film, radio, and TV to examine critical issues and phenomenon such as immigration, the world wars, the civil rights movement, and the rise of consumerism. Students will evaluate the content and context of new media formats and the role that such media played on the events covered.

**HIS321 Historical Perspectives on Contemporary Issues - 3 credits**

This course examines and analyzes the development of political, cultural and economic issues and structures that shape current events and public discourse. Topics vary by term and may include the evolution and current nature of American political parties, of the Executive Branch, the effects of new media, globalism and others. Students learn to analyze source materials and to distinguish fact from opinion.

**HIS343 History of Massachusetts - 3 credits**

This course focuses on major persons and events in the history of Massachusetts from Pilgrims, Puritans and Native Americans to the 20th century. Special attention is paid to the development of forms of representative government in the Colonial period and after independence, and to the integration of numerous immigrant groups to the Commonwealth in the 19th-20th centuries. The role of Massachusetts in driving industrial and technological change in America is considered, as is its role in inaugurating public education in America. The course satisfies a key content knowledge area for public school history teachers.

**HIS344 History and Theory of the Labor Movement - 3 credits**

What are the origins of the modern labor movement? How is it changed and adapted in the 20th century? What new developments have occurred in the 21st century? What laws govern unions? What have unions done for workers? How have free trade, globalization, the economy, and current trends in political thought affected the effectiveness of unions? Is the labor movement still necessary and relevant to today's workers? This course will examine the formation of the AFL and the CIO, the merger AFL-CIO, and the new Coalition for Change. It will analyze the growth of industrialism and de-industrialism, consid-

er the roles of race and class in the movement, and study the theories of the movement that brought it together and split it apart.

**HIS350 Introduction to Political Science - 3 credits**

What is the perfect society? How much power should the government have? Is democracy the best form of government? Political science is the study of how and why people come together to form governing institutions. To understand the nature of government, political scientists study such issues as power and authority, human nature, freedom, obligations, justice and the organization of the state. In this course, we examine the work of some of the greatest political thinkers — Aristotle, Plato, Aquinas, Machiavelli, Hobbes, Rousseau, Nietzsche, Locke and Marx — and learn how they look at politics, government and the individual. The course explores a central issue of government: the difficulty of reconciling the good of an individual with the good of the public. In thinking about this question, students reflect upon the definition of justice, the nature and importance of freedom, the relation between an individual and the community, the best form of government, and the character of the ideal ruler.

## Justice Studies (JUS)

**JUS200 Crime and Criminal Justice - 3 credits**

This course provides an introduction to the nature of the crime problem in the United States, including patterns of victimization and offending and the ways in which the criminal justice system responds to these behaviors.

**JUS205 Introduction to Legal Studies - 3 credits**

Introduction to Legal Studies introduces students to the legal system and the legal profession in the United States. The course will explore theoretical and historical influences on the American legal system and the practice of law, the origins of the legal system in English common law, the sources of American law, including an overview of the Constitution, state and federal status, the court system, and the legislative and trial process. Students will explore the legal profession and the varied roles assumed by the legal professional in contemporary society. Students will gain an understanding of the emergence of specialized areas of law and the knowledge and skills needed to pursue a law career.

**JUS225 Introduction to Social Justice - 3 credits**

Social Justice, the state where conditions are met for all of creation to survive and flourish, is the bedrock with supports all other forms of justice. This course examines the understanding of Social Justice tradition that has developed over the last century. Principles of power, community, and responsibility will be examined in light of practical political and social problems - racism, sexism, hunger, poverty, and environmental issues.

**JUS342 Girls and Delinquency - 3 credits**

Historically, the Juvenile Justice field has developed program services based upon the needs and behaviors of adolescent males. Within the past five years the need for more gender-specific program and treatment models has been recognized. This course presents a gendered view of the causative issues contributing to female adolescent offending and current program initiatives developed to meet the treatment needs of girls.

**JUS343 Youth and Gangs - 1 credit**

The emergence in the 1980s of youth gangs in the Boston area began a youth sub-culture that has taken root in geographically diverse urban communities. Students in this course will be introduced to gang culture, its origins and meaning. The reasons youth are attracted to gang life will be explored and delinquent behavior will be viewed within the context of gang expectation. Students will learn to identify gang colors, symbols and terminology and will gain insight into the personal experience of gang membership.

**JUS345 War, Peace and Non-Violence - 3 credits**

Working from an international and local perspective, this course will explore roots of war and peace, connect theory with practice and address personal as well as political implications of war, peace and non-violence. The course will touch on Just War theory, but focus on positive alternatives to war—including a Just Peace framework and the range of strategies (and ways of life) that are often grouped under the umbrella of "non-violence." The course is an introduction, but we will offer time for participants to build community and dig more deeply into specific areas of interest through a final project.

**JUS350 Introduction to Juvenile Justice - 3 credits**

This course introduces the history and principles of juvenile justice, focusing on delinquent behavior in the context of adolescence, family, and social/environmental factors. The course explores various societal responses to problem behavior from colonial time to the present, including various community-based and residential program models, and current national debates on treatment vs. punishment of juvenile offenders.

**JUS356 Youth and the Law - 3 credits**

This course examines current legislative and judicial systems and practices of dealing with youth who have not reached the age of majority. Issues pertaining to due process, deinstitutionalization and waiver to the adult system are explored. Benefits and liabilities of the Massachusetts juvenile courts are analyzed.

**JUS357 Circles I - 1 credit**

The circle process is an aboriginal and native way of being in relationship. Circles are used widely in these communities for resolving conflict and restoring community. In recent years the circle process has made its way into communities and systems in the United States and Canada. Circles are being formed to help heal, support, connect, plan and problem solve within communities in ways that our traditional processes and methods of communicating have regularly excluded due to the nature of their structure. Whether circles happen at the kitchen table, or within classrooms and systems, the result is always a turning to one another that leaves us with a new understanding of what it means to be in a community. Its implications for what true democracy means and requires of us are powerful and great.

**JUS358 Bullying Behavior - 1 credit**

Bullying behavior has recently been identified as a serious threat to the emotional, psychological and physical well-being of both victims and aggressors. This course defines bullying behaviors and examines the role of communities and educators in finding solutions and developing comprehensive plans that protect children.

**JUS365 Adolescent Females and Cutting - 1 credit**

This course studies the dynamics of the adolescent female self-mutilator in today's society. Key areas of study are: (1) What is self-mutilation, (2) Who is the self-mutilator; diagnostic factors, (3) How the disorder develops and progresses, (4) Reactions of others, (5) At-

tachment patterns and family dynamics, and (6) Treatment resources. Course materials are based on: Cognitive-Behavioral Treatment of Borderline Personality Disorder (M. Linehan), Self-Mutilation: Theory, Research and Treatment (Walsh and Rosen), Cutting: Understanding and Overcoming Self-Mutilation (Levenkron). The class presents clear and comprehensive information on the causes and effective treatment resources for this behavior based on the most current and relevant information from noted experts in the field.

**JUS368 American Immigration Law and Policy - 3 credits**

This class explores many of the major trends in the history of American immigration and the legal and policy structures developed over time to regulate the flow of immigrant populations into the country. The course examines the politics and debates that have shaped major policy shifts since 1965, when the passage of the Immigration Act of 1965 marked a radical departure from a system of preference based on national origin, up to and including the immigration debate today. The class will be taught from a multidisciplinary perspective utilizing short readings drawn from legal and government documents, newspaper articles, historical essays, and oral histories to inspire class discussion and personal reflection.

**JUS376 Internet Research Methods for Juvenile Justice - 1 credit**

Use of the internet is of great value when exploring a field as timely and diverse as juvenile justice. As the field, especially in Massachusetts, takes on a more global perspective, research and practice in countries like the U.K., Australia, New Zealand, Canada, Belgium, etc. becomes increasingly important to the learner/practitioner in a college environment. This course will explore aspects of the internet - world-wide web, usernet, listserves, ftp, etc. with a particular focus on the global dimension of Juvenile Justice.

**JUS377 Legal Process for Reporting Suspected Child Abuse - 1 credit**

This course will cover the Massachusetts child abuse and neglect reporting law and regulations implementing that law. Students will learn the elements of law pertaining to what legally constitutes abuse, the responsibilities of mandated reporters in reporting suspected child abuse and neglect, what happens once a report is filed, and the laws governing child protection services.

**JUS415 Violence in American Society - 3 credits**

In this course, students explore the roots of violence in this country. Students will identify risk factors for violence (e.g. interpersonal and intrapersonal violence, physical and psychological violence, social violence, war, terrorism). The risk and protective factors of violence from both current and literary examples will be discussed. They also examine existing, and construct new, strategies to prevent violence. Students explore a topic of personal interest in their final project.

**JUS425 Program Models for Adjudicated Youth - 1 credit**

This course explores the history and developing thinking in the design of programs for adjudicated youth. Current program models within a continuum of care are examined. Students are introduced to the basic issues and controversies in the juvenile justice field and program models utilizing social, medical, and behavioral approaches are compared and contrasted. Students develop needs assessments and service delivery plans.

**JUS430 Global Justice for Youth - 3 credits**

The UN Declaration on the Rights of the Child has been signed by all UN nations except Somalia and the United States. This course ex-



amines our basic assumptions about the rights of children. Students explore particular factors such as gender disparity, economic disempowerment, and social class assignment which contribute to the inequities in available resource options. Universal principles of human rights and social justice are introduced. In light of these principles, students are encouraged to critically research local, national, and international laws and practices related to children and adolescents with a particular emphasis on juvenile justice systems.

**JUS435 Restorative Justice and Victim-Offender Reconciliation - 3 credits**

An alternative to the retributive model of justice, Restorative justice offers a reconciliation model in which the victim, the offender, and the broader community can work toward a more personal and satisfying response to juvenile crime. The emergence and growth of several models such as balanced and restorative justice, VORP (Victim Offender Reconciliation Program), and circle conferencing are viewed within the context of adolescent offending. Attention is paid to issues of age, gender, and culture in various methods of conflict resolution.

**(new) Introduction to Justice Studies - 3 credits**

This course offers students an introduction to the field of justice studies. It includes an examination of moral, philosophical and political definitions of justice and injustice. The course will explore distinctions between various forms of justice, e.g., criminal, social, environmental as well as their impact on societal understanding of the concepts of justice and injustice. Central to course discussion will be the tension between morality and legality.

**(new) Special Topics in Justice Issues - 3 credits**

This seminar will provide students with the opportunity to develop an understanding of the justice issues inherent in contemporary social attitudes and institutions. Students will utilize Circles as a forum for in-depth discussion of selected social issues such as race, poverty, juvenile delinquency, crime, war, terrorism, the death penalty. Issues selected will vary.

**(new) Wealth, Poverty and Inequality - 3 credits**

This course explores differing sociological theories of why inequality exists and how it affects us, and offers alternatives toward a more economically and socially just society. While the United States is the main focus, some attention is given to global inequality. The major emphasis is on socio-economic class, including intersections of class with race and gender. Students will learn about the U.S. upper class, middle class, working class, and poverty class.

**(new) Justice and Gender in World Politics - 3 credits**

Women have become central figures on the world stage of justice. Once viewed as somewhat peripheral to world politics, women are now central to the discussion of international injustices and are essential decision makers and agents of change. Identification and response to the gender specific concerns of women and recognition of the culturally disparate roles they have in the international community will be explored.

**(new) Circles II - 1 credit**

This course is an intensive follow-up to Circles I: Introduction To Circles. Circles I is always a great and challenging beginning to community building and the sharing of stories. Circles II takes that challenge further by introducing a particular issue or situation involving harm that needs our attention, honesty and sharing in order to transform it. The first night of the course, the issue will be presented. Then together using the circle process for the remainder of the course, we

will attempt to come to some agreement and action plan in a good way that will lead us on a path headed toward community rather than hopelessness and disconnectedness.

## Literature (LIT)

**LIT200 Introduction to Creative Writing - 3 credits**

This course explores the many ways in which fiction and non-fiction are developed, and the methods of effective storytelling. It offers a workshop environment where students work as individuals and groups to thoughtfully analyze and develop poetry and fiction in various forms, and a non-fiction memoir. Short assigned readings and discussion facilitate this process of growth and expressive, multi-faceted literacy building.

**LIT203 Introduction to Poetry - 3 credits**

This course will survey the vast variety of poetic expression, from songs, storytelling and the spoken work, to modern experimental forms. Poems which confront the full range of human experience—love and death, politics and religion, comedy and tragedy - will be selected from several ages and cultures.

**LIT210 Topics in Literature - 3 credits**

This course explores important themes and topics through in-depth study of literature. Topics vary from term to term, centering on themes of enduring interest that have been addressed by writers of various outlooks and styles.

**LIT215 Shakespeare - 3 credits**

This course introduces the thought, dramatic techniques, language and moral psychology of the most influential writer in the English language. In this course, we slowly and carefully read some of the plays of this dramatist and poet, examining his treatment of the enduring issues of human individuality and relationships, including: parental preference and sibling rivalries; the needs, fears, and dignity of the elderly; ambition, loyalty, self-sacrifice, lust, cruelty and honesty; the ability of human beings to plan wisely while also accounting for human weaknesses and passions; the need for every individual eventually to confront a moral dilemma that will define his or her character.

**LIT230 Critical Thinking in the Humanities - 3 credits**

This course explores fundamental approaches to the thinking about, creating and evaluating works in the Humanities, including literature, history, philosophy, art and religion. This course uses core texts from various periods to examine works in these disciplines to explore essential questions: "Where do we come from? What are we? Where are we going?"

**LIT330 Literature for Children**

Examines literature for children and young adults from a variety of perspectives. The literature includes classics of poetry, drama, folktales and other fiction. We seek to understand and appreciate the role that literature plays in the stages of a child's development, assess the quality of the literature, and appreciate how and why it appeals to children and young adults. (formerly EMC330).

**LIT301 Exploring Our World Through Poetry - 3 credits**

This course investigates the ways poetry helps us interpret and describe the world around us, our relationships with society, other people, and ourselves. The specific forms of verse in the English language tradition will be explored, as will poetic forms in other

cultural traditions which have influenced English. The social functions of poetry in various contexts will also be examined. This course helps students become more effective communicators by appreciating the ethical and aesthetic qualities in both ordinary and poetic language.

**LIT309 Divided Loyalties: Contemporary Latino/a Literature - 3 credits**

Prerequisite: WRT101.

This course examines the contributions to American literature made by Chicanos, Puerto Ricans, Cuban, Dominicans and other Latino/Latina writers in the United States over the last fifty years. Through a variety of Latino/Latina writing, we will explore the ways in which these writers represent community, class, race, gender, culture, nation, and ethnicity in their works. We will also examine the ways in which Latinas(os) have manufactured identities within mainstream society, as well as the development of cultural hybrids and other forms of cultural registers. Representative works of various genres will be read and analyzed within a cultural context: the testimonial, the autoethnographic essay, the narrative (novel and short story), drama, poetry and film. Authors include Rudolfo Anaya, Gloria Anzaldua, Sandra Cisneros Luis Valdez, Cristina Garcia, Julia Alvarez, Junot Diaz, Achy Obejas and Piri Thomas.

**LIT310 Gothic Fiction - Horror - 3 credits**

This course explores texts, mainly fiction and poetry of the last two hundred years when a fascination with scientific theories and applied science mixed with a sense that art, nature and science might provide a new religion for human spirituality and perfection. Students read, discuss and write about the excitement and terrors that arose as individuals were encouraged to create a new and better world and to acquire god-like powers. Themes include a fascination with dream states, utopian hopes, progress, emphasis on friendship, empathy, enthusiasm, alienation, and worship of nature. Authors include Poe, Keats, Coleridge, Mary and Percy Shelley, Hawthorne, H.G. Wells, and others.

**LIT311 Studies in Literary Genres - 3 credits**

This course deepens the student's initial encounter with literature by closely examining the specific ways in which the various literary genres work, why a writer might choose one genre over another, and how material may be transformed when adapted from one genre to another (when, for example, a film is based upon a novel). The course will study fiction, poetry, memoir, drama, and film. In each semester there may be a particular emphasis on one or more of these genres.

**LIT312 World Literature - 3 credits**

Literature is one of the most effective ways to become familiar with cultures that are not one's own. In literature, we are invited, on the most intimate terms, into the homes and minds of people whose experiences we might otherwise know only from headlines or school textbooks. This course examines major texts from various nations, cultures, and periods, in the most reliable and readable English translations. Both universal themes and localized concerns will be discussed, as will the social and historical contexts of each text.

**LIT314 Introduction to Western Literature - 3 credits**

This course presents a study of selected major works of Europe from the ancient world and Renaissance to the present, with attention to their historical and literary settings. This course provides insights into such issues as identity, authority, emotions, relationships and social change and structures, from a broad palette of significant writers. Students develop their ability to recognize literary themes, authorial style and the connections between literature and history.

**LIT315 American Literature - 3 credits**

The American literary tradition encompasses a wide variety of cultures and social classes. In this course, we examine the literary heritage, selecting significant works and authors from the colonial through contemporary periods. Emphasis is on historical background, cultural context, and the literary analysis of selected prose, poetry, and drama. Students learn to interpret, analyze, and respond to literary works in their historical and cultural contexts. Students gain substantial knowledge of the major periods, authors, and themes in American literature emphasized in the Curriculum Frameworks for Massachusetts teachers.

**LIT316 Survey of British Literature - 3 credits**

This course provides an overview of great British Literature across the centuries and in several genres and styles. Texts may include medieval, Renaissance, Restoration, 18th century, Romantic, Victorian and 20th century literature. In reading, discussing and writing on these exciting texts, students will strengthen their vocabulary for evaluating the quality of literary works as they grapple with social, political and psychological issues, reveal facets of the culture from which they speak and examine timeless human concerns.

**LIT318 The Modern Literatures of Africa, The Caribbean and South Asia - 3 credits**

This course will survey the postcolonial literatures of Africa, the Caribbean, and South Asia since 1950. Fiction, plays, and poems will be read within the social-historical context of the long colonial experience and the often trying tensions following political independence. A major theme will be the centrality of literature—of storytelling, song, and performance—in the popular responses to social change. Readings will include the work of women and men writers from more than a dozen countries in the former colonized world.

**LIT325 African-American Literature - 3 credits**

Literature has provided the most powerful and perceptive expressions of the African-American experience, from slavery to our own day. Through a rich selection of folktales, songs, short stories, novels (and excerpts), drama, autobiography and poetry, this course will explore the contradictions, defeats and triumphs of Black individuals and communities over four tumultuous centuries. As the African-American story lies at the core of the larger American story, so African-American narratives lie at the core of American literature.

**LIT400 Themes in Literature: Outsiders, Authority, Law and Injustice - 3 credits**

This course focuses on the struggle by experienced and caring executives to manage people with very different backgrounds, personal styles and issues. Each text dramatizes attempts to do justice through reason and law, tempered with compassion; focuses on the mystery of the individual personality or soul, particularly among those who have suffered loss; inquiries into the nature of madness; how being reasonable itself may blur the line between sanity and insanity; whether innocence can survive in the workplace; how an outsider calls into question 'business as usual'; and whether law can accommodate truth. There are ethical dilemmas, values, clarification under stress, presentation and analysis of various leadership models, attempts to gather and evaluate evidence, make moral choices, manage crisis and to comfort and resolve grief.

**LIT401 Enduring Themes in Great Literature - 3 credits**

One test of greatness in literature is that it provides insights, knowledge and ways of understanding the varieties of human behavior and potential. Examining a small number of core texts in a variety of

styles, students in this course will gain familiarity with themes, topics and dilemmas of timeless relevance to vital personal and professional concerns. Reading, discussing and writing about these works can help us understand and respond to issues including rites of passage, managing and delegating authority, determining effective methods of education, recognizing and mediating between divided loyalties, spiritual healing and well-being, social status and individual identity.

#### **LIT402 The Eastern Epic - 3 credits**

This course emphasizes the study and consideration of the literary, cultural, and human significance of selected Eastern epics. An important goal of this course is to promote an understanding of the works in their cultural/historical contexts and of the enduring human values which unite the different literary traditions. The course's pedagogy gives special attention to critical thinking and writing within a framework of cultural diversity as well as comparative and interdisciplinary analysis. The course will consider the transition from oral culture to literate culture, address questions about poetry in general, and appreciate the formative and creative analogues of the Iliad and the Odyssey.

## Medical Interpreter (various prefixes)

#### **Interpreting Skills I - 3 credits**

non- . . . .degree  
 credit . . . .credit . . . .language  
 LLIC013. . .COM350 Spanish  
 LLIC014 . .COM351 Portuguese  
 LLIC015. . .COM352 Multilingual  
 LLIC008. . .COM358 American Sign Language

Prerequisite: fluency in Spanish, Portuguese, other language, or American Sign Language

Students already fluent in the language will learn the theoretical basis of Interpretation and translation, and applied interpreting skills and techniques for medical or human service settings. Emphasis is placed on bilingual vocabulary and phraseology, and practice of interpreting skills through role play.

#### **Interpreting Skills II - 3 credits**

non- . . . .degree  
 credit . . . .credit . . . .language  
 LLIC016. . .COM353 .Spanish  
 LLIC017. . .COM354 .Portuguese  
 LLIC018. . .COM355 .Multilingual  
 LLIC009. . .COM359 .American Sign Language

Prerequisites: Interpreting Skills I and introductory course for your certificate—medical interpreters, LLIC010/SCI100; for human service interpreters, LLIC026/BHS305.

Students integrate and apply the interpretation and translation theory learned in Skills I through extensive practice of simulations, predominantly in the consecutive mode. Students learn self-monitoring and coping strategies. They continue to develop bilingual medical and human service vocabulary and phraseology as well as explore the challenges of simultaneous interpretation.

#### **COM356 Mental Health Interpreting Skills I - 3 credits**

Students learn how to meet the needs of both patients and providers by becoming fluent in English, mental health vocabulary and one other language. Students will become familiar with the DSM, frequent

and less common mental health diagnoses and treatment options and appropriate modes of communication for the mental health patient. Both consecutive and simultaneous modes of interpretation will be considered.

#### **COM357 Mental Health Interpreting Skills II - 3 credits**

(LLIC030 non-credit course code) Prerequisite: LLIC020/COM356. In a continuation of Mental Health Interpreting Skills I, students complete their study of the DSM, increase their knowledge of mental health terminology and experience advanced aspects of mental health interpreting. The student will learn how to interpret at various assessments of functioning and medication evaluations while providing cultural mediation and patient advocacy as necessary. Special consideration in mental health interpreting are considered such as working with delusional patients, crisis services, safety issues, and managing personal feelings. Role plays of increasing challenge will be performed using both consecutive and simultaneous interpreting.

#### **INT300 Internship/Interpreter/Allied Health - 3 credits**

Prerequisites for interpreters: LLIC010/SCI100 for medical, or LLIC026/BHS305 for human service; LLIC011/SOC415, and Interpreting Skills I. Prerequisites for medical administrative assistants: LLIC022/CMP231, LLIC023/COM205. Prerequisite for human assistants: LLIC026/BHS305.

Students strengthen and refine their interpreting or allied health skills at a local internship site. They are evaluated for ability to work with providers and clients and to demonstrate understanding of service protocols in their field. In addition to completing the internship in the field, students also participate in debriefing seminars at the college to share and reflect on the meaning of the internship experience.

#### **SCI100 Anatomy and Pathophysiology - 3 credits**

This course surveys the human body in health and disease in order to expose students who plan to work in health care to the major systems of the body, common diseases, diagnostic tests, pharmaceuticals, and treatment options. Students learn how to define complex medical terms, concepts, and abbreviations and apply this knowledge according to their area of interest.

#### **SOC412 Cross Cultural Communication - 3 credits**

This course provides the participants with the opportunity to identify cross-cultural issues and their impact on the medical and human service interpretation encounter. Students will analyze concepts such as communication, culture, cultural identity, non-verbal communication, and cultural context related to interpretation. Readings of selected short stories that illustrate cross-cultural concepts will provide the basis for cultural contextual analysis.

#### **SOC415 The Role of the Interpreter - 3 credits**

The course focuses on the history of health care and social work, various cultures within our society, and the role of medical and human services interpreters in the United States. Issues about advocacy that often impinge upon the interpreter-client relationship are examined. Students learn about confidentiality, patient rights, ethical and legal issues, as well as laws governing federal and state human service agencies.

## Principles of Adult Learning (LRN)

### **LRN175 Principles and Processes of Adult Learning - 3 credits**

Students explore theories of adult learning. They clarify the fit between their academic program and their learning and career needs, and see how their prior learning fits in. They assess their academic skills of critical thinking, mathematics, writing, and computer literacy. Students become independent learners who can effectively manage the structures, processes and expectations of undergraduate education.

## Human Services Management (MAN)

### **MAN350 Principles of Supervision - 1 credit**

This course explores the use of supervision as a tool for professional development in human services professions. An action-reflection model maximizes the potential for personal and professional growth. Supervisors learn techniques for providing feedback that enhances supervisees' skills, strengthens their ability to reflect on performance, and encourages goal-setting. Supervisees gain competence in the use of supervision as a method of documenting professional development and progress in accomplishing goals.

### **MAN360 Risk Management for Residential Programs - 1 credit**

This class examines the clinical and environmental dynamics present within residential settings serving adolescents, in order to identify situations in which there is a serious risk of harm unless there is immediate intervention. Students learn to develop and implement pro-active risk management strategies.

## Mathematics (MAT)

### **MAT100 Foundations of Mathematics - 3 credits**

Math100 emphasizes the central mathematical ideas of logic, data-based reasoning, pattern recognition, analysis, and rational communication. By combining real-life problem solving with mathematical operations and investigation, we develop and enhance the essential concepts underlying undergraduate mathematics. Topics include a review of multiplication and division, fractions, decimals, percents, ratios, positive and negative integers, expressions, equations and inequalities, exponents, basic graphing, geometric functions, and the fundamentals of algebraic functions.

### **MAT101 College Mathematics I - 3 credits**

Prerequisite: MAT100 If assessment indicates need.

This course introduces students to the value of mathematics for students' career and educational goals. Students will acquire mathematical study skills, gain strategies for problem solving, and develop a sound foundation for future mathematics coursework. The course is structured towards engaging students in active, applied, and real-life learning in order to facilitate mathematical problem solving and conceptual understanding.

### **MAT102 College Mathematics II - 3 credits**

Prerequisite: MAT101 If assessment indicates need. Challenge exam available.

This course develops students' mathematical thinking and problem solving around issues of both mathematical content and process. Students will acquire a conceptual and practical understanding of and familiarity with numbers and operations, algebra, geometry, measurement, and basic data analysis and probability. The course focuses on supporting students' understanding of problem solving, reasoning and proof, communication, connections, and representations. A key feature of the course is active student involvement to support communicating mathematics in everyday and academic contexts.

### **MAT200 Using and Understanding Algebra - 3 credits**

This course covers the traditional topics of college algebra. In contrast to the traditional course, this course emphasizes real-life applications of mathematics, stresses understanding of concepts over practice and drill, and makes use of graphing calculators, the Internet, and other new technologies. The knowledge obtained in this course helps students understand mathematical concepts used throughout the physical and biological sciences as well as giving you a mathematical base to build on for more advanced math courses.

### **MAT201 Introduction to Statistics - 3 credits**

Statistics is the branch of mathematics that focuses on the collection of data, data analysis, probability, and statistical inference. In this course students will learn the principals of using data to identify patterns, ascertain distributions, conduct accurate group comparisons, and make data-based inferences and predictions. Concepts of spread, normal distribution, multi-modal distribution, standard deviation, statistical skewing, graphing, statistical significance, variance, validity, and probability will be covered.

### **MAT203 Pre-Calculus - 3 credits**

This course reviews and strengthens algebraic and logical reasoning skills necessary for the study of advanced math concepts. Topics include: operations with polynomials, literal equations, absolute value, linear equations, determinants, quadratic functions, synthetic division, rational functions, exponential and logarithmic functions, binomial theorem, and sequences and series. The trigonometric subsection studies topics of right triangle trigonometry, trigonometric equations, law of tangents, sines and cosines, identities and graphing of trigonometric functions. The course also explores limits and introductory ideas of rate of change.

### **MAT301 Mathematics, Truth and Imagination - 3 credits**

For centuries, space and time were described as dimensions that either existed or unfolded uniformly, through which people and objects passed, their sizes and speeds being described with a formidable accuracy by the geometry and number theory of Euclid, the conical projections of Apollonius, and the earth-centered astronomy of Ptolemy. Despite the modern predominance of algebra, the advent of the calculus, and the Copernican revolution, the accuracy of the ancient descriptions is virtually unaltered; their predictive value still valid. It is the role of mathematics itself that has changed. Thus, while this course addresses the mechanics of the early arithmetic, geometry and astronomy, its prime concern is to appreciate the paramount function of the imagination in creativity, and the attempt to uncover the presuppositions that shape our most fundamental descriptions of the world. Texts include Euclid's Elements, Apollonius' Conics and Ptolemy's Almagest.

# Philosophy (PHI)

## **PHI201 Introduction to Philosophy - 3 credits**

How can we best understand the meaning of love, faith, friendship, truth, anger, forgiveness, or address the purpose of life? Can we know that God exists? What is justice, and do we live in a just universe? What is true happiness? What is the role and purpose of education in our lives? While we all confront these issues, few of us are able to formulate answers to them in a systematic way. When we do philosophy, we attempt to do just that. Philosophy comes from the Greek word meaning, "love of wisdom." This simple statement hints that philosophy combines passion and reason, emotion and intellect. This is why Aristotle wrote that experience of wonder is the beginning of philosophy. Nearly all human beings spend time wondering about the big issues mentioned above. All of us attempt some philosophy on our own. In this course, we work on it together. We read works by some of the people who have wondered most carefully about these issues. To do this, we develop our own capacities for rational inquiry. This means learning how to make sound arguments, ask good questions, and recognize logical errors in our own thinking and that of others. This course develops our capacity for rational inquiry and wonder so that we can confront and begin to resolve the questions and problems that matter the most to us.

## **PHI235 Introduction to Philosophy Through Literature - 3 credits**

This course explores the foundational questions in the Western philosophical traditions through classical and contemporary philosophical and literary texts. We address questions pertaining to the construction and practice of identity, knowledge, moral behavior, notions of beauty and justice; moreover, we examine how experiences of doubt, fate, and evil challenge these constructions.

## **PHI300 Existential Philosophies - 3 credits**

"Existence" literally means to step forth. Characteristic of existential philosophies is the inquiry into what it means to "step forth" in the journey of becoming a self, i.e. a journey involving freedom, anxiety, despair, risk, choice, and the joy of embracing life. The course examines writings by 19th century philosophers and writers, such as Kierkegaard, Nietzsche, Dostoyevsky, Kafka, whose texts contain existential elements that inspired the mid-20th century philosophical-cultural movement of existentialism (Sartre, Camus, Beckett) as well as the phenomenological response (Heidegger) to existentialism. Finally, the course discusses 21st century philosophical positions that both react to and are inspired by these previous philosophies.

## **PHI305 Philosophy of Moral Education - 3 credits**

Incorporating aspects of philosophy and educational theory, students in this course explore two ancient and related ideas: character and virtue. Assisted by traditional and modern texts on these subjects, students seek to define both individual virtues, like courage, and what it means to be virtuous in a general sense. Students investigate the notions of character and character-building, especially as they are used in contemporary educational settings. One of the primary questions this course will address is whether or not the virtues can be taught to or instilled in younger learners, and, if so, how? By A) analyzing a variety of texts, ranging from Aristotle's *Nicomachean Ethics*, to internet-based documents, and by B) thoughtfully reflecting upon personal experiences and the testimony of others in group discussions, students acquire a general knowledge of ethics, a more specialized understanding of virtue ethics, and insight into practical uses in the classroom environments.

## **PHI310 Ancient Greek Philosophy - 3 credits**

Both Plato and Aristotle held that all philosophy begins in wonder. This course examines the wonder that the ancient Greek felt and how it got transmuted into philosophy, that is, into the attempt to give an account of the world and human life within it. This account had to be based on principles and used a rational or logical methodology devised and applied by the intellect. But this view raised questions about the nature of the human intellect, the soul, and the nature of the knowledge which it could generate. These and related questions will be explored mainly through the works of the Pre-Socratics, Plato, and Aristotle.

## **PHI315 Philosophy of Religion, Faith, Doubt and Reason - 3 credits**

This course explores the human phenomena of faith, doubt, and reason primarily in their religion dimensions but also in their humanistic dimensions. We examine classical questions in Western philosophy of religion such as the various conceptions of the reality of God and challenges to these notions, the problem of evil as evidence against the existence of God; the function of religious language; and the pluralism of religious traditions. This leads to an inquiry into reason, faith, and doubt in a broader humanistic horizon where we ponder the impact of these phenomena on one's sense of self, trust in other persons, belief in institutions, and identification with values and ideas.

## **PHI320 Ethical Analysis in Contemporary Society - 3 credits**

The existential question "who am I?", perhaps the ultimate question of philosophy, is closely related to questions of morality/ethics such as "what ought I to do?" and "what are the principles for right conduct?". We are all continually being confronted with ethical situations and dilemmas, whether we choose to respond or not. Ethics is the study of the standards of human conduct and of the foundation for judgment. As such ethics addresses issues pertaining to individual and societal norms, and it involved reflecting on the role of the self in regards to others. With this base we identify contemporary social issues that need change as well as the ways in which such change can be brought about.

# Psychology (PSY)

## **PSY110 Systems Thinking in Psychology - 3 credits**

Systems thinking in psychology is introduced as a theoretical approach to understanding the relationships and interactions of individuals, families, groups, and organizations. Attention is paid to application of the systemic model and how it differs from the linear model, when studying human interactions, analyzing social problems, and developing interventions. Students apply systems theory to problems they select from their daily lives or jobs.

## **PSY120 Formative Ideas in Psychology - 3 credits**

The CLEP exam in Introductory Psychology is accepted as equivalent. The field of psychology is introduced and the historical development of psychology as an academic discipline and as a professional career are surveyed. The major fields of psychology are explored and applied to understanding human beings as individuals, and as members of groups, and communities. The major methods of psychological research are introduced, including data collection and analysis.

**PSY130 Groups and Social Psychology - 3 credits**

The nature and quality of individual experience can only be fully understood when simultaneously observed in its social context. This course introduces the essential sociological perspective that grows out of the psychological study of individuals and their experiences of groups, group behavior, and group membership. This perspective becomes an essential component of psychological understanding, especially as it relates to education, growth, and development. Students gain conceptual and practical knowledge of the ways groups form and develop, how they function and vie with each other, and the multi-dimensional influences groups have upon our lives.

**PSY210 Multicultural Developmental Psychology - 3 credits**

The CLEP exam in Human Growth and Development is accepted as equivalent. This course helps students understand the ways in which people from various cultures and countries develop and change over their lifetimes. Students focus on particular topics such as cognition, social development, or identity, and follow the topic across the lifespan. In this way, we get away from a "stage theory" approach and focus instead on the variety of ways that people live out developmental scripts. Students are introduced to terms and concepts which are basic to a cross-cultural view of development, such as developmental orientation, cross-cultural "perspective," and a systems approach. These concepts are applied to each topic area, so that students learn, for example, how cognitive development is affected by living in different cultures and how one's identity is influenced by the various systems within which we live. In addition to reviewing readings and discussion, each class features a group exercise to help students understand and apply information and concepts.

**PSY251 Infant and Toddler Development - 3 credits**

This course covers infant and toddler development in the context of family life cycle issues and factors relating to the larger social environment. Physical, cognitive, social, personal and moral development are addressed, along with the resulting implications for creating optimal out-of-home care environments. Multicultural and multi-linguistic influences are considered throughout, and students become familiar with major child and family policy areas. The course focuses on general developmental trends and issues, and students bring in questions from their personal and professional lives. Students also learn report-writing and understanding of assessments.

**PSY310 Psychology of Learning - 3 credits**

The conditions of learning are explored, from the prenatal through adolescence and early adulthood, emphasizing cognitive and emotional development. Current views of behavioral change and the learning process are introduced. The theoretical models of Piaget, Pavlov, and Erickson are covered. Students formulate original ideas and incorporate established theories to develop a better understanding of concepts and assist with transferring theory into practice. Topics include the nature-nurture controversy, Maslow's hierarchy of needs, effects of prenatal development on learning, cultural and environmental effects of development, and multicultural awareness.

**PSY311 Group Dynamics and Diversity - 3 credits**

Prerequisite: PSY120 recommended.

This course examines the psycho-social dimensions of groups and explores the impact of diversity on group formation and process. Students use the classroom and/or other groups to which they belong as laboratories to study and apply the concepts learned in class. The course builds on the knowledge gained from PSY110.

**PSY315 Research in Psychology - 3 credits**

Strongly recommended: at least two psychology courses including PSY120 or permission of instructor.

This course introduces students to the major research findings that have had significant influence on the development of psychology as the science of human behavior throughout the twentieth century. Students will learn about the history and philosophy of specific research topics, research questions and methodologies and how they have affected the scope and direction of psychological knowledge and the practice of psychology as a profession. Particular attention is paid to the impact of culture and epistemological models implicit in both quantitative and qualitative research methodologies and how they have influenced the direction of research in the field of psychology.

**PSY316 Cross-Cultural Perspectives in Psychology - 3 credits**

This course introduces cross-cultural, traditional, and psycho-spiritual views on human growth and development, wellness and illness, healing and belief, the ritual process, the roles of healers, altered states of consciousness, and comparative models of self-realization. Drawing from a wide range of cultures and perspectives, the course emphasizes the internal coherence of these views and how individuals experience and use them in their own lives and settings. Given recent trends in diversity and cross-cultural encounters, it has become critical to understand the views of those who embrace radically different ideas about the world we all share. Special emphasis is given to the practical implications of this understanding in a variety of human service, educational, and therapeutic settings.

**PSY317 Community Psychology - 3 credits**

This course provides an introduction to the field of community psychology. Community psychology is concerned with how individuals and groups interact within their environments and how issues of health and the well-being of community members are addressed in response to shifting social and historical conditions, including crisis situations. Community psychologists seek to systematically understand people within their larger social worlds and as an applied discipline, work towards optimizing both individual and collective aspects of mental health. We will examine how community psychologists emphasize prevention of psychological distress, work towards empowering persons and communities often having few resources, and develop strategies to deal with a wide variety of social and environmental issues that impact individual lives.

**PSY321 Child Development: Themes and Topics - 3 credits**

This course will examine human growth and development from birth through adolescence. Students will be provided with an overview of the key concepts and theories that comprise the field of child development through lectures, selected readings and films, and through a variety of educational activities that involve students' own observations and experiences. We will study the work and theoretical models that have historically described child development drawn from some of the most influential authorities in the field and locate their observations within the context of prevailing social and historical trends. Recent developments and research directions in child development will be incorporated in the content and topics presented in class. The didactic materials and class assignments will enable students to develop pragmatic perspectives about children which can facilitate their own professional goals and aspirations.

**PSY325 Theories of Personality - 3 credits**

Students are introduced to conceptual models which serve as a basis for understanding personality development and working in the helping fields. The major dimensions of personality development are presented: Biological, Psychological, Cultural, and Social-Structural. In each instance, case examples are discussed to illustrate theory. Illness and Health models of helping are presented and compared, with particular emphasis on the Public Health, or Prevention model. Students create a mini-Prevention Program, as either an individual or group project.

**PSY328 Forensic Psychology - 3 credits**

This course is an introduction to the field of forensic psychology and examines how psychological theory and practice intersect with the law, the legal system and the field of criminal justice. It will offer a broad perspective of the field and will cover the role that psychology has played in a number of related areas including: theories of crime and criminal behavior, the nature of eyewitness testimony, criminal investigation, the psychological evaluation and understanding of criminal suspects and jury selection.

**PSY330 Adolescents in Search of Belonging - 3 credits**

In this course we look at adolescents in traditional and non-traditional families and residential treatment communities. We explore the adolescent search for a sense of belonging in and beyond the family, and for acceptance and inclusion in adult society. We discuss the developmental tasks of adolescence including sexual maturation, identity, and autonomy. We explore adolescent culture, role development, and societal attitudes to adolescents. We research community responses to teen parenting, depression and suicide, substance abuse, and delinquent activity. We look at prevention, intervention, and restoration in the context of community systems.

**PSY332 Learning to Say Goodbye: Death, Dying and Grief in the 21st Century - 3 credits**

Nothing is more profoundly human than the experience of loss and the awareness of our own mortality and those around us. It is unique, personal and informed by our community, our culture, and our sense of history. The ways in which society has experienced, processed and expressed such awareness will be examined through a review of centuries of literature, poetry, music and prayer. We will look at the cultural and historical rituals and beliefs that influence the manner in which we approach an understanding of our own mortality and the multiple losses we experience throughout our lives. While considering topics of grief, bereavement, aging and the dying process, emphasis will be placed on the complex bioethical questions of end of life care in the 21st Century. Among the topics to be considered are hospice care, palliative care vs. aggressive medical treatment, DNR orders, physician assisted death, organ donation, health care proxy and living wills. These topics will be considered from multiple perspectives including those of science, religion, culture and law.

**PSY340 Changing Lives: Psycho-Social Perspectives of Women - 3 credits**

Students are introduced to women's issues, including current debates in feminist theory and the changing role of women in social institutions. The course addresses a wide range of theoretical perspectives, including psychology, social psychology, literature, and women's studies.

**PSY345 Spiritual Dimensions: Psychological and Educational Issues - 3 credits**

Educators, clinicians and human service providers need to understand the impact of spiritual experience and religious traditions upon

the lives of the people we work with and to recognize how such understanding is intrinsic to new and emerging holistic views of development. This interdisciplinary course explores the impact of the spiritual dimension upon education, psychological understanding, and development. Starting with the voices of children, our study draws from the psychology of religion, anthropology, education, and the humanities to examine the experiential core intrinsic to spiritual life. Special emphasis is given to helping students find practical ways to incorporate this learning into their professional activities.

**PSY351 Adolescents and Addiction - 1 credit**

Within the framework of adolescent development, students are introduced to cognitive, personality, behavioral, social/environmental and biological/genetic risk factors which may contribute to adolescent addiction. Stages of substance abuse progression are discussed, as well as screening, assessment, prevention, and treatment strategies. Recovery is presented as a developmental process.

**PSY352 Sexual Activity as At-Risk Behavior - 1 credit**

This class studies the developmental, familial, and societal influences on the sexual behavior of teens. It covers STD, HIV and AIDS, teen pregnancy and teen prostitution. Students learn to identify the risks and warning signs of "high risk" sexual behavior among adolescents; they gain the basic knowledge and skills to begin an intervention.

**PSY353 Suicide Assessment - 1 credit**

This class covers developmental issues unique to adolescence, characteristics of youth who are at risk for suicide, and stressors including mental illness, family, and cultural issues. Students gain an elementary understanding of the dynamics present within a suicidal adolescent and the basic skills to provide safety and a complete suicide assessment. They are introduced to community referral, supports and prevention strategies.

**PSY354 Crisis Intervention - 1 credit**

This course exposes students to the dynamics present in situations in which there is a risk of serious harm or death to self or others unless there is immediate intervention. Students examine crisis assessment and intervention techniques, with emphasis on techniques appropriate to adolescents.

**PSY359 Contemporary Perspectives on Child Abuse and Neglect - 3 credits**

This is course is an overview on child abuse, neglect, and interventions targeted to this social problem. This course will assist the student in understanding, through case studies and readings, contemporary definitions of child abuse, neglect, sexual abuse, institutional abuse, adolescent abuse and catastrophic maltreatment. Child abuse will be discussed in context of family stress and the course will examine the historical role of societal intervention. Additionally, childhood neglect and abuse and their impact on delinquent behavior will be discussed. The course will review theories related to family relationship and attachment, community empowerment and disadvantage and the impact on adolescent growth.

**PSY376 Psychological and Therapeutic Dimensions of the Arts - 3 credits**

This course explores the psychological dimensions of the arts, creativity, and art-making and how the expressive arts are included in contemporary psychological thinking and therapeutic encounters. Using current and cross-cultural examples, we explore how music, dance, theater, painting, poetry, and theater deal with fundamental aspects of human experience and how this awareness informs our

psychological understanding of human growth and development and the inner life. We consider how current psychological practice incorporates the arts in therapy and how creative art therapists work. Implications of this study are incorporated into the student's professional work.

### **PSY377 Psychology and Applied Neuroscience - 3 credits**

In this course, students will learn about recent advances in brain science and their applications in the fields of psychology, human services, and education. With recent research in neuroscience, a variety of psychological theories and methods can be better understood in terms of what we know about the how the brain functions. This understanding can be applied in a variety of contexts, both personal and professional. The course will include both theory and experiential activities to help students understand how neuroscience can be applied in a variety of psychological contexts and populations.

### **PSY390 Psychology of Aging - 3 credits**

The life phase of old age is characterized by a dynamic interplay of internal and external adaptations including often, a prevailing sense of loss: loss of ones' capabilities and skills, one's physical abilities and health, the loss of friends, spouse or social world and of course, the increasing sense of the loss of ones' own future. And yet, Erik Erikson has also described old age at its best, as a time for the gathering of wisdom and the deepening of personal integrity which can be passed on to others for all to benefit. What does it mean to age "successfully"? What are the challenges, the rewards and the stresses of aging and how do they affect, one's psychological experience of oneself and of those around an aging individual? In what ways can old age challenge or fulfill one' sense of oneself? This course will examine the components of successful aging as well as the psychological stressors older adults may experience as they travel through the last phases of the life-cycle. Topics include the influence of age on cognitive processes, personality and psychological well-being. Special attention will be paid to the impact of culture, gender, and socioeconomics as one looks at the psychology of aging and we will describe strategies to reduce isolation and increase social for the elderly.

### **PSY395 Psychology of Race - 3 credits**

This course looks at the structural and ideological components of racism, its psychology, and its impacts on individuals, families, schools, criminal justice systems, culture, arts, and religion, and explores the institutionalized systems of economic, political, social, and cultural relations by which one racial group maintains power and privilege. Participants confront the issues in an intensive way, examine their individual attitudes and practices, and gain a new conceptual and pedagogical framework. The psychology of anti-racism provides the theory and practical guidelines for teachers, human service providers, business people, counselors, and trainers to bring to their programs and workplaces.

### **PSY396 The Psychology of Women - 3 credits**

This course critically examines psychological, behavioral and socio-cultural factors that impact women's lives across the lifespan. Students will learn about sex differences in brain and neuropsychological development, stereotypical gender roles and communication styles, gender differences in relationship expectations and goals and issues related to women's sexuality. Historical and current research on the psychology of women will be examined.

### **PSY400 Personnel Psychology: Diversity and Empowerment - 3 credits**

Managers and their organizations are trained to tap the full potential of the wide ranging talents and perspectives of their increasingly diverse, global workforces. Emphasis is on the management of diverse workforces and teams in profit and nonprofit organizations, and public and private workplaces. Students explore the principles and practices needed to develop people and work productively in organizations increasingly characterized by differences of color, gender, culture, style, and approach.

### **PSY402 Themes in Adult Development - 3 credits**

This course explores the development of emotional maturity, using concepts drawn from biological psychology, psychoanalytical theory, and cognitive-behavioral theory. The class identifies biological underpinnings of emotional maturity and focuses on early development, roadblocks, and unconscious pressures that contribute to the development of, resistance to, or retardation of emotional intelligence. Small groups study emotional maturity in the context of counseling, teaching, the workplace, or Buddhist traditions.

### **PSY405 Psych-Based Change in Methods of Learning: Deprogramming Reading Failure - 3 credits**

Description in preparation.

### **PSY407 Principles and Practices of Art Therapy - 3 credits**

This course addresses the foundations of art therapy including its history, major theoretical perspectives, pioneers in the field, and clinical application. The significance of the therapeutic alliance is covered, as well as skills to enhance the therapeutic relationship. The clinical application (individual and group) of art therapy to children, adolescents, adults, and families is examined. The diagnostic application of art therapy is also explored.

### **PSY408 Movement and Healing - 3 credits**

Drawing from recent theoretical and clinical developments in body-oriented psychotherapy and dance/movement therapy, this course explores the psychological, creative and spiritual dimensions of the body and how it is central to contemporary developments in psychological thinking and approaches to healing. We explore how movement and the body are connected with fundamental aspects of psychological awareness and how this impacts upon our emotional, social, creative and spiritual lives. We examine how current body-oriented approaches to psychology inform our understanding of growth and development, education, psychological diagnosis and treatment in areas such as trauma, body-image, eating disorders, depression, anxiety, and developmental delays.

### **PSY409 Family Mediation Techniques - 1 credit**

Conflicts among family members are particularly stressful for adolescents. This course offers techniques for successful mediation of family disputes. Emphasis is placed upon introduction of strong communication skills for family members. The role of the mediator is presented as an unbiased facilitator in the family's attempt to resolve conflict.

### **PSY410 Theories of Motivation - 3 credits**

This course examines current research and theoretical models of motivation in relation to the factors that give rise to, sustain, and direct behavior. Emphasis is on achievement and competence motivation and understanding diverse motivational needs of individuals and groups. Theoretical models explored include Elton Mayo and the Harvard Studies' impact of cooperation, camaraderie, participation and communication; Douglas McGregor's impact of manage-



ment philosophy; Chris Argyris' impact of the organization; Abraham Maslow's hierarchy of human needs and high performance teams; Robert White (competence); Stanley Schachter (affiliation); and David C. McClelland (achievement). Topics for discussion and field analysis include: concepts of the self; environment; commitment and contribution; career counseling and planning; emotional maturity, needs, and security; human energy and shared vision; assessing and measuring achievement.

**PSY411 Conflict Prevention in a Multicultural World - 3 credits**

Prerequisite: PSY110 recommended.

Techniques and methods of understanding and addressing conflict in diverse groups, organizations, and communities are explored. The course helps students develop the characteristics and skills of a good negotiator/mediator, who can effectively facilitate constructive changes in themselves, their families, workplaces, and communities. Theories and methods are applied to the classroom experience and off-campus settings, as appropriate. Students examine their assumptions about people who are different from themselves and explore how those assumptions influence how they interact with, and are perceived by other people. This course builds upon systems thinking.

**PSY412 Perspectives in Psychopathology - 3 credits**

This course surveys the history of attempts to categorize "deviance," introduces the current model which emphasizes pathology, and discusses selected syndromes (e.g. schizophrenia, depression). We also look at the mental health practices and social service systems for adults and children that have historically resulted from diverse concepts of "abnormal" behavior. Students explore the stress, coping, and resiliency model for viewing human behavior. This paradigm looks at the whole person, with both strengths and deficits, in an environment with factors that foster or debilitate resiliency. Students use this holistic model to assess individual case studies and develop strengths-focused intervention strategies. They grapple with the complexity of individual lives and the mysterious human psyche, and actual cases.

**PSY421 Psychology and Work Today: Introduction to Industrial and Organization - 3 credits**

The DANTES exam in Organizational Behavior is accepted as equivalent. This course provides an overview of organizational psychology and examines how general psychological principles operate among individuals in social and organizational settings. The course provides in-depth application of theories and concepts in Organizational Psychology to public and private work settings, and profit and non-profit organizations. Learners acquire competencies based on practical applications of behavioral science research findings in motivation, decision-making, problem-solving, employee development, working conditions, and employee safety and health in the workplace.

**PSY426 Self-Care for Helping Professionals - 3 credits**

Students learn about the impact of stress on physical and mental health, job functioning and learning, family and other relationships. Students learn ways to deal with the stress that is often inherent in the helping professions. Concrete skills help them take better care of themselves and pass these skills on to others. Topics addressed include stress management and relaxation techniques, physical activity, nutrition, time, cognitive restructuring, and attitude. Whether you work in human services, health care, schools, or corporate America, this course gives an understanding of stress and stress management and practical applications for you and your clients.

**PSY428 Holistic Psychology: An Integrated Approach - 3 credits**

This is a course on integrative approaches across the healing disciplines, focusing on integrating body, mind and spirit in a variety of psycho-educational, human services, and healing contexts. Students learn a multidimensional approach to healing that integrates different techniques, therapeutic orientations and approaches. The course combines theory and research, experiential learning, and practical application of new techniques. We explore new information about ourselves, the ways we approach our professions, and how we can apply this knowledge in our work with various populations.

**PSY433 Existential Psychoanalytic Theory and Life - 3 credits**

This course will examine major topics in psychoanalysis and existential therapy. The course focuses on both traditional and current developments in the field. There will be a review of the work of Sigmund Freud, Medard Boss, Rollo May and Viktor Frankl. Why do people do the things that they do? How can we free ourselves from our compulsion to repeat certain behavioral and emotional patterns? We'll explore the powerful forces that compel us to "act out" unconscious scripts. Issues covered will include: the repetition compulsion of addictions, the tyranny of anxiety and fear, the possibility of purpose and freedom, acceptance and commitment, love and will, and the relationship between "dreaming" and authentic living. A willingness to develop self-reflection and self-analytical skills is required.

**PSY470 Psychology Internship I - 3 credits**  
**PSY471 Psychology Internship II - 3 credits**

Psychology Internships give students the opportunity to practice knowledge and skills gained in the classroom and to experience firsthand the practical applications of how psychology and psychological skills are practiced professionally in a wide variety of settings. All Internship sites and student's activities must be approved in advance by the program director and close ties are maintained between the on-site agency supervisor and the course instructor.

**PSY490 CAPS Seminar and Final Project - 3 credits**

Prerequisites: WRT101-102.

Take in your second-to-last term, after completing at least 90 credits. Recommended: come prepared with a topic related to your concentration. In this course, students develop and complete their final research project, the capstone. The capstone is about 25 pages long and follows a research paper format with an abstract, table of contents, introduction, and a body that includes a review and discussion of literature. A conclusion and reference page follow. Students work together in class and meet individually with the instructor. Those who take an extra term to complete the Capstone must register for PSY492 Late Capstone.

## Religion (REL)

### **REL230 Religions of the World - 3 credits**

The religious impulse expresses itself in innumerable systems of thought, belief and behavior in which people seek to give an account of the world, the forces of nature, and understand the meaning of human existence in every cultural and historical epoch. This course explores the philosophical, historical and cultural foundations of the world's major religions and in doing so, builds a framework in understanding the many ways religions offer prescribed ways of knowing, seeing, and being in the world. Interdisciplinary in nature, the course draws from the fields of history, philosophy, anthropology, sociology, psychology and the arts, as we examine how religion continues to shape and influence an astonishing range of human motivation and activity. The course will include study of the major religious traditions of the world: Christianity, Judaism, Islam, Buddhism, Hinduism, Taoism, Confucianism, indigenous native religions, shamanism, and the new religious movements found in the contemporary world.

### **REL300 Religion, Justice, & Globalization - 3 credits**

This class will seek to equip students with the resources to better understand religion's role in globalization. This will be achieved in two ways. First, we will spend time learning about the historical set of beliefs and rituals belonging respectively to Judaism, Christianity, Islam, and Buddhism in order that we grasp the theological values and assumptions which define their worldviews. Second, we will read authors whose work represents attempts to address from within their traditions some of the most controversial issues emerging from globalization. As a result of these readings, class discussion, and assigned writing, students will develop a knowledge base and set of critical faculties so that they may independently evaluate the various roles which some of the world's religions have come to play in the debates surrounding globalization.

## Sciences (SCI) (See also Chemistry)

### **SCI131 Physical Science - 3 credits**

This course provides education and training in the scientific method and opportunity to master the fundamentals of chemistry, physics and astronomy. This includes the study of atomic theory and structure, formation of compounds, chemical equations, acid and bases, and behavior of gases, as well as classical mechanics, kinematics, mechanical energy, magnetism and electric forces, reflection and refraction of light. The course emphasizes the effects of these contributions in science on modern living.

### **SCI138 Physical Geology - 3 credits**

A study of the nature and origin of the minerals and rocks composing the earth; and the geological evolution of surface features (scenery), taking into account the underlying rock types and structures as well as the surface effects of glaciers, oceans, rivers, volcanoes, and earthquakes. Introduction to geological aspects of environmental issues; and to the geology of the solar system. Numerous field trips supplement the lectures. Designed for students wanting to learn more about the formation of landscapes and the limitations of earth resources.

### **SCI210 The Nature of Inquiry in the Natural and Social Sciences - 3 credits**

This course explores the fundamental content and processes scientists use to understand the natural and social world. We explore scientific method and conduct guided experiments in the natural sciences and inquire into a problem of interest using biological and social perspectives, observation, classification of information, measurement, inference, development of a hypothesis, experimentation, conclusion, and communication of findings.

### **SCI211 Language and Society: Introduction Linguistic Anthropology - 3 credits**

Language is so essential to culture that it is the only topic to which anthropology devotes an entire branch of study. Linguistic anthropologists examine the role language plays in society, linguistic structural components, and how languages evolve over time and in different circumstances. In this course we explore such questions as: Could society exist without language? What does language allow us to do? Why are people the only animals to speak? Or are we? Are our brains wired for language or is it something we are taught? Through discussion, direct observation/experimentation and readings, students will understand the relationship between our linguistic abilities and the nature of our humanity.

### **SCI214 The Elements of Geography - 3 credits**

A study of the major elements of physical and human geography, with an overview of the world's regions. Emphasis is on global relationships and distributions, both environmental and cultural. This includes climates, natural vegetation, land forms, cultural origins and diffusions and economic patterns. Survey of weather elements as a basis of the regionalization of world climate as well as an examination of the human imprint on the environment.

### **SCI215 Everyday Physics - 3 credits**

Physics is the study of matter, energy, and their interactions. This is a practical introductory course that explores the laws and principles of physics through investigation of everyday objects. Topics covered include: energy and motion, light and color, sound and music, electricity and magnetism. We explore these topics by questioning

how everyday objects such as clocks, violins, air cleaners, flashlights, radios, and televisions work.

**SCI216 Introduction to Chemistry: Chemical Equations to Food Calories - 3 credits**

Chemistry is the science of the composition, structure and properties of substances. This course is an introduction to the basic concepts of chemistry, designed for students lacking previous chemistry training or whose background may require an extensive review. We examine chemistry principles and learn how they affect everyday events.

**SCI224 Fundamentals of Astronomy - 3 credits**

A comprehensive approach to past and current astronomy: early astronomy, the distribution and properties of the stars, their life cycles and our galaxy. The course also encompasses the solar system, other galaxies, asteroids, comets, meteors, variable stars, x-ray stars, pulsars and quasars, as well as current space exploration and the latest discoveries and theories.

**SCI225 General Biology - 3 credits**

This survey of life systems lays the foundation for the study of human anatomy, physiology and health. The course begins with the study of cellular structure, metabolism and reproduction, and proceeds to the study of tissues and more complex organisms such as plants and vertebrates. Also covered are genetics, evolution, ecology and the interrelationships between organisms and their environments.

**SCI226 Biology Concepts and Procedures - 3 credits**

This course introduces students to a breadth of laboratory procedures. Students learn about the techniques used in everyday biology laboratories, and then implement that knowledge hands on. We initially focus on the foundation of all science laboratories: the scientific method and measurement. We then venture into use of microscopes, analysis of enzyme activity, and DNA analysis.

**SCI230 Anatomy and Physiology - 3 credits**

The structure and function of the human body provides a background upon which students build a working understanding of the human body in health and disease. The course includes a study of cells and the skeletal, muscular, respiratory and cardiovascular systems, as well as the nervous, endocrine, urinary, digestive and reproductive systems. Students will understand the basic functions of the parts of the human body.

**SCI231 Marine Biology - 3 credits**

SCI231 is designed to introduce students to the principles of marine biology, oceanography and marine ecology. It is broad in scope and covers a number of diverse topics including basic oceanography, pelagic and coastal ecology, and the taxonomy and biology of marine invertebrates, fishes, reptiles, seabirds, and mammals. Additional course topics include a review of New England's history as a maritime economy, global conservation concerns, and responsible oceanic resource management. A background in general biology is recommended.

**SCI235 Principles of Health & Wellness - 3 credits**

An exploration of the psychological, emotional, spiritual, physical, behavioral, environmental and social health aspects of everyday living. Through self assessment inventories, students examine their health behaviors, identify problems and recommend lifestyle changes. Students refine their decision-making skills to help them make more educated decisions on personal and community health problems including drug and alcohol misuse and abuse. Students become

knowledgeable on health-related topics enabling them to become a variable educator themselves. Community health services, functions, eligibility or access are explained.

**SCI240 Systems of Thought in Science: How They Shape Our World - 3 credits**

This survey course facilitates students' acquisition of the knowledge of theories and applications in cosmology, evolution, mathematics, life sciences, physics, and religion and science. Students examine the development of these domains of science, how they are converging and informing each other, and gaps in this convergence, which sometimes create contradictions within the various domains. Students explore how science affects social systems at the individual, community, and global level. Special focus is directed towards the pivotal connection between science and culture, and the systemic effects on education, government, domestic and international politics, economics, health care, family and community systems, and religion.

**SCI300 Principles of Ecology - 3 credits**

Ecology is the study of the interactions between organisms and their environment, and the way in which these interactions determine the distribution and abundance of organisms. This course presents an introduction to the basic principles and outlines the essential principles of ecology from the theoretical fundamentals to their practical applications. The course is designed to present a comprehensive overview of all aspects of ecology, including evolution, ecosystems theory, practical applications, plants, animals, biogeochemical cycles, and global change. The science of ecology is examined from three levels: ecology of the individual, ecology of populations, and ecology of systems. Since ecologists often play a significant role in constructing and evaluating conservation or environmental management programs, we incorporate the application of ecological theory to current environmental problems throughout the course. The course will combine lectures and group learning dealing with both the theory of ecology and applied issues with a practical component of laboratory and field projects.

**SCI310 Scientific Inquiry - 3 credits**

This integrated course encompasses certain aspects of physics, chemistry, astronomy, earth sciences and emphasizes general principles and their application to real-world situations. This course is for students who have had some exposure to one or more of the basic sciences and are interested in a basic understanding of a variety of scientific fields and how they can be applied.

**SCI335 Topics in Biology: Understanding Human Genome Project - 3 credits**

Prerequisite: SCI225 or permission of instructor.

This course is an investigation of the human genome project. We commence with a discussion of molecular biology. After achieving a command of the language of molecular biology, we study how the human genome was sequenced. To examine the method first hand we visit a DNA sequencing facility, meeting and observing scientists actively performing DNA sequencing techniques. We spend the last part of the term exploring how the data gathered from the human genome project impacts society, specifically discussing various benefits and drawbacks.

**SCI336 Drug Discovery: From the Laboratory to the Pharmacy - 3 credits**

Prerequisite: SCI225 or permission of instructor.

This course examines the journey of a variety of pharmaceuticals from their discovery to their use in everyday life. Students discuss how

drugs are discovered and how scientists study, manufacture, proceed through clinical trials and the Food and Drug Administration approval processes. We investigate how certain drugs affect our bodies/cells and fight disease states. Throughout the term a variety of different pharmaceutical classes are discussed including but not limited to over-the-counter drugs, prescription drugs, "life-style" drugs, anti-viral drugs, allergy medications, and chemotherapeutic agents.

### **SCI337 Microbiology - 3 credits**

This intensive 4-credit, lab-based course focuses on the principles of medical microbiology and is designed to familiarize the student with the biology, ecology, and behaviors of microbes and viruses in human health, medicine, and biotechnology. This course is designed for pre-med biology concentrators, nursing students, and students looking to receive comprehensive training in medical microbiology. Enrollment is limited due to the limitations of the lab size. Topics include the general principles of microbial growth; the evolution and classification of microbes and viruses; the natural ecology of microorganisms; pathogenesis, diagnosis, and treatment, and the use of microorganisms in biotechnology and medicine. Additional laboratory work will support and illustrate lecture material throughout the term.

### **SCI337L Microbiology Lab - 1 credit**

This one credit laboratory is the counterpart to SCI337. Microbiology. This lab focuses on the principles of microbiology and is designed to familiarize the student with the biology, ecology, behaviors, and the use of microbes and viruses in human health, medicine, biotechnology, and in nature.

### **SCI400 Ethology: Principles of Animal Behavior - 3 credits**

Prerequisite: general biology or permission of instructor.  
Ethology is the branch of zoology that focuses on the scientific study of animal behavior. This course is designed to introduce students to the specialized field of animal behavior analysis and the various conditions that shape both simple and complex behavioral constructs. In this course students explore animal behavior through the study of function, causation, development, and evolutionary history. We consider in-depth studies of fixed action patterns, animal communication, and imprinting, and use these analyses to shed light on the development of behaviors throughout vertebrate and invertebrate taxa.

### **SCI406 Evolutionary Biology - 3 credits**

Prerequisite: general biology or permission of instructor.  
This advanced course in biology explores the history, dynamics and analysis of evolutionary theory. It is broad in scope, and includes topical reviews of fitness, functional analysis, adaptation, optimization theory, selection theory, and the ethics of predictive modeling in sociobiology. Additional discussions of modern views and applications of evolutionary theory to business models, interpersonal relationships, and the development of human culture will be included.

### **(new) General Engineering - 3 credits**

Prerequisite: MAT102 or equivalent.  
Engineering is the process of applying scientific principles to the conception, design, construction and implementation of machines, technologies, structures, devices, and materials. It is a broad field with many sub-fields including but not limited to: mechanical engineering, electrical engineering, computer engineering, genetic engineering, civil engineering, aerospace engineering, and chemical engineering. This course introduces students to the general theory, methods and processes of engineering, and explores the various applications

of scientific engineering principles. Topics include the history and development of engineering principles, mechanics, design, construction, implementation, and the integration of technologies into modern society.

### **(new) Emerging Technology Theory - 3 credits**

The speed of development of new technologies has increased exponentially over the last century, and older technologies have been becoming extinct at an equivalent rate. To keep up with the fast-paced march of emerging technology, one must have a historical background and technical understanding of the forces that shape the development of new technologies. This course brings together the history of modern technological development, and leads us to the current cutting edge of scientific and technological advances. Students will learn about the latest development theory, engineering practices, and manufacturing techniques in the industry today, and will explore what emerging technologies are currently being developed and why.

## Sociology (SOC)

### **SOC120 Cross-Cultural Communication - 3 credits**

Drawing on cross-cultural research in psychology, anthropology, and education, this course considers the role of culture in shaping and interpreting a wide range of verbal and non-verbal communication behaviors. We examine the physical, psychological, aesthetic and social dimensions of the communication process, how different cultures understand, symbolize and utilize them, and how specific meanings and the kinds of modalities employed in communication processes affect individual, collective, and inter-group experiences.

### **SOC201 Cultural Anthropology - 3 credits**

How do societies and cultures work? How do we know how to behave? What are the rules that make our society function? Do these rules differ from other societies? How do minority groups fit in? Cultural anthropology asks all these questions, and the process of discovering answers changes the way students think about themselves and their actions in society. Students analyze the behavior of people in groups and realize that practices contrary to their own may be logical from another's point of view.

### **SOC212 Introduction to the American Legal System - 3 credits**

To be effective citizens, employees, parents, and members of society we must comprehend the conceptual frameworks of the law and its implications in our daily lives. This course introduces legal concepts and activities, and their pragmatic applications: contract law, civil rights law, employment law, family law, and patient rights. We also discuss how the United States Constitution impacts contemporary legal issues including government regulation of private business, separation of church and state, right to privacy, government funding of educational and religious institutions, and property rights versus environmental and other governmental constraints.

### **SOC213 Adult Career Development - 3 credits**

A typical adult's career in today's fluid work environment is marked by frequent transitions that can dramatically affect job and career stability, with a concomitant negative impact on self-esteem and personal productivity. This course provides a comprehensive understanding of how organizational and personal transitions occur and how they

impact careers and lifespan development. Through relevant theoretical perspectives from systems theory, sociology, and psychology, students analyze adult development, career change, and the American workplace. They learn to evaluate their own work history, transferable skills, and core work motivations. Students also discuss and explore how organizations react and change due to market trends.

**SOC260 Themes in Sociology - 3 credits**

This course develops specific themes in sociology to better understand sociology as a way of understanding the world. Sociology is a field of study that explains social, political, and economic phenomena in terms of social structures, social forces, and group relations. This course will serve as an in-depth examination of a set of contemporary issues, including themes of socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, education, and political sociology.

**SOC301 Cross-Cultural Narratives of Identity - 3 credits**

This course explores identity transformations through autobiographical writings from varied cultures. Students focus on identity-shaping conditioning of people in different geographical, historical, and socio-cultural environments. We look at race, gender, professional, geographical and spiritual membership and explore “different systems” of meaning, rather than singular explanations for personal development.

**SOC311 Images of Women - 3 credits**

This course studies the ways in which women are seen historically and in the world today. This course draws from literature, sociology, anthropology, speeches, advertising and other forms of mass communication. Study of traditional images of women in both eastern and western cultures contributes to an understanding of the origin and basis of gender roles. Self-imagining and self-empowerment are significant components in this course.

**SOC322 Women in the Workforce - 3 credits**

Women have contributed significantly to this country's social, political and economic history through their roles in the workforce. This course will trace women's roles as workers from the 18th century to the present time, detailing the difficulties they have faced, the evolution of their roles, and their accomplishments. It will examine their leadership in reform movements and unions, and relate their work to the students' lives and experiences as workers and educators.

## Writing (WRT)

**WRT090 Effective Writing Skills - 0 credits**

Skill development course. Learners build skills to engage critically in reading and communicate clearly in writing, and become comfortable with the essay form. Topics include vocabulary, grammar, spelling and punctuation, good sentence to paragraph structure, and the skills needed to build a coherent essay. Effective reading, listening, and speaking skills are developed.

**WRT101 College Writing I - 3 credits**

Through challenging readings, class discussion, small group collaboration, and different forms of writing, students learn the skills and process of “thinking on paper.” They learn to construct an argument or discussion that supports a clear thesis and present it effectively in a well-organized essay that observes the conventions of written English. They write academic papers that analyze and synthesize the issues suggested in two or more readings. Critical reading, critical thinking, research skills, and forms of documentation are also introduced.

**WRT102 College Writing II - 3 credits**

WRT102 acquaints students with the academic research paper as both process and product. The course begins with an intensive review of the strategies and techniques for writing an academic essay that are covered in WRT101 and then moves to selecting and narrowing a topic, preliminary research, and establishing a focus for a 10-15 page research paper. The final paper includes an abstract, an introduction, literature review, discussion, conclusion, and references. Students learn how to use APA documentation for in-text citations and references.



# School of Education and National Institute for Teaching Excellence (NITE)

## Introduction

Cambridge College offers a variety of master of education programs that lead to educator licensure (certification) and professional advancement for teachers and school administrators. These programs can help educators renew their passion for working in schools and advance their careers.

**Mission** This Mission Statement is the first of its kind for the School of Education and serves as the blueprint for how the School prepares its students to become difference makers.

Our mission is to provide educators in public and private schools and colleges with the knowledge, skills and values necessary to enable their students to excel academically and socially. Its distinct programs offer educators a blend of theory and practice and experienced faculty who model what they teach. Educators are prepared to become agents of change in their schools, and in the local and global communities. The School's core values include:

- Innovation in Curriculum and Teaching Strategies
- Diversity
- Academic Excellence
- Social Justice
- Honesty and Integrity
- Building Community

### Learning Community and Faculty

The Cambridge College School of Education is a broadly based, inclusive learning community. Our diverse faculty of scholar-practitioners includes experienced teachers, other educators, school administrators, and educational researchers. The School of Education attracts a highly diverse student body, providing a rich learning experience for all.

### Effective Learning and Teaching

The education faculty has pioneered effective learning and teaching techniques such as accelerated learning and integrative teaching. Incorporated into elementary and secondary curricula, these effective teaching methods improve the performance of an increasingly diverse school population.

### Choose Your Program Carefully

Students are responsible for being thoroughly informed about their respective states' licensure requirements, to verify acceptability of their academic program for the license sought, and to understand Cambridge College academic programs and policies, and how differences between non-licensure and licensure programs may affect plans for educator certification.

### Advising and Professional Seminar

**Admissions counselors** give applicants an overview of the College's academic programs and assist with the application process. Program coordinators are available for academic counseling.

**Professional Seminar** — The faculty instructor leading the professional seminar will be the academic advisor and mentor to each student throughout the program. The seminar provides varied opportunities for self-assessment, peer assessment, and faculty guidance for pursuing growth and competencies related to success in the area of study and/or licensure. In licensure programs, the professional seminar also includes a clinical journal and professional growth plan. Students bring the wealth of their individual experiences to the seminar, and learn from the collective knowledge of all. They advise, support, and network with one another throughout their program and thereafter. The seminar leader is the supervisor of the final project (independent learning/research project, action research project, or doctoral dissertation) with responsibility for approval. The program coordinator is available to provide additional advising and information regarding licensure.

### Writing Support

A major goal of Cambridge College is to produce graduates who think critically and communicate clearly—orally and in writing. Writing is a complex process that takes a lot of time and practice. Therefore, a writing assessment is conducted and students are referred to writing course work and writing support as needed. Students can improve their communication and literacy skills to get the most from their course work and write their independent learning projects. Writing faculty tutors guide students through the writing process.

### Transfer Credit

Transfer courses must meet all general criteria for transfer and match current program requirements, especially for licensure programs. See Transfer of Credit for more information.

## Licensure Programs and Policies

### Educator Licensure Programs Approved

Cambridge College programs preparing students for educator licensure are approved by the Massachusetts Dept. of Elementary and Secondary Education (DESE), are within current Massachusetts state guidelines, and are subject to its regulations.

Massachusetts has reciprocal agreements with many other states through the NASDTEC Compact. However, some states may not accept out-of-state teacher preparation programs.

**Georgia, Tennessee, Virginia, Puerto Rico** — Students may apply for licensure after completing an approved Cambridge College licensure program and meeting all other state requirements.

**State Regulations Regarding Licensure Programs** — Licensure requirements are governed by each state. Students are responsible for checking with the appropriate state licensure entity to determine whether Cambridge College programs are accepted for licensure in their state.

**Licensure Practicum** — Practicum students are guided and evaluated by a licensed/certified educator in the classroom and by a licensed/certified Cambridge College supervisor. Practicum locations are subject to state regulations and are to be approved by the academic/program coordinator or regional center director. Prospective students are responsible for discussing options for licensure practicum with academic/program coordinators or regional center directors prior to program enrollment.

### Federal and Other State Regulations

**Legal status** as a U.S. citizen or lawfully admitted resident is required for a professional license from any state agency, under Title 8, U.S. Code Section 1621. This applies to teacher, administrator, and counseling licensures.

**State requirements prior to practicum** — Students seeking educator licensure are responsible for complying with all policies and procedures of the state and the school where they seek a practicum placement, including:

- Criminal Offender Record Information (CORI) check.
- Insurance.
- Immunizations.



### Regulations and Programs May Change

To help our students meet evolving professional standards, our programs are subject to change and our program coordinators are available to counsel students.

### Path to Licensure in Massachusetts

Students who wish to pursue licensure are responsible for following the procedures and requirements of the Massachusetts Department of Elementary and Secondary Education. Students must: complete an approved Cambridge College licensure program: all academic requirements, practicum; pass all applicable Massachusetts Tests for Educator Licensure (MTELEs) and complete the practicum in a school that uses the Massachusetts Curriculum Frameworks; submit official undergraduate and graduate transcripts to the Mass. Dept. of Elementary and Secondary Education, and meet any other state requirements.

### Path to Licensure in Other States

Students pursuing licensure are responsible for meeting their respective states' licensure requirements, and following its procedures. Please follow the path to licensure it recommends, including:

- Complete an approved Cambridge College licensure program.
- Pass all applicable tests.
- Complete your state program verification form with assistance from the Cambridge College Educator Licensure Office. Submit form and official transcript to your state education department when you graduate.
- Comply with any additional state requirements that apply.

### Practicum

**Massachusetts** — The practicum, required for all concentrations that lead to Massachusetts initial licensure, must be completed in a school that uses the Massachusetts Curriculum Frameworks.

- Under a licensed supervising practitioner (teacher or administrator) who holds the license for which you are preparing.
- With supervision and on-site visitation by licensed Cambridge College faculty.

The degree program and its practicum prepare students for licensure in **one** area and level of licensure. For example, students preparing for special education licensure must choose either PreK-8 or 5-12, not both. State regulations do not permit students to add a second practicum for a second license at the same time.

**Practicum site** — Licensure students are expected to locate a practicum site and a local educator who is willing to serve as the supervising practitioner. This educator must possess a license corresponding to the license the student is seeking. The student's program coordinator must approve the practicum and the practicum site. Cambridge College will select a licensed faculty supervisor to observe students in practicum.

**Prerequisites** — Before registering for practicum, you must:

- Pass all teacher tests required by your state for the license sought.
- Complete Pre-practicum with 75 or more hours of directed field-based training in conjunction with selected courses.
- Pass all required courses.

**An Exit Performance Portfolio** is required to pass the practicum seminar. It must show evidence of knowledge and skills in the area and level of licensure sought, and mastery of the Professional Standards for Teachers. It also documents:

- Nature and length of the pre-practicum.
- Courses.
- Clock hours fulfilling the role(s).
- Name and position of the College supervisor and supervising practitioner(s).
- Evidence of meetings between supervisors and the candidate.

**Practicum in other states** — If a student is pursuing a practicum in a state other than Massachusetts, the practicum may be adjusted to meet that state's requirements if those requirements exceed Massachusetts requirements.

### Non-Licensure Options

Some initial licensure programs offer a non-licensure option.

Please note: **Students who complete a non-licensure option cannot be endorsed for licensure.**

**Academic requirements** — All program components are required except the practicum, practicum seminar, and teacher tests. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.



## Career Advancement Programs and Policies

For Licensed/Certified Teachers and Other Education Professionals

### Renewal, Advancement and Special Topics

These non-licensure academic programs are designed for educators who wish to advance or renew their careers by pursuing professional development opportunities, or for educators who work in settings where a license is not required.

**These programs do not lead to educator licensure.** *The School of Education cannot fill out state program verification forms, nor can the College endorse for educator licensure graduates of these programs.*

### Non-Licensure Students Taking Licensure Courses

Students enrolled in non-licensure programs are invited to take licensure courses. These courses require more class time than other courses.

All students registering for courses that include pre-practicum hours of directed field-based training outside of class must complete all prepracticum hours in order to earn credit for the course **whether or not they intend to take a practicum or pursue licensure.**

## Collaborations

### The Evergreen Center and Beacon Services

The Cambridge College School of Education is partnering with the Evergreen Center and Beacon Services in Milford, MA to expand the special education opportunities for teachers working with students diagnosed with autism or other autism spectrum disorders. Through this collaboration, the College will offer a master's degree, an approved course sequence, and practicum fieldwork supporting our students' efforts towards earning board certification of behavior analysis (BCBA).

**The Evergreen Center** is a residential treatment center and school serving students diagnosed with autism and related developmental disabilities. At the Evergreen Center the standard for successful instruction is social competence. The agency believes that the achievement of social competence is a reliable predictor of successful adjustment to a lifestyle centered in community participation. Evidence-based applied behavior analytic procedures are employed to achieve academic outcomes recommended by the National Center on Educational Outcomes and the adaptive behaviors that enhance independent living skills. All staff receive specialized training in behavioral and educational procedures designed to develop self-help, academic and vocational skills that may be applied in fully integrated community settings. Presentation of effective treatment techniques developed by Evergreen Staff members have been reported at professional conferences throughout the country.

**Behavioral Education, Assessment, and Consultation (BEACON Services)** is a private practice of behavioral educators founded on the principles of applied behavioral analysis (ABA). BEACON is committed to using only empirically validated approaches for the treatment of autism and related disorders. The agency provides intensive home and school-based education, behavioral consultation, behavioral assessment and trainings services for early interventionists, parents and public schools. BEACON works with public schools to develop partnership programs supporting their efforts to provide high quality ABA services to children and families. BEACON is committed to the dissemination of applied research completed in educational settings through presentations at regional, national and international conferences.

**For more information, contact** the Evergreen Center and Beacon Services, 345 Fortune Blvd., Milford, MA 01757  
● 508-478-5597 ● [services@evergreenctr.org](mailto:services@evergreenctr.org)

## National Institute for Teaching Excellence

Cambridge College's School of Education brings educators from around the country and abroad for an intensive summer of study in the National Institute for Teaching Excellence (NITE). Students spend a "summer sabbatical" with the best teachers and experience Boston, Cambridge, and New England, while working towards a higher degree, professional advancement and potential for increased income. They return to their schools with a new network of professional colleagues and friends, renewed and empowered to improve their classrooms, school systems, and their own lives.

### Site, Facilities and Services

Cambridge College holds the NITE Summer Institute at a site in greater Boston with the facilities and services needed to support our academic programs. Cambridge College supplies or arranges for the audio-visual and computer equipment used for classroom instruction.

### Begin in the Summer Term

In an intensive summer term in residence, students typically complete coursework and participate in a professional seminar with their faculty advisor and other educators and school professionals in their field. They also get academic support and participate in other academic activities.

### Finish the Degree

**NITE students finish** their academic program online and/or at a Cambridge College regional center where their particular program is offered. Please contact the program coordinator for more information.



# Master of Education Programs Overview

## LICENSURE programs for public school K-12 educators

Licensure area	Level(s)	Degree Credits		Non-licensure options available?
		Initial Licensure	Professional Licensure	
Early Childhood Teacher	PreK-2	43		Yes
Elementary Teacher	1-6	43	34	Yes
English as a Second Language Teacher	PreK-6, 5-12	39		Yes (MED and certificate)
General Science	1-6, 5-8	35		Yes
Health/Family & Consumer Science	all levels	38	36	Yes
Instructional Technology	all levels	38		Yes
Mathematics	1-6, 5-8, 8-12	38		Yes (MED and certificate)
Middle School Math & Science (initially approved)	5-8	45		No
School Administration (see Educational Leadership)	various	37		Yes
Special Education/Moderate Disabilities	PreK-8, 5-12	45	34	Yes
School Guidance Counselor (see School of Psychology and Counseling)	PreK-8, 5-12	48	24 (certificate)	No
School Social Worker/School Adjustment Counselor (see School of Psychology and Counseling)	All levels	65		No

## CAREER ADVANCEMENT NON-LICENSURE programs for credentialed teachers and school professionals • special topics, career advancement, renewal

Concentration	Degree Credits	Are Licensure alternatives available?
Autism/Behavior Analyst	39 or 45	No
Autism Specialist	36	No
Early Education & Child Care	39	No
Information Technology Literacy	33	No
Interdisciplinary Studies	32	No
Library Teacher	33	No
Literacy Education	32	No
School Nurse Education	32	No
Teaching Skills & Methodologies	32	No
<b>Certificates</b>		
Behavior Analyst Certificate (post-master's)	15 or 21	
English as a Second Language	12	
Health Education • Health Promotion (post-master's)	15	
Mathematics Specialist (Elementary/Middle School and High School options)	12	



Master of Education Leading to Massachusetts INITIAL LICENSURE



# Early Childhood Teacher of Students With & Without Disabilities (PreK-2)

For licensure: 43 credits, 4 terms • Without licensure: 37 credits, 3 terms • Program approved by the Mass. Dept. of Elementary & Secondary Education

## Requirements

### Professional Seminar & Project .....9 credits

- ECE691-693 Professional Seminar — 3 terms @ 2 credits . . . . .6  
Includes clinical journal, assessments, professional growth plan.
- ECE800 Independent Learning Project (take with Seminar III) . . .3

### Initial Licensure Courses ..... 29 credits

- ELE500 Teaching Phonemic Awareness & Phonics . . . . .0
- ELE510 Developmental Psychology . . . . .3
- ELE521 Teaching Reading & Writing in the Early Childhood & Elementary Curriculum . . . . .3
- ELE594 Integrating Physical Education into the Early Childhood & Elementary Curriculum . . . . .1
- ELE620 Integration of Children’s Literature in Early Childhood & Elementary Curriculum . . . . .3
- ELE653 Teaching Science & Technology in Early Childhood & Elementary Curriculum . . . . .3
- ELE656 Teaching Social Science, History & Multicultural Education in Early Childhood & Elementary Curriculum .3
- ESP512 Inclusion & Behavior Management . . . . .3
- ESP592 Adapting Materials for Students With Disabilities in General Education Classrooms . . . . .1
- MAT609 Euclidean Geometry . . . . .3
- MAT618 Math Essentials . . . . .3
- MAT623 Numerical & Geometric Structures . . . . .3

### Practicum (*licensure students only*) .....5 credits

#### Prerequisites

- Pass all teacher tests required by your state for this license. Massachusetts: Communication & Literacy, Early Childhood, and Foundations of Reading (MTEL).
- Pass all required courses.
- Pre-Practicum — 75 hours . . . . .0

### ECE790 Practicum— 400 hours . . . . .3

Guided and evaluated by a licensed/certified early childhood teacher in the classroom and by a licensed/certified Cambridge College supervisor. Practicum locations are subject to state regulations and are to be approved by the program coordinator or regional center director.

### ECE791 Practicum Seminar . . . . .2

- Exit Performance Portfolio required for credit.

## Non-licensure option

All program components are required except the Practicum, Practicum Seminar, and teacher tests. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.

## Course Offerings Plan

### EVERY TERM

- ECE691-693 Professional Seminar. . . . . start in first term
- Take Communication & Literacy test (MTEL) . . . . . first term
- ECE800 Independent Learning Project . . . . . with Seminar III
- ELE500 Teaching Phonemic Awareness . . . . . preq. for ELE521
- ELE521 Teaching Reading & Writing
- ESP512 Inclusion & Behavior Management
- ESP592 Adapting Materials
- MAT623 Numerical & Geometric Structures

### SUMMER

- ELE594 Integrating Physical Education
- ELE620 Integration of Children’s Literature
- ELE653 Teaching Science & Technology
- ELE656 Teaching Soc. Sci., History & Multicultural Educ.

### FALL

- ELE510 Developmental Psych.
- ELE594 Integrating Physical Education
- ELE620 Integration of Children’s Literature
- ELE653 Teaching Science & Technology
- MAT609 Euclidean Geometry
- MAT618 Math Essentials
- ECE790 Practicum **and** ECE791 Practicum Seminar

### SPRING

- ELE653 Teaching Science & Technology
- ELE656 Teaching Soc. Sci., History & Multicultural Educ.
- ECE790 Practicum **and** ECE791 Practicum Seminar

**Course offerings plan for Cambridge**, subject to change without notice. Regional centers set their own schedules.

#### Prospective students are responsible for:

- Checking with the appropriate state licensure entity to determine whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program coordinator or regional center director prior to enrollment.

**Admission requirements:** Bachelor’s degree and other general requirements (see Admission).

**Program subject to change:** As Massachusetts requirements for licensure change, the College reserves the right to alter the program.



Master of Education Leading to Massachusetts INITIAL LICENSURE

# Elementary Teacher(1-6)

For licensure: 43 credits, 4 terms • Without licensure: 38 credits, 3 terms

• Program approved by the Mass. Dept. of Elementary &amp; Secondary Education

## Requirements

### Professional Seminar & Project.....9 credits

ELE691N-693N Professional Seminar in Elementary Education-Initial Level — 3 terms @ 2 credits .....6  
Includes clinical journal, assessments, professional growth plan.  
ELE800 Independent Learning Project (take with Seminar III) ...3

### Initial Licensure Courses ..... 29 credits

ELE500 Teaching Phonemic Awareness & Phonics .....0  
ELE510 Developmental Psychology .....3  
ELE521 Teaching Reading & Writing in the Early Childhood & Elementary Curriculum .....3  
ELE593 Integration of Visual Arts for the Early Childhood & Elementary Curriculum .....1  
ELE594 Teaching Physical Education for the Early Childhood & Elementary Curriculum .....1  
ELE620 Integration of Children's Literature for the Early Childhood & Elementary Curriculum .....3  
ELE630 Classroom Management with Models of Teaching .....3  
ELE653 Teaching Science & Technology in Early Childhood & Elementary Curriculum .....3  
ELE656 Teaching Social Science, History & Multicultural Education for the Early Childhood & Elementary Curriculum .....3  
MAT609 Euclidean Geometry .....3  
MAT618 Math Essentials .....3  
MAT623 Numerical & Geometric Structures .....3

### Practicum (*licensure students only*).....5 credits

#### Prerequisites

- Pass all teacher tests required by your state for this license. Massachusetts: Communication & Literacy, General Curriculum, and Foundations of Reading (MTEL).
- Pass all required courses.
- Pre-Practicum — 75 hours .....0

### ELE790 Practicum— 400 hours .....3

Guided and evaluated by a licensed/certified elementary teacher in the classroom and by a licensed/certified Cambridge College supervisor. Practicum locations are subject to state regulations and are to be approved by the program coordinator or regional center director.

### ELE791 Practicum Seminar .....2

- Exit Performance Portfolio required for credit.

## Non-licensure option

All program components are required except the Practicum, Practicum Seminar, and teacher tests. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.

## Course Offerings Plan

### EVERY TERM

ELE691-693 Professional Seminar ..... start in first term  
Take Communication & Literacy test (MTEL) ..... first term  
ELE800 Independent Learning Project ..... with Seminar III  
ELE500 Teaching Phonemic Awareness ..... preq. for ELE521  
ELE521 Teaching Reading & Writing  
MAT623 Numerical & Geometric Structures

### SUMMER

ELE594 Integrating Physical Education  
ELE620 Integration of Children's Literature  
ELE653 Teaching Science & Technology  
ELE656 Teaching Soc Sci, History & Multicultural Educ  
MAT618 Math Essentials

### FALL

ELE510 Developmental Psych.  
ELE593 Integration of Visual Arts  
ELE594 Integrating Physical Education  
ELE620 Integration of Children's Literature  
ELE653 Teaching Science & Technology  
MAT609 Euclidean Geometry  
ELE790 Practicum **and** ELE791 Practicum Seminar

### SPRING

ELE593 Integration of Visual Arts  
ELE630 Classroom Mgt. with Models of Teaching  
ELE653 Teaching Science & Technology  
ELE656 Teaching Soc. Sci., History & Multicultural Educ.  
MAT618 Math Essentials  
ELE790 Practicum **and** ELE791 Practicum Seminar

**Course offerings plan for Cambridge**, subject to change without notice. Regional centers set their own schedules.

#### Prospective students are responsible for:

- Checking with the appropriate state licensure entity to determine whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program coordinator or regional center director prior to enrollment.

**Admission requirements:** Bachelor's degree and other general requirements (see Admission).

**Program subject to change:** As Massachusetts requirements for licensure change, the College reserves the right to alter the program.



Master of Education Leading to Massachusetts PROFESSIONAL LICENSURE

# Elementary Teacher (1-6)

34 credits • 3 terms • Program approved by the Mass. Dept. of Elementary &amp; Secondary Education

## Requirements

### Professional Seminar & Project .....9 credits

ELE691P-693P	Professional Seminar in Elementary Education -Professional Level — 3 terms @ 2 credits . . . . .	6
ELE800	Independent Learning Project (take with Seminar III) . . .	3

### Education Courses ..... choose 13 credits

EED615	Introduction to Integrative Learning & Learning Styles . . .	3
EED618	Integrative/Accelerative Learning: Classroom Applications . . . . .	3
EED628	Effective Schools . . . . .	3
EED669	Language & Literacy for Teachers (K-12) . . . . .	3
EED704	Seminar in Educational Issues . . . . .	3
EED705	Multicultural Diversity in the Workplace & Classroom . . .	3
EED710	Alternative Assessment Strategies Across Curriculum . . .	3
ESP592	Adapting Materials & Instruction for Special Needs Students in the Regular Classroom . . . . .	1
ESP721	Using Multiple Intelligences & Accelerated Learning Techniq in Teaching Eng Lang Arts, Math, History, & Sci . . .	3

### Arts & Sciences ..... 12 credits

EIT711	Advanced Technologies in Education . . . . .	3
EIT712	Using Educ Technology to Improve Teaching & Learning in Math, Science & Language Arts . . . . .	3
ENG701	Integration of Reading & Writing With Children's Literature . . . . .	3
MAT708	Diagnosis & Remediation of Learning Problems in Math .	3

## Course Offerings Plan

### EVERY TERM

ELE691P-693P	Professional Seminar . . . . .	start in first term
ELE800	Independent Learning Project . . . . .	with Seminar III
ESP592	Adapting Materials and Instruction	

### SUMMER

EED615	Intro. to Integrative Learning
EED669	Language & Literacy
MAT708	Diagnosis & Remediation/Math
EED705	Multicultural Diversity
ENG701	Integration of Reading & Writing
ESP721	Using Multiple Intell. & Accelerated Learning

### FALL

EED618	Integrative/Accelerative Learning
EED705	Multicultural Diversity
ESP721	Using Multiple Intell. & Accelerated Learning
EIT712	Using Educational Technol.

### SPRING

EED628	Effective Schools
EED710	Alternative Assessment Strategies
EED704	Seminar in Educational Issues
EIT711	Advanced Technologies in Education
MAT708	Diagnosis & Remediation/Math

**Course offerings plan for Cambridge**, subject to change without notice. Regional centers set their own schedules.

#### Admission requirements:

- Bachelor's degree and other general requirements (see Admission).
- Initial license in elementary education.
- Three full years experience in the role of that license.

**Prospective students are responsible** for checking with the appropriate state licensure entity to determine whether this program is accepted for licensure in their state.

#### Further Massachusetts requirements for professional licensure

Students are responsible to meet the following requirements:

- A one year induction program with a trained mentor.
- Three full years of employment in the role of the license.
- 50-hour mentored experience beyond the induction year.

**Program subject to change:** As Massachusetts requirements for licensure change, the College reserves the right to alter the program.



Master of Education Leading to Massachusetts INITIAL LICENSURE

## English as a Second Language (PreK-6 or 5-12)

For licensure: 39 credits, 4 terms • Without licensure: 34 credits, 3 terms

• Program approved by the Mass. Dept. of Elementary & Secondary Education

### Requirements

#### Professional Seminar & Project.....7 credits

ESL691N-ESL692N Professional Seminar in Teaching  
English Learners - Initial Level —2 terms @ 2 credits . . . . . 4  
Includes clinical journal, assessments, professional growth plan.  
ESL800 Independent Learning Project (take with Seminar II). . . . 3

#### Initial Licensure Courses ..... 27 credits

ESL605 Teaching ESL Learners in Diverse Settings . . . . . 3  
ESL610 Linguistics & Language Variations . . . . . 3  
ESL620 Teaching Reading & Writing to ESL Students. . . . . 3  
ESL625 Technology for Linguistically Diverse Classrooms. . . . . 3  
ESL630 Equitable Assessment of ESL Learners . . . . . 3  
ESL631 Second-Language Acquisition & Culture . . . . . 3  
ESL635 Sheltered English Instruction & Assessment . . . . . 3  
ESL640 Identification & Instruction of ESL Learners with  
Disabilities & Limited Formal Schooling . . . . . 3  
ESL650 Teaching Content to ESL Learners . . . . . 3

#### Practicum (*licensure students only*).....5 credits

##### Prerequisites

- Pass all teacher tests required by your state for this license.  
Massachusetts: Communication & Literacy and English as a  
Second Language (MTEL).
- Pre-Practicum — 75 hours . . . . . 0
- Pass all required courses.

#### ESL790 Practicum — 300 hours . . . . . 3

Guided and evaluated by a licensed/certified ESL teacher in the  
classroom and by a licensed/certified Cambridge College supervisor.  
Practicum locations are subject to state regulations and are to be  
approved by the program coordinator or regional center director.

ESL790A Practicum (PreK-6) or ESL790B Practicum (5-12)

#### ESL791 Practicum Seminar . . . . . 2

- Exit Performance Portfolio required for credit.

### Non-licensure option

All program components are required except the Practicum,  
Practicum Seminar, and teacher tests. Non-licensure students must  
complete all course contact hours and pre-practicum hours embed-  
ded in the courses.

### Course Offerings Plan

#### SUMMER

ESL610 Linguistics & Language Variations  
ESL620 Teaching Reading & Writing to ESL Students  
ESL625 Technology for Diverse Classrooms  
ESL635 Sheltered English Instruction & Assessment  
ESL650 Teaching Content to ESL Learners

#### FALL

ESL691 Professional Seminar I  
ESL692 Professional Seminar II **and** ESL800 ILP  
ESL630 Equitable Assessment  
ESL631 Second-Language Acquisition & Culture  
ESL625 Technology for Diverse Classrooms (DL)  
ESL640 Ident. & Instruc. of ESL Learners with Disabilities  
ESL790 Practicum **and** ESL791 Practicum Seminar  
Take Communication & Literacy test (MTEL) . . . . . first or second term

#### SPRING

ESL691 Professional Seminar I  
ESL692 Professional Seminar II **and** ESL800 ILP  
ESL605 Teaching ESL Learners in Diverse Settings  
ESL610 Linguistics & Language Variations  
ESL620 Teaching Reading & Writing to ESL Students  
ESL631 Second-Language Acquisition (DL)  
ESL635 Sheltered English Instruction & Assessment  
ESL650 Teaching Content to ESL Learners  
ESL790 Practicum **and** ESL791 Practicum Seminar  
Take English as a Second Language test (MTEL).

**Course offerings plan for Cambridge**, subject to change without  
notice. Regional centers set their own schedules.

#### Prospective students are responsible for:

- Checking with the appropriate state licensure entity to determine  
whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program  
coordinator or regional center director prior to enrollment.

**Admission requirements:** Bachelor's degree and other general  
requirements.

**Program subject to change:** As Massachusetts requirements for  
licensure change, the College reserves the right to alter the program.

Master of Education Leading to Massachusetts INITIAL LICENSURE



# General Science (1-6 or 5-8)

For licensure: 35 credits, 5-6 terms • non-licensure concentration in Science Education: 32 credits, 3 terms

• Program approved by the Mass. Dept. of Elementary &amp; Secondary Education

## Requirements

### Professional Seminar & Project.....7 credits

ESE691-692 Professional Seminar in General Science  
Education — 2 terms @ 2 credits . . . . .4

Includes clinical journal, assessments, professional growth plan.

SCI800 Independent Learning Project . . . . .3

### Science Methods .....15 credits ... 12 credits

Licensure courses @ 3 credits each **grades 1-6** **grades 5-8**MAT623 Numerical & Geometric Structures . . . •  
SCI680 Attaining Science Literacy . . . . . •**option for 1-6:** SCI680 or ELE653 Teaching Sci  
& Technol in Early Childhood & Elem Curric

#### Methods & Materials for Teaching:

SCI682 Life Science . . . . . •  
SCI684 Earth Science . . . . . •  
SCI686 Physical Science . . . . . •

### Science Content.....8 credits.....11 credits

Online courses @ 1 credit each **grades 1-6** **grades 5-8**SCI591 Intro to Online Science Learning . . . . . •  
SCI601 Aquatic Ecology . . . . . •  
SCI603 Electricity & Magnetism . . . . . •  
SCI605 Water Quality . . . . . •  
SCI607 Structure of the Earth . . . . . •  
SCI609 Transfer of Energy . . . . . •  
SCI611 Ocean Science . . . . . •  
SCI613 Earth in the Solar System . . . . . •  
SCI615 Forces & Motion . . . . . •  
SCI617 Earth's History . . . . . •  
SCI619 Teaching Project-Based Science . . . . . •

In-class course option @ 3 credits (replaces three 1-credit courses)

SCI688 Methods & Materials for Teaching  
Middle School Chemistry . . . . . •

### Non-licensure option

All program components required except Practicum, Practicum Seminar, and teacher tests. Two more credits, chosen in consultation with program coordinator, will bring program total to 32 credits. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses. Additional graduate level science content electives may be available. MAT623 may be replaced with science content electives.

#### Prospective students are responsible for:

- Checking with the appropriate state licensure entity to determine whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program coordinator or regional center director prior to enrollment.

### Practicum (licensure students only).....5 credits

#### Prerequisites

- Pass all teacher tests required by your state for this license. Massachusetts: Communication & Literacy test and General Science 1-6 or 5-8 (MTEL).
- Pre-Practicum — 75 hours . . . . .0
- Pass all required courses.

SCI790 **Practicum** — 300 hrs in an elementary (1-6)  
or middle school (5-8) science classroom . . . . .3

Guided and evaluated by a licensed/certified general science teacher in the classroom and by a licensed/certified Cambridge College supervisor. Practicum locations are subject to state regulations and are to be approved by the program coordinator or regional center director.

SCI790A Practicum 1-6 • SCI790B Practicum 5-8

SCI791 **Practicum Seminar** in General Science. . . . .2

- Exit Performance Portfolio required for credit.

## Course Offerings Plan

### EVERY TERM

ESE691-692 Professional Seminar . . . . . start in first term  
Take Communication & Literacy test . . . . . first term  
ESE800 Independent Learning Project . . . . . term after Seminar II  
ELE653 Teaching Science & Technology**Online science courses**—selected courses offered each term.

### SUMMER

SCI680 Attaining Science Literacy  
SCI682 Meth. & Mat. for Life Science  
SCI684 Meth. & Mat. for Earth Science  
SCI686 Meth. & Mat. for Physical Science  
SCI688 Meth. & Mat. for Middle School Chem  
MAT623 Numerical & Geometric Structures

### FALL

SCI680 Attaining Science Literacy  
SCI686 Meth. & Mat. for Physical Science  
SCI790A Practicum **and** SCI791 Practicum Seminar

### SPRING

MAT623 Numerical & Geometric Structures  
SCI682 Meth. & Mat. for Life Science  
SCI684 Meth. & Mat. for Earth Science  
SCI790A Practicum **and** SCI791 Practicum Seminar**Course offerings plan for Cambridge**, subject to change without notice. Regional centers set their own schedules.**Admission requirements:** Bachelor's degree and other general requirements.**Program subject to change:** As Massachusetts requirements for licensure change, the College reserves the right to alter the program.





Master of Education Leading to Massachusetts INITIAL LICENSURE

## Health/Family & Consumer Sciences (All Levels)

For licensure: 38 credits, 4 terms • Without licensure: 33 credits, 3 terms

• Program approved by the Mass. Dept. of Elementary & Secondary Education

### Requirements

#### Professional Seminar & Project.....9 credits

EHE691N-693N Health/Family & Consumer Sciences-  
Initial Level — 3 terms @ 2 credits .....6

Includes clinical journal, assessments, professional growth plan.

EHE800 Independent Learning Project (take with Seminar III) ...3

#### Initial Licensure Courses ..... 24 credits

EHE610 Principles of Health Promotion & Disease  
Prevention: Public Health Issues .....3  
EHE620 Curriculum Implementation in the Health Classroom ...3  
EHE630 Growth & Development, Human Sexuality & Family  
Management Skills .....3  
EHE640 Promoting Wellness: Building Positive Health Behavior .3  
EHE650 Preventing Unintentional Injury & Violence .....3  
EHE660 Family & Interpersonal Health: Promoting Mental  
Health Through School-Based Interventions .....3  
EHE670 Building & Evaluating Coordinated School Health  
Programs .....3  
EHE680 Teaching Skills for Risk Reduction & Positive  
Behavior Change .....3

#### Practicum (*licensure students only*).....5 credits

##### Practicum Prerequisites

- Pass all teacher tests required by your state for this license.  
Massachusetts: Communication & Literacy and Health/Family &  
Consumer Sciences (MTEL).
- Pre-Practicum — 75 hours .....0
- Pass all required courses.

**HEA790 Practicum** – 300 hrs (150 hrs in an elementary  
school setting & 150 hrs in a secondary setting) .....3

Guided and evaluated by a licensed/certified educator in the class-  
room and by a licensed/certified Cambridge College supervisor.  
Practicum locations are subject to state regulations and are to be  
approved by the program coordinator or regional center director.

**HEA791 Practicum Seminar** .....2

- Exit Performance Portfolio required for credit.

#### Non-licensure option

All program components are required except the Practicum,  
Practicum Seminar, and teacher tests. Non-licensure students must  
complete all course contact hours and pre-practicum hours  
embedded in the courses.

### Course Offerings Plan

#### EVERY TERM

EHE691N-693N Professional Seminar ..... start in first term  
Take Communication & Literacy test (MTEL) ..... first term  
EHE800 Independent Learning Project ..... with Seminar III

#### FALL

EHE610 Princ Health Promotion/Disease Prevention  
EHE620 Curric Implement'n in Health Classroom  
EHE630 Growth & Dev Human Sexuality & Family Mgt Skills  
HEA790 Practicum **and** HEA791 Practicum Seminar

#### SPRING

EHE640 Promoting Wellness/Nutrition  
EHE650 Preventing Unintentional Injury & Violence  
EHE680 Teaching Skills for Risk Reduction  
HEA790 Practicum **and** HEA791 Practicum Seminar

#### SUMMER

EHE660 Family & Interpersonal Health  
EHE670 Coordinated School Health Programs

**Course offerings plan for Cambridge**, subject to change without  
notice. Regional centers set their own schedules.

#### Prospective students are responsible for:

- Checking with the appropriate state licensure entity to determine  
whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program  
coordinator or regional center director prior to enrollment.

**Program subject to change:** As Massachusetts requirements for  
licensure change, the College reserves the right to alter the program.

#### Admission requirements:

- Bachelor's degree and other general requirements (see Admission).
- Certificate as an instructor of first aid and CPR.
- Anatomy & physiology: completed course required for entry.
- Bachelor's degree with competencies in relevant content areas:  
personal health and wellness, child and adolescent growth and devel-  
opment, psychology, drug abuse prevention, nutrition, human sexuality.  
24 credit hours total (including anatomy and physiology).

If certificate and content area coursework (other than anatomy and  
physiology) are not completed at time of admission, students may  
complete them concurrently.



Master of Education Leading to Massachusetts PROFESSIONAL LICENSURE

# Health/Family & Consumer Sciences (All Levels)

36 credits • 3 terms • Program approved by the Mass. Dept. of Elementary &amp; Secondary Education

## FALL

- EHE691P Professional Seminar I in Health/Family & Consumer Sciences - Professional Level. . . . .2  
Includes clinical journal, assessments, professional growth plan.
- EHE701 Current Research on Interrelationship of Risk Factors . . .3
- EHE703 New Perspectives in Teaching Human Sexuality . . . . .3
- EHE705 Promoting Wellness in a Media-Saturated Society . . . . .3

## SPRING

- EHE692P Professional Seminar II in Health/Family & Consumer Sciences - Professional Level. . . . .2
- EHE707 Aspects of Violence Prevention: Special Concerns in Today's School Environment . . . . .3
- EHE709 The Interdependence Between the Ecological Environment & Human Health . . . . .3

## SUMMER

- EHE693P Professional Seminar III in Health/Family & Consumer Sciences - Professional Level. . . . .2
- EHE711 Evaluation of School Health Programs (ESN750) . . . . .3
- EHE713 Assessing Health Literacy . . . . .3
- EHE800 Independent Learning Project (take with Seminar III) . . .3

## EVERY TERM

**Electives** — Choose two professional licensure courses (only 700-level courses with 35 contact hours/ 3 credits) with approval of your program coordinator; EED705, 710, 712 suggested. See other professional licensure programs for choices and schedules. . . . .6

**Course offerings plan for Cambridge**, subject to change without notice. Regional centers set their own schedules.

## If you enter in the Spring or Summer

The program coordinator will assist you to:

- Take some courses (12 credits maximum, including other transfer credits, before program starts in the Fall)
- Meet practicum prerequisites, and/or
- Begin research for your Independent Learning Project.

### Admission requirements:

- Bachelor's degree and other general requirements (see Admission).
- **Initial license** in Health/Family & Consumer Sciences (all levels).
- Three full years experience in the role of that license.

### Further Massachusetts requirements for professional licensure

Students are responsible to meet the following requirements:

- A one year induction program with a trained mentor.
- Three full years of employment in the role of the license.
- 50-hour mentored experience beyond the induction year.

**Prospective students are responsible** for checking with the appropriate state licensure entity to determine whether this program is accepted for licensure in their state.

**Program subject to change:** As Massachusetts requirements for licensure change, the College reserves the right to alter the program.

Master of Education Leading to Massachusetts INITIAL LICENSURE



# Instructional Technology (All Levels)

For licensure: 38 credits, 4 terms • Without licensure: 33 credits, 3 terms

• Program approved by the Mass. Dept. of Elementary &amp; Secondary Education

**SUMMER 1** ..... 15 credits**In residence**EIT691 Professional Seminar I in Instructional Technology  
-Initial Level .....2

Includes clinical journal, assessments, professional growth plan.

EIT600 Using the Computer as a Research Tool for Educators .3

EIT630 Perspectives on Pedagogy, Curric., &amp; the Web .....3

EIT640 Integration of Technology & Computer Applications  
in the Classroom. ....3EIT710 Legal & Ethical Internet Issues for Educational  
Technology. ....3EIT712 Using Educational Technology to Improve Teaching &  
Learning in Math, Science & Language Arts Classroom 3Some of these courses may also be offered in the Fall or Spring in  
distance learning format. See MyCC when web registration opens.**FALL 1** ..... 10 credits**Distance learning**EIT692 Professional Seminar II in Instructional Technology  
-Initial Level .....2

EIT703 Impact of Technology on Education .....3

ESP615 Assistive Technology: Modifying Curriculum  
for Diverse Learners .....3**SPRING 1** .....8 credits**Distance learning**EIT693 Professional Seminar III in Instructional Technology  
-Initial Level .....2Educational Technology Elective — Upper level course (600 or  
higher) chosen with approval of program coordinator . 3

EIT800 Independent Learning Project (take with Seminar III) ...3

**Practicum Prerequisites**

- Pass all teacher tests required by your state for this license. Massachusetts: Communication & Literacy and Instructional Technology (MTEL).
- Pass all required courses.
- Pre-Practicum — 75 hours embedded in EIT600, 630, 640, 703, 710, 712 .....0

**FALL 2** (*licensure students only*).....5 credits**In residence****EIT790 Practicum** — 300 hours .....3

Guided and evaluated by a licensed/certified educator in the classroom and by a licensed/certified Cambridge College supervisor. Practicum locations are subject to state regulations and are to be approved by the program coordinator or regional center director.

**EIT791 Practicum Seminar** .....2

- Exit Performance Portfolio required for credit

**If you enter in the Fall or Spring**

The professional seminar leader will assist you to:

- Take some courses (12 credits maximum, including other transfer credits, before program starts in the summer),
- Meet practicum prerequisites, and/or
- Begin research for your Independent Learning Project.

**Non-licensure option**

All program components are required except the Practicum, Practicum Seminar, and teacher tests. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.

**Prospective students are responsible for:**

- Checking with the appropriate state licensure entity to determine whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program coordinator or regional center director prior to enrollment.

**Admission requirements:** Bachelor's degree and other general requirements (see Admission).**Program subject to change:** As Massachusetts requirements for licensure change, the College reserves the right to alter the program.**Course schedule** subject to change without notice.

Master of Education Leading to Massachusetts INITIAL LICENSURE



# Mathematics (1-6, 5-8, or 8-12)

For licensure: 38 credits, 4 terms • Without licensure: 33 credits, 3 terms

• Program approved by the Mass. Dept. of Elementary &amp; Secondary Education

## Requirements

### Professional Seminar & Project.....9 credits

EME691N-693N Professional Seminar in Mathematics -  
Initial Level — 3 terms @ 2 credits. ....6

Includes clinical journal, assessments, professional growth plan.

EME800 Independent Learning Project (take with Seminar III) ...3

### Initial Licensure Courses ..... 24 credits

#### Take courses for your licensure level ..... 1-6...5-8 .. 8-12

MAT603	Arithmetic to Algebra: Developing Math Patterns & Ideas . . . . .	• . . . •
MAT605	Technol in Math Learning & Teaching . . . . .	• . . . •
MAT607	College Algebra . . . . .	• . . . •
MAT609	Euclidean Geometry. . . . .	• . . . •
MAT611	Calculus I . . . . .	• . . . •
MAT613	Discrete Math . . . . .	• . . . •
MAT615	History of Math . . . . .	• . . . •
MAT618	Math Essentials . . . . .	• . . . •
MAT621	Data Analysis. . . . .	• . . . •
MAT623	Numerical & Geometric Structures. . . . .	• . . . •
MAT625	Number Theory . . . . .	• . . . •
MAT627	Abstract Algebra . . . . .	• . . . •
MAT629	Non-Euclidean Geometry. . . . .	• . . . •
MAT631	Calculus II . . . . .	• . . . •
MAT633	Probability & Statistics . . . . .	• . . . •
MAT635	Applied Math . . . . .	• . . . •

### Practicum (*licensure students only*) .....5 credits

#### Prerequisites

- Pass all teacher tests required by your state for this license.  
Massachusetts: Communication & Literacy and Math 1-6, 5-8, or 8-12 (MTEL).
- Pre-Practicum — 90 hours . . . . .0
- Pass all required courses.

### MAT790 Practicum in Mathematics— 150 hours . . . . .3

Guided and evaluated by a licensed/certified math teacher in the classroom and by a licensed/certified Cambridge College supervisor. Practicum locations are subject to state regulations and are to be approved by the program coordinator or regional center director.

MAT790A Practicum 1-6

MAT790B Practicum 5-8

MAT790C Practicum 8-12

### MAT791 Practicum Seminar in Mathematics Teaching . . . . .2

- Exit Performance Portfolio required for credit.

#### Prospective students are responsible for:

- Checking with the appropriate state licensure entity to determine whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program coordinator or regional center director prior to enrollment.

## Non-licensure option

All program components are required except the Practicum, Practicum Seminar, and teacher tests. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.

## Course Offerings Plan

### EVERY TERM

EME691N-693N Professional Seminar . . . . . start in first term

Take Communication &amp; Literacy test (MTEL) . . . . . first term

EME800 Independent Learning Project . . . . . with Seminar III

### SUMMER

MAT623 Numerical &amp; Geometric Structures

MAT603 Arithmetic to Algebra

MAT605 Technol. in Math . . . . . preqs. MAT607, 609, 611 &amp; 613

MAT607 College Algebra

MAT618 Math Essentials

MAT627 Abstract Algebra. . . . . preq. MAT607

MAT629 Non-Euclidean Geometry . . . . . preq. MAT609

MAT633 Probability &amp; Statistics . . . . . preq. MAT613

### FALL

MAT609 Euclidean Geometry

MAT611 Calculus I . . . . . preqs. MAT607 &amp; 609

MAT615 History of Math. . . . . preqs. MAT607, 609 &amp; 611

MAT625 Number Theory. . . . . preq. MAT611

MAT790 Practicum **and** MAT791 Practicum Seminar

### SPRING

MAT611 Calculus I . . . . . preqs. MAT607 &amp; 609

MAT613 Discrete Math . . . . . preqs. MAT607 &amp; 609

MAT615 History of Math. . . . . preqs. MAT607, 609 &amp; 611

MAT621 Data Analysis

MAT623 Numerical &amp; Geometric Structures

MAT631 Calculus II. . . . . preq. MAT611

MAT635 Applied Math . . . . . preqs. MAT611 &amp; 631

MAT790 Practicum **and** MAT791 Practicum Seminar**Prerequisites** as listed or program coordinator's approval.**Course offerings plan for Cambridge**, subject to change without notice. Regional centers set their own schedules.

**Admission requirements:** Bachelor's degree and other general requirements (see Admission). Applicants for levels 5-8 and 8-12 must take a Cambridge College math placement test. Based on test results and program coordinator's recommendation, selected lower level math courses may be required before initial licensure courses.

**Program subject to change:** As Massachusetts requirements for licensure change, the College reserves the right to alter the program.



Master of Education Leading to Massachusetts INITIAL LICENSURE

# Middle School Mathematics/Science (5-8)

45 credits, 6 terms • initially approved by the Mass. Dept. of Elementary & Secondary Education. Some changes may be required pending approval.

## Requirements

### Professional Seminar & Project.....7 credits

EME691N	Professional Seminar in Mathematics I, Initial Level . . . .	2
ESE691	Professional Seminar I in General Science Education . . . .	2
Includes clinical journal, assessments, professional growth plan.		
ESM800	Independent Learning Project (take with Seminar III) . . . .	3

### Initial Licensure Courses

#### SCIENCE CONTENT..... choose 6 credits

Two courses required from each group of courses below.

#### Physical Sciences

SCI603	Electricity & Magnetism . . . . .	1
SCI609	Transfer of Energy . . . . .	1
SCI615	Forces & Motion . . . . .	1

#### Earth Sciences

SCI607	Structure of the Earth . . . . .	1
SCI613	Earth in the Solar System (required) . . . . .	1
SCI617	Earth's History . . . . .	1

#### Life Sciences

SCI601	Aquatic Ecology . . . . .	1
SCI611	Ocean Science . . . . .	1

#### SCIENCE METHODOLOGY .....9 credits

SCI682	Methods & Materials for Teaching Life Science . . . . .	3
SCI684	Methods & Materials for Teaching Earth Science . . . . .	3
SCI686	Methods & Materials for Teaching Physical Science. . . . .	3

#### MATHEMATICS ..... 18 credits

MAT623	Numerical & Geometric Structures . . . . .	3
MAT607	College Algebra . . . . .	3
MAT609	Euclidian Geometry . . . . .	3
MAT611	Calculus I . . . . .	3
MAT613	Discrete Mathematics . . . . .	3
MAT615	History of Mathematics . . . . .	3

### Practicum .....5 credits

#### Prerequisites

- Pass all teacher tests required by your state for this license.  
Massachusetts: Communication & Literacy and Middle School Mathematics/Science (MTEL).
- Pre-Practicum — 75 hours . . . . . 0
- Pass all required courses.

The practica are guided and evaluated by a licensed/certified educator in the classroom and by a licensed/certified Cambridge College supervisor. Practicum locations are subject to state regulations and are to be approved by the program coordinator or regional center director.

**ESM790M Practicum in Mathematics (5-8)** — 150 hours . . . . . 1.5

**ESM790S Practicum in Science (5-8)** — 150 hours . . . . . 1.5

Home state site under mathematics and science teachers with the appropriate licenses, under Cambridge College supervision.

**ESM791 Practicum Seminar** . . . . . 2

- Exit Performance Portfolio required for credit.

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## Course Offerings Plan

### EVERY TERM

EME691N	Professional Seminar in Math I, Initial Level
ESE691	Professional Seminar I in General Science Education
Take Communication & Literacy test (MTEL) . . . . . first term	
<b>Online science courses</b> — two five-week periods each term; selected courses offered each period.	
ESM800	Independent Learning Project . . . . .with Seminar II

### SUMMER

MAT623	Numerical & Geometric Structures
MAT607	College Algebra
SCI682	Meth. & Mat. for Life Science
SCI684	Meth. & Mat. for Earth Science
SCI686	Meth. & Mat. for Physical Science

### FALL

MAT609	Euclidean Geometry
MAT611	Calculus I . . . . . preqs. MAT609
MAT615	History of Math. . . . . preqs. MAT607, 609 & 611
SCI686	Meth. & Mat. for Physical Science. . . . .in Burlington, MA
ESM790M, 790S	Practicum <b>and</b> ESM791 Practicum Seminar

### SPRING

MAT611	Calculus I . . . . . preq. MAT609
MAT613	Discrete Math . . . . . preq. MAT609
MAT615	History of Math. . . . . preqs. MAT609 & 611
SCI682	Meth. & Mat. for Life Science . . . . .in Burlington, MA
SCI684	Meth. & Mat. for Earth Science . . . . .in Burlington, MA
ESM790M, 790S	Practicum <b>and</b> ESM791 Practicum Seminar

**Course offerings plan for Cambridge**, subject to change without notice. Regional centers set their own schedules.

**Admission requirements:** Bachelor's degree and other general requirements (see Admission). Applicants must take a Cambridge College math placement test. Based on test results and program coordinator's recommendation, selected lower level math courses may be required before initial licensure courses.

#### Prospective students are responsible for:

- Checking with the appropriate state licensure entity to determine whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program coordinator or regional center director prior to enrollment.

**Program subject to change:** As Massachusetts requirements for licensure change, the College reserves the right to alter the program.





Master of Education Leading to Massachusetts INITIAL LICENSURE

# Teacher of Students with Moderate Disabilities (PreK-8 or 5-12)

For licensure: 45 credits, 4-5 terms • Without licensure: 40 credits, 3-4 terms

• Program approved by the Mass. Dept. of Elementary & Secondary Education

## Professional Seminar & Project.....7 credits

ESP691N-692N Professional Seminar in Special Education-Initial  
— 2 terms @ 2 credits . . . . . start in first term

Includes clinical journal, assessments, professional growth plan.

An additional professional seminar may be required, based on the student's experience and progress made in Seminar I.

Take Communication & Literacy test (MTEL) . . . . . first term

ESP800 Independent Learning Project . . . . . take with Seminar II

## Initial Licensure Courses ..... 33 credits

All courses @ 3 credits except as noted:

ELE500	Teaching Phonemics Awareness & Phonics (0 credit) . . . . . every term
ESP592	Adapting Materials & Instruction for Spec Needs Students in Regular Classrooms (1 credit) . . . every term
ESP594	Collab & Consultation Technq (2 credits) . . . every term
MAT623	Numerical & Geometric Structures . . . . . every term
ESP512	Inclusion & Classroom Behavior Mgt . . . . . Summer, Fall
ESP662	Principles of Language Dev Bridging Differences & Disorders . . . . . Summer, Fall
ESP689	Theories of Typical & Atypical Human Development . . . . . Summer, Fall
MAT609	Euclidean Geometry . . . . . Summer, Fall
ESP607	Psycho-Educational Assessment for Teaching Exceptional Children . . . . . Summer, Spring
ESP615	Assistive Technology: Modifying Curric for Diverse Learners . . . . . Summer, Spring
ESP680	Pedagogy in Reading & Eng Lang Arts . . Summer, Spring
ESP695	Laws & Regulations Pertaining to Special Education . . . . . Fall, Spring
MAT618	Math Essentials . . . . . Spring

**Course schedule for Cambridge**, subject to change without notice.  
Regional centers set their own schedules.

## Practicum (licensure students only).....5 credits

### Prerequisites

- Pass all teacher tests required by your state for this license.  
Massachusetts: Communication & Literacy, General Curriculum, and Foundations of Reading (MTEL). For levels 5-12, students may pass either General Curriculum OR the MTEL subject matter test in a core academic subject: English, foreign languages, history, math, music, political science/political philosophy, reading (other than foundations of reading), science, theatre, visual arts.
- Pre-Practicum — 75 hours embedded in courses (0 credit)
- Pass all required courses.

### Practicum (3 credits) . . . . . Fall, Spring

Guided and evaluated by a licensed/certified special educator in the classroom and by a licensed/certified Cambridge College supervisor. Practicum locations are subject to state regulations and are to be approved by the program coordinator or regional center director.

**ESP790A** Practicum (PreK-8) — 300 hours in an inclusive general education setting or 75 hours in an inclusive general education setting and 225 in a separate or substantially separate setting for students with moderate disabilities.

**ESP790B** Practicum (5-12) — 150 hours in an inclusive general education classroom or 75 hours in an inclusive general education classroom and 75 hours in a separate setting for students with moderate disabilities.

### ESP791 Practicum Seminar (2 credits) . . . . . Fall, Spring

- Exit Performance Portfolio required for credit.

## Non-licensure option

All program components are required except the Practicum, Practicum Seminar, and teacher tests. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.

### Prospective students are responsible for:

- Checking with the appropriate state licensure entity to determine whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program coordinator or regional center director prior to enrollment.

**Admission requirements:** Bachelor's degree and other general requirements.

**Program subject to change:** As Massachusetts requirements for licensure change, the College reserves the right to alter the program.



Master of Education Leading to Massachusetts PROFESSIONAL LICENSURE

## Teacher of Students with Moderate Disabilities (PreK-8 or 5-12)

34 credits • 3 terms • Program approved by the Mass. Dept. of Elementary & Secondary Education

### Professional Seminar & Project .....7 credits

ESP691P-692P Professional Seminar in Special Education-  
Professional Level — 2 terms @ 2 credits . . . . . start in first term  
Includes clinical journal, assessments, professional growth plan.

An additional professional seminar may be required, based on the  
student's experience and progress made in Professional Seminar I.

ESP800 Independent Learning Project . . . . .take with Seminar II

### Education Courses ..... choose 12 credits

All courses @ 3 credits:

ESP721	Using Multiple Intelligences & Accelerated Learning Techniq in Teaching Eng Lang Arts, Math, History, Sci . . . . . Summer
EED705	Multicultural Diversity in Workplace & Classroom . . . . . Summer, Fall
EED710	Alternate Assessment Strategies Across Curriculum . . . . . Fall
EED628	Effective Schools . . . . . Spring
EED704	Seminar in Current Educational Issues . . . . . Spring

### Arts & Sciences ..... choose 15 credits

All courses @ 3 credits:

ENG701	Integration of Reading & Writing With Children's Literature . . . . . Summer
ESP701	Students with Disabilities & the Visual Arts . . . . Summer
MAT708	Diagnosis & Remediation of Learning Problems in Math . . . . . Spring, Summer
EIT712	Using Educational Technology to Improve Teaching & Learning in Math, Science, & English Lang. Arts (DL) . . . . . Fall
EIT703	Impact of Technology on Education . . . . . Spring

**Course schedule for Cambridge**, subject to change without notice.  
Regional centers set their own schedules.

#### Admission requirements:

- Bachelor's degree and other general requirements (see Admission).
- Initial licensure in moderate special education.
- Three full years experience in the role of that licensure.

**Prospective students are responsible** for checking with the  
appropriate state licensure entity to determine whether this program  
is accepted for licensure in their state.

**Program subject to change:** As Massachusetts requirements for  
licensure change, the College reserves the right to alter the program.

#### Further Massachusetts requirements for professional licensure

Students are responsible to meet the following requirements:

- A one year induction program with a mentor
- Three full years of employment in the role of the licensure
- 50-hour mentored experience beyond the induction year

Master of Education With Concentration

# Autism/Behavior Analyst

MEd: 39 credits (45 credits with fieldwork)  
 Post-master's certificate: 15 credits (21 credits with fieldwork)  
 BCBA course sequence approved by the Behavior Analyst Certification Board.



**Professional Seminar & Project.....9 credits**

ESP691S-693S Professional Seminar in Special Education/  
 Autism Spectrum Disorders — 3 terms @ 2 credits . . . . . every term  
 ESP800 Independent Learning Project @3 credits  
 (take with Seminar III) . . . . . every term

**Autism & Special Education Courses..... 15 credits**

ESP610 Autism: History, Prevalence, Diagnosis  
 & Characteristics . . . . . Summer, Fall (DL)  
 ESP615 Assistive Technology: Modifying Curriculum  
 for Diverse Learning Styles . . . . . Summer, Spring  
 ESP616 Communication Disorders (ASD) . . . . . Summer, Spring

**Electives—choose two**

ESP635 Teaching & Curriculum Development  
 /Students with Severe Disabilities . . . . . Summer  
 ESP630 Social & Psychological Perspectives  
 of Children With Autism . . . . . Summer, Spring  
 ESP695 Special Education Laws  
 & Regulations . . . . . Summer, Spring (DL)  
 ESP621 Assessment & Appraisal Process (ASD) . . . . . Spring



**Behavior Analyst Certificate..... 15 or 21 credits**

May be taken alone as a post-master's certificate, or as part of this master's degree.

**BCBA Course Sequence . . . . . 15 credits**

All BCBA courses @ 45 contact hours.  
 ESP622 Basic Applied Behavior Analysis (ASD) . . . . . Fall 1  
 ESP726 Advanced Applied Behavior Analysis (ASD) . . . . Spring 1  
 ESP723 Implementing Behavior Analysis in  
 Educational Settings (ASD) . . . . . Summer  
 ESP724 Research Design & Ethical Considerations  
 in Applied Behavior Analysis . . . . . Fall 2  
 ESP722 Clinical Applications of Applied Behavior  
 Analysis (ASD) . . . . . Spring 2

**Fieldwork Practicum (optional) . . . . . 6 credits**

ESP792 A,B,C BCBA Fieldwork Practicum —  
 3 terms @ 2 credits (1000 hours total)

Fieldwork, supervised by board certified behavior analyst (BCBA), is required for candidates to sit for the BCBA certificate examination. The fieldwork may be scheduled through Cambridge College at an approved placement or through alternative arrangements. Fieldwork is arranged according to the availability of the BCBA supervisor and the off-campus treatment setting.

Master of Education With Concentration

# Autism Specialist

36 credits, 3 terms • This program does not satisfy licensure requirements for K-12 public school teachers.

**Professional Seminar & Project.....9 credits**

ESP691S-693S Professional Seminar in Special Education/  
 Autism Spectrum Disorders — 3 terms @ 2 credits . . . . . every term  
 ESP800 Independent Learning Project @3 credits  
 (take with Seminar III) . . . . . every term

**Autism & Special Education Courses ..... 27 credits**

ESP689 Theories of Typical & Atypical Human  
 Development . . . . . Summer, Fall  
 ESP610 Autism: History, Prevalence, Diagnosis  
 & Characteristics . . . . . Summer, Fall (DL)  
 ESP616 Communication Disorders (ASD) . . . . . Summer, Spring  
 ESP621 Assessment & Appraisal Process (ASD) . . . . . Spring  
 ESP625 Behavior Management (ASD) . . . . . Summer  
 ESP630 Social & Psychological Perspectives  
 for Students with Severe Disabilities . . . . . Summer  
 ESP635 Teaching & Curriculum Development  
 for Students with Severe Disabilities . . . . . Summer  
 ESP615 Assistive Technology: Modifying Curriculum  
 for Diverse Learning Styles . . . . . Summer, Spring  
 ESP695 Laws & Regulations Pertaining to Special  
 Education . . . . . Fall, Spring (DL)

**Admission requirements:** Bachelor's degree and other general requirements (see Admission). Master's degree required if enrolling in Certificate in Applied Behavior Analysis only.

**Cambridge College offers this program in collaboration with the Evergreen Center and Beacon Services.** The Evergreen Center is a residential treatment center and school serving students diagnosed with autism and related developmental disabilities. Beacon Services is a private practice of behavioral educators founded on applied behavioral analysis principles.

**Students are responsible** for monitoring and understanding the requirements set by the Behavior Analyst Certification Board, and for ensuring that their program of study complies with all requirements for BCBA certification.

**Program and course schedule** subject to change without notice.



Master of Education with Concentration



# Early Education & Child Care

**39 credits • 4 terms •** This program satisfies national standards for early child care professionals. It does not satisfy licensure requirements for K-12 public school teachers.

**Professional Seminar & Project..... 12 credits**

- EEC691-693 Professional Seminar: Early Education & Child Care — 3 terms @ 3 credits . . . . .9
- EEC800 Independent Learning Project (take with Seminar III) . . . .3

**Courses ..... 21 credits**

- ELE500 Teaching Phonemic Awareness & Phonics . . . . .0
- ELE510 Developmental Psychology . . . . .3
- ELE521 Teaching Reading & Writing in the Early Childhood & Elementary Curriculum . . . . .3
- ELE653 Teaching Science & Technology in Early Childhood & Elementary Curriculum . . . . .3
- ELE593 Integration of Visual Arts for the Early Childhood & Elementary Curriculum . . . . .1
- ELE594 Integrating Physical Education into the Early Childhood & Elementary Curriculum . . . . .1
- ELE620 Integration of Children’s Literature in Early Childhood & Elementary Curriculum . . . . .3
- ESP662 Principles of Language Development Bridging Difficulties and Disorders. . . . .3
- MAT618 Math Essentials . . . . .3
- DMG615 Developing a Business Plan . . . . .1

**Practicum .....6 credits**

Includes field experience in a PreK-K setting (in the student’s workplace or an assigned practicum placement) with supervision by qualified Cambridge College faculty and a licensed, site-based teacher.

**EEC791-793 Practicum I, II, III: Early Education & Child Care — 3 terms @ 2 credits . . . . .6**

- Each practicum requires 75 hours for a total of 225 hours.
- Practicum is required for program completion.
- Professional seminar required concurrently.
- Exit portfolio required each term for credit.

**Admission requirements:** Bachelor’s degree and other general requirements (see Admission).

**Career opportunities:** This program prepares students for careers in the public and private sectors working with young children from infancy to age six. Students gain a foundation and understanding of the developmental needs at various ages of young children through effective curriculum preparation, teaching practices, and student evaluations.

**National Association for the Education of Young Children (NAEYC):** This program meets NAEYC standards, which can lead to career opportunities in the field. Students may apply for a student membership (visit [naeyc.org](http://naeyc.org)). This program does not lead to public school licensure/certification.

**Program starts in Fall term only** and requires four consecutive terms.

**Transfer students:** Students in other Cambridge College education programs, who are not applying for public school licensure/certification, may apply to this program with permission of the program coordinator.

They must take this program’s practicum, DMG615, and any other required courses not yet completed. The practicum may take place for these students in one term but cannot be used for certification.

**Program and course schedule** subject to change without notice.



Master of Education With Concentration

# Interdisciplinary Studies

32 credits • 3 terms • This degree program does not satisfy licensure requirements for K-12 public school teachers.

## Professional Seminar & Project.....9 credits

EED691-693 Professional Seminar — 3 terms @ 2 credits . . . . .6  
 EED800 Independent Learning Project (take with Seminar III) . . . . .3

## Theory & Practice of Education.....2 credits

EED590 (Fall) and 591(Spring) . . . . .2

## Courses..... 21 credits

Choose seven 3-credit graduate courses in education, counseling psychology, and/or management in consultation with professional seminar leader.

**Goals** — Students will develop, in consultation with their professional seminar leader who is their faculty advisor: Overall goals for an individualized program of studies that will augment their knowledge and skills in their profession, develop new skills, and in some instances prepare them for a career transition; and a rationale for each course selected. (Note: the program can not prepare students for licensure.)

**Assessment** — Students can meet with their faculty advisor in professional seminar and by appointment to assess whether their professional needs are being met.

**Independent learning project** — Students will develop an independent learning project (ILP) that supports some aspect of their professional and/or personal growth.

**Admission requirements:** Bachelor's degree and other general requirements (see Admission)

**12 transfer credits may be accepted:** Transfer courses must meet all general criteria for transfer (see Transfer of Credit).

**If nine or more transfer credits are accepted,** the Professional Seminar is reduced to two terms and the Theory & Practice of Education to one credit.

## Suggested Courses

Selected courses offered each term, subject to sufficient enrollment. Other courses may be requested early in the preceeding term by contacting the interdisciplinary program coordinator or seminar leader.

- EED564 Motivation & Teaching . . . . .every term
- EED604 Social Science Research: Writing Your ILP . . .every term
- EED610 Strategies for Teaching Critical Thinking  
Across the Curriculum . . . . .every term
- EED615 Intro to Integrative Learning & Learning Styles. . every term
- EED647 Human Brain / Human Learning . . . . .every term
- EED704 Seminar in Current Educational Issues . . . . .every term
- EED705 Multicultural Diversity in the Workplace . . . . .every term
- EED518 Effective Classroom Discipline Strategies . . . Fall, Spring
- EED560 Models of Teaching. . . . . Fall, Spring
- EED628 Effective Schools . . . . . Fall, Spring
- EED710 Strategies for Teaching Alternative  
Assessment Across the Curriculum. . . . . Fall, Spring
- EED586 How to Reach & Teach All Students Using  
Multiple Intelligences. . . . .Fall, Summer
- EED669 Language and Literacy for Teachers K-12 .Fall, Summer
- ENG701 Integration of Reading & Writing . . . . .Fall, Summer
- EED617 Developing Social Responsibility in Learners . . . . .Spring
- EED715 Theory and Practice of Accelerated Learning . . . . .Spring
- EED520 Civil Rights and Social Justice. . . . . Spring, Summer
- EED544 Teacher As Artist. . . . . Spring, Summer
- EED584 Images and Information: An African  
American Woman's Notebook. . . . . Summer
- EED623 Classroom Mgt Using Accelerated Learning . . . Summer
- EED642 Succeeding with the Resistant Student . . . . . Summer
- EED644 Theories of Leadership . . . . . Summer
- EDU612 From Writing to Reading . . . . . Summer
- EDU625 Reading Comprehension in the Content Areas . Summer
- EDU630 Emergent Literacy: Reading, Writing, & Oral  
Development in the Early Classrooms . . . . . Summer
- EDU632 Understanding Reading K-5 . . . . . Summer

**Course schedule for Cambridge,** subject to change without notice. Regional centers set their own schedules.



Cambridge College certificate of completion

# Applied Neuroscience

12 credits • 1 term

- EED647 Human Brain/Human Learning **or**  
(new) Neuroanatomy & Neurophysiology of Brain Behavior . . . .3
- (new) Introduction to Neurofeedback: Hands-On Approach . . . .3
- EED641 The Brain & Irlen Syndrome. . . . .3
- (new) The Brain, Irlen Syndrome & Neurotherapy . . . . .3

Educators, school nurses, healthcare workers, therapists and counselors will gain updated knowledge about the brain, and practical applications of current research in EEG neurofeedback, scotopic sensitivity syndrome and brain-based classroom Instruction to their work with children and adults. Courses include hands-on experience.



Cambridge College certificate of completion

# Mathematics Specialist

12 credits • 1 term

Choose math specialist option in elementary/middle school or high school math, and take courses as outlined below.

3-credit courses for your Math Specialist choice		Elem/Middle School	High School
MAT603	Arithmetic to Algebra: Developing Math Patterns & Ideas . . . . .	●	
MAT623	Numerical & Geometric Structures . . . . .	●	
MAT615	History of Math. . . . .	●	●
MAT708	Diagnosis & Remediation of Learning Problems in Math . . . . .	●	●
MAT611	Calculus I . . . . .		●
MAT609	Euclidean Geometry . . . . .		●

Cambridge College certificate of completion

# English as a Second Language

12 credits • 1 term

- ESL631 Second-Language Acquisition & Culture . . . . .3
- ESL635 Sheltered English Instruction & Assessment . . . . .3
- ESL620 Teaching Reading and Writing to Limited English  
Proficient Students . . . . .3
- ESL630 Equitable Assessment of English Language Learners . . .3

These courses develop the skills and knowledge described in the four major professional development categories outlined in the June 15, 2004 memo from the Massachusetts Commissioner of Education entitled "Guidance on Qualifications for Teachers in Sheltered English Immersion Classrooms."

**Admission requirements:** Bachelor's degree and other general requirements (see Admission).

**Programs and course schedules** subject to change without notice.

**Certificate and degree options:** These courses may be taken as a Cambridge College certificate of completion, or evaluated for transfer into a Master of Education degree program. Courses must meet current program requirements at time of matriculation.



Master of Education With Concentration  
**Library Teacher**

**33 credits • 3 terms** • This degree program does not satisfy licensure requirements for K-12 public school teachers.

**Professional Seminar & Project**.....9 credits  
 Offered EVERY TERM; start in first term

- ELM691N-693N Professional Seminar — 3 terms @ 2 credits . . . .6
- ELM800 Independent Learning Project (take with Seminar III) . . . .3

**Courses**..... 24 credits

All courses @ 3-credits

- ELM509 Overview of the School Library Program . . . Fall, Summer
- ELM523 Children’s Literature . . . . . Fall, Summer
- ELM515 Evaluation, Selection, & Management of Learning Resources . . . . . Fall
- ELM517 Literature for Young Adults . . . . . Spring, Summer
- ELM521 Reference Resources . . . . . Spring, Summer
- ELM561 Production of Instructional Materials . . . Spring, Summer
- ELM532 New Technologies in the School Library . . . . . Spring

**Elective** — One education course; special education or general education recommended . . . . . 3

**Course schedule for Cambridge**, subject to change without notice. Regional centers set their own schedules.

**Admission requirements:** Bachelor’s degree and other general requirements (see Admission).

Master of Education With Concentration

**Information Technology Literacy**

**33 credits, 3 terms** • This degree program does not satisfy licensure requirements for K-12 public school teachers.

**Professional Seminar & Project**.....9 credits  
 Offered EVERY TERM; start in first term

- ETL691-693 Professional Seminar — 3 terms @ 2 credits . . . . . 6
- ETL800 Independent Learning Project (take with Seminar III) . . . .3

**Courses**..... 24 credits

All courses @ 3-credits

- EIT600 Using the Computer as a Research Tool for Educators . . . . . Summer
- EIT630 Perspectives on Pedagogy, Curric, & the Web. . Summer
- EIT712 Using Educ Technol to Improve Teaching & Learning in Math, Science & Language Arts Classroom . Summer
- ELM561 Production of Instructional Materials . . . Spring, Summer
- ESL625 Technology for Linguistically Diverse Classrooms . . . . . Spring, Summer
- EIT703 Impact of Technology on Education . . . . . Fall
- ELM515 Evaluation, Selection, & Management of Learning Resources . . . . . Fall
- ELM532 New Technologies in the School Library . . . . . Spring

**Course schedule for Cambridge**, subject to change without notice. Regional centers set their own schedules.

**Admission requirements:** Bachelor’s degree and other general requirements (see Admission)

**12 transfer credits may be accepted:** Transfer courses must meet all program requirements and general criteria for transfer (see Transfer of Credit). Technology courses must have been completed within three years of enrollment.

**For more information**, contact program coordinator: Hormoz Goodarzy at 617-873-0269, hormoz.goodarzy@cambridgecollege.edu



Master of Education With Concentration

# School Nurse Education

**32 credits • 3 terms • Starts in Summer** • In Massachusetts only, this degree program may lead to PROFESSIONAL LICENSURE as a school nurse. In other states, this program may not satisfy licensure requirements. You must check with your state licensing/credentialing authorities.

**SUMMER** program begins ..... 15 credits

**With the National Institute for Teaching Excellence**

ESN691	Professional Seminar I	0
ESN660	Principles, Process, & Practices of School Health Management	3
ESN710	Dealing With Grief & Loss: the Role of Educators & School Nurses	3
ESN725	Legal Responsibilities & Ethical Issues for School Nurses	3
ESN750	Evaluation of School Health Programs	3
ESN780	School Nurse Leadership in the School & Community	3

**FALL** .....8 credits

ESN692	Professional Seminar II (online)	2
ESN800	Independent Learning Project ; (take with Seminar II)	3

**Elective related to school nursing** (see below; limited selection offered online & at regional centers) .....3

**SPRING** .....9 credits

**Elective related to school nursing** (see below; limited selection offered online & at regional centers) .....9

**Electives** must be in the areas of behavioral management, health/family & consumer sciences, instructional technology, counseling psychology, school guidance, school nursing, special education, or teaching skills & methodologies. If electives in these areas are not available, other courses in education may be taken as electives with program coordinator's approval.

**If you enter in the fall or spring**

- Work with program coordinator to choose electives and/or begin research for the Independent Learning Project.

**Admission requirements:**

- Bachelor's degree and other general requirements (see Admission).
- Registered nursing license (RN).

**12 transfer credits may be accepted:** Six credits must be in education or nursing. Six credits may be in any area of study. Transfer courses must meet all general criteria for transfer (see Transfer of Credit).

**Program and course schedule** subject to change without notice.

## Advanced School Nursing Practice • Post-Master's Certificates



Cambridge College certificate of completion

### Health Promotion

15 credits • 2 terms

**SUMMER** .....9 credits

EHE660	Family & Interpersonal Health: Promoting Mental Health Through School-Based Interventions	3
EHE610	Principles of Health Promotion & Disease Prevention: Public Health Issues	3
EHE709	The Interdependence Between the Ecological Environment & Human Health	3

**FALL** .....6 credits

EHE707	Aspects of Violence Prevention: Special Concerns in Today's School Environment	3
EHE701	Current Research on the Interrelationship of Risk Factors	3

Cambridge College certificate of completion

### Health Education

15 credits • 2 terms

**SUMMER** .....9 credits

EHE680	Teaching Skills for Risk Reduction & Positive Behavior Change	3
EHE620	Curriculum Implementation in the Health Classroom	3
EHE713	Assessing Health Literacy	3

**FALL** .....6 credits

EHE670	Building & Evaluating Coordinated School Health Programs	3
EHE703	New Perspectives in Teaching Human Sexuality	3

**Admission requirements:**

- Master's degree and other general requirements (see Admission).
- Registered nursing license (RN).

**Programs and course schedules** subject to change without notice.



Master of Education With Concentration  
**Literacy Education**

**32 credits • 3 terms •** This degree program does not satisfy licensure requirements for K-12 public school teachers.

**SUMMER program begins . . . . . 15 credits**  
EUL691 Professional Seminar I . . . . . 0

**Literacy specialist options — choose one**

**EARLY LITERACY Grades 1-5**

- EDU630 Emergent Literacy: Reading, Writing & Oral Development in the Early Grades . . . . . 3
- ESL631 Second-Language Acquisition & Culture . . . . . 3
- EDU632 Understanding Reading K-5 . . . . . 3
- EDU635 Developing Writing Skills in the Early Childhood Years . . 3
- ELE620 Integration of Children’s Literature in Early Childhood & Elementary Curriculum . . . . . 3

**MIDDLE & SECONDARY LITERACY Grades 6-12**

- EDU602 Theory & Practice of Teaching Reading Comp (8-12) . . . 3
- EDU612 From Writing to Reading . . . . . 3
- EDU622 Active Assessment for Active Reading. . . . . 3
- EDU625 Reading Comprehension in the Content Areas . . . . . 3
- EED669 Language & Literacy for Teachers K-12. . . . . 3

**FALL . . . . . 8 credits**

**Distance learning and/or regional centers**

- EUL692 Professional Seminar II (online) . . . . . 2  
(includes plan to implement in your classroom)
- EUL800 Independent Learning Project with focus on literacy education (take with Seminar III) . . . . . 3
- One literacy elective . . . . . 3

**SPRING . . . . . 9 credits**

**Distance learning and/or regional centers**

- One Literacy Elective. . . . . 3
- Two literacy or education electives . . . . . 6

**Course schedule for Cambridge**, subject to change without notice. Regional centers set their own schedules.

**Fall & Spring**

- Up to 11 credits may be taken in a term. You may adjust your program accordingly.
- If transfer credits are accepted, your program may be completed in the Fall.

**Admission requirements:** Bachelor’s degree and other general requirements (see Admission).

**12 transfer credits may be accepted:** Six credits must be in literacy education; six credits may be in other areas of education. Transfer courses must meet all general criteria for transfer (see Transfer of Credit).

Master of Education With Concentration

**Teaching Skills & Methodologies**

**32 credits • 3 terms •** This degree program does not satisfy licensure requirements for K-12 public school teachers.

**Professional Seminar & Project . . . . . 9 credits**

- EED691-693 Professional Seminar  
3 terms @ 2 credits; start in first term . . . . . every term
- EED800 Independent Learning Project  
take with Seminar III . . . . . every term

**Courses in Education . . . . . 2 credits**

- EED590-591 Theory & Practice of Education — 2 terms @ 1 credit . . . . . Fall, Spring

**Skills & Methodologies . . . . . choose 12 credits**

**Choose four courses @ 3-credits**

- EED586 How to Teach & Reach All Students Using Multiple Intelligences . . . . . Summer
- EED623 Classroom Management Using Accelerated Learning . . . . . Summer
- EED704 Seminar in Current Educational Issues . . . . Summer, Fall
- ESP512 Inclusion & Classroom Behavior Management . Summer, Fall
- EIT640 Integration of Technology & Computer Applications in the Classroom . . . . . Summer, Spring
- EED705 Multicultural Diversity Issues at Workplace & Classroom . . . . . Fall, Spring
- EED710 Alternate Assessment Strategies Across Curriculum . . . . . Fall, Spring
- ELE630 Classroom Management with Models of Teaching . . . Fall

**Content Electives. . . . . choose 9 credits**

Choose content courses in mathematics, science, health, literacy, English as a second language.

**Course schedule for Cambridge**, subject to change without notice. Regional centers set their own schedules.

**Admission requirements:** Bachelor’s degree and other general requirements (see Admission).

**12 transfer credits may be accepted:** Transfer courses must meet all general criteria for transfer (see Transfer of Credit). Three credits must be in content courses; nine credits must be in teaching skills & methodology.

**If nine or more transfer credits are accepted**, the Professional Seminar is reduced to two terms and the Theory & Practice of Education to one credit.

**Each term, some of the courses listed will be offered.**

# Department of Educational Leadership

## Introduction and Policies [www.cambridgecollege.edu/edleadership](http://www.cambridgecollege.edu/edleadership)

The Department of Educational Leadership is committed to making a systemic difference at the local, regional, and national levels of the educational system by developing a new generation of educational leaders who are able to work collaboratively to find ethical and socially responsible research-based solutions to the concrete and complex challenges facing K-12 school systems. The department offers a master of education in school administration, C.A.G.S. programs in school administration, curriculum and instruction, and special education administration, and a doctor of education (Ed.D.) in educational leadership. All our programs are presently linked by three threads: transformative leadership, educational renewal, and social justice. We are also in the process of linking all programs through the adoption of the ELCC standards as the basis for defining learner outcomes.

### **Cohort-Based Education**

Our cohort-based instructional model provides students with a built-in network of committed educators. The sequence of courses allows a cohort to develop professional relationships, support systems, and partnerships that will help sustain learning, research, and professional development. All cohorts are guided by experienced advisors who help students link coursework, practicum, research design, the culminating project, and contemporary educational issues.

### **Master Practitioner-Scholars**

Our programs are taught by highly qualified faculty with extensive scholarly and/or practical K-12 experience. Students take courses from seasoned researchers and practitioners who work collaboratively to support each one's professional growth and development.

### **Social Justice-Oriented Education**

Our cohort-based instructional model provides students with a built-in network of committed educators. The sequence of courses allows a cohort to develop professional relationships, support systems, and partnerships that will help sustain learning, research, and professional development. All cohorts are guided by experienced advisors who help students link coursework, practicum, research design, the culminating project, and contemporary educational issues.

PLEASE NOTE: Beginning in 2012, doctoral cohorts will be admitted every other year. A cohort will be admitted in 2012, with the next cohort beginning in 2014. The application deadline for admission to the Summer, 2012 cohort is January 15, 2012. All application materials must be received by that date in order to be considered for the Summer 2012 cohort. Notification of decisions will begin April 1st.

Cambridge College is committed to fostering equity and social justice at all levels of the educational system. Our graduates are making a difference at the classroom, school, district, state, and national levels.

### **Theory Into Practice**

Our programs actively support the transformation of research into meaningful change. Masters-level students complete a school improvement plan; C.A.G.S.-level students complete an action research project; and doctoral-level students complete a dissertation with the intent of promoting the interest of the community and the learners served by their organization.

### **Program Objectives**

- Develop an in-depth understanding of schools—their actual conditions, problems and potential for improvement.
- Understand the role of schools in a community and a democratic society.
- Work with parents, communities, and political structures to ensure quality instruction for children.
- Acquire quantitative and qualitative research skills needed to gather and analyze data surrounding a specific problem or set of problems.
- Develop and implement data-informed strategies for addressing deeply rooted, complex problems.
- Develop the capacity to organize, communicate and apply knowledge.
- Develop ability to work cooperatively yet think and act independently.
- Emerge as educational leaders who are proud and confident of their skills.

### **Administrator Licensure**

Administrator licensure may be earned in the M.Ed. or C.A.G.S. At this time, course work is structured in accordance with the Massachusetts common standards for administrators. These competencies are embedded throughout the course work, practicum, and research project. For general information about practicum, teacher tests and licensure, see the School of Education introduction.

## Doctor of Education

The Doctor of Education in Educational Leadership equips practitioner-scholars to become more effective leaders through improved analytical and research skills. It develops community-oriented and culturally competent leaders who epitomize the ideal of the practitioner-scholar. Our goal is to develop a new generation of social justice leaders in education who work collaboratively to find research-based solutions to the concrete and complex challenges facing K-12 school systems.

PLEASE NOTE: Beginning in 2012, doctoral cohorts will be admitted every other year. A cohort will be admitted in 2012, with the next cohort beginning in 2014. The application deadline for admission to the Summer, 2012 cohort is January 15, 2012. All application materials must be received by that date in order to be considered for the Summer 2012 cohort. Notification of decisions will begin April 1st.

- Educational Leadership Mission** The Educational Leadership Doctoral Program (ELDP) offers an intensive and rigorous degree program that embraces and extends the Cambridge College mission. Our focus is building quality leadership capacity for social justice through collegial engagement with theory, practice, and research.
- Vision** By providing our students with a supportive and challenging preparation in theory, practice and research, we develop skilled leaders who act on the belief that there can be no true equity without excellence, just as there can be no true excellence without equity.
- Program Advising** Students advance through the doctoral program with the help of faculty members who serve as guides and advisors for various aspects and stages of the program. In addition, doctoral students are assigned to select committees of faculty, consistent with requirements detailed in the Cambridge College Dissertation Handbook to examine and approve the student's progress through program requirements.
- Upon admission to the doctoral program, students are assigned a program advisor. The program advisor helps the student plan the first year's course of study and prepare for the requisite research prospectus for doctoral candidacy, which is scheduled after completion of EDL940 at the end of Summer 2. Program advisors are typically assigned on the basis of current faculty advising load and compatibility of the student's interest and advisor's interests and expertise. Students may request assignment to a specific program advisor, but such requests will be honored only with the consent of the faculty member.
- Written Doctoral Exam** At the end of the first year for Cohort 6 and all subsequent cohorts, all doctoral students will be required to take a written exam upon completion of EDL940. Successful completion of the exam, EDL940, and the research prospectus allows the student to change status from doctoral student to doctoral candidate.
- Proposal Defense & IRB Review** Upon completion of the proposal, all doctoral candidates are required to defend their proposal to their committee and another doctoral faculty member acting as a representative for the program. Successful defense is required before the doctoral candidate can submit an IRB proposal for review – a review by the Institutional Review Board (IRB) that approves the research methodology for studies to ensure that the rights and welfare of human subjects involved in the research study are not abrogated or endangered. Unless special dispensations are agreed to in advance for extraordinary circumstances, no doctoral candidate is allowed to proceed with his or her fieldwork until IRB approval is given.
- Dissertation** Following successful completion of the research prospectus, which will indicate admission to candidacy, the student selects an advisor and faculty committee to supervise and evaluate the dissertation proposal and dissertation. Selection of the chair is based on subject matter expertise. The student may request that the program advisor continue as dissertation chair if the advisor's subject matter expertise is appropriate to the topic of the dissertation, but it is appropriate for changes in advisor to be made at this point. It is the student's responsibility to discuss the selection of the dissertation chair with the program advisor and to discuss the selection of the dissertation committee with the dissertation chair. A minimum of three individuals with terminal degrees and expertise in the research topic is required for all doctoral committees. In consultation with the dissertation chair, then, the student selects a dissertation committee of at least two other Cambridge College doctoral faculty members who must approve the student's program of study and evaluate the student's dissertation proposal. Faculty members may accept or decline a student's request to serve as committee members.
- A third reader from outside Cambridge College may be added to the committee structure at this time. This person must have a terminal degree and should have familiarity with dissertation topic and research for which she has been asked to serve as outside reader. A proposed committee member who is not a member of the Cambridge College doctoral faculty will have to be vetted by the entire department prior to formal approval to include this person as a member of the student's doctoral committee. Faculty members may accept or decline a student's request to serve as dissertation advisor or as a member of the dissertation committee.



Doctoral candidates wanting to graduate and participate in graduation ceremonies must defend no later than March 31 in order to allow for any post-defense changes that may be required to fully meet the Committee's expectations and a final review to ensure that the final dissertation is ready for submission to UMI Dissertation Publishing. If post-defense changes are not successfully completed by mid-May and other reviews not completed by the third week in May, the doctoral candidate will not be able to participate in the next graduation ceremony.

- Residency** The anchor points of the doctoral program are the two summer residencies required of students. The residencies provide the opportunity for intensive instruction, research, and interaction within a scholarly community with access to the rich research resources of Boston and Cambridge.
- Doctoral Seminars** A unique feature of the Cambridge College doctoral program is the doctoral seminar series. This series of four seminars in which the entire doctoral faculty participate, focus on critical topics in the development of the intellectual skills and attitudes that characterize practitioner researchers. Students have the opportunity to engage in scholarly discussions with faculty who are accomplished as both researchers and educational practitioners.
- Transfer of Credit** With prior approval of the program director, students may transfer up to 21 graduate credits (up to 9 master's degree credits and/or up to 12 C.A.G.S. or Ed.S. credits). Requests for transfer must be made at the time of application. Transfer is made after careful consideration of the course content, grade, and issuing institution. Application for transfer of credit does not guarantee approval.

## Leadership Career and Degree Paths

After teaching for a time, the next steps in your career may become clearer. Perhaps you find yourself a leader among your colleagues, and you have discovered a passion and ability to organize other people toward change in your school and community. School leadership — as a principal, superintendent or supervisor — may be your next career step.

After some years as a licensed principal or other school leader, you find that you're capable of expanding your reach beyond your school or your school system. Possibly, you find yourself with the drive and experience necessary to teach and mentor others to be educators. Or, perhaps you have encountered a specific educational problem that you know you could solve if you were better equipped as a researcher.

The School of Education at Cambridge College can help you reach your goals of serving our children, our schools and our communities through its Educational Leadership programs:

- Prepare for Administrator Licensure** Prepare for initial licensure (credential) as a school administrator with our M.Ed. or C.A.G.S..
- Master of Education (M.Ed.).
  - Certificate of Advanced Graduate Studies (C.A.G.S.). The C.A.G.S. is comparable to an Education Specialist (Ed.S.) degree, and many states consider them to be equivalent.

- Licensed School Administrators** If you are already a licensed school administrator (or are not yet seeking licensure), you can choose another concentration of interest and become more knowledgeable in another area.
- Prepare for licensure as a school or central office administrator.
  - Learn to do action-based research and prepare a school improvement plan.
  - Increase your earning potential as an educator.
  - Strengthen and lead school-wide and district-level educational reform.

- Educational Leaders** Become a practitioner-scholar with our doctor of education program:
- Conduct and apply original research, analyze findings, develop solutions based upon the data, and put them into action.
  - Transform your schools and districts through enactive, collaborative social-social leadership.
  - Expand the reach of your leadership from the classroom or school-level to the district and state level.
  - Teach at the college or university level.

Master of Education Leading to Massachusetts INITIAL LICENSURE

# School Administration

For licensure: 37 credits, 4 terms • Without licensure: 32 credits, 4 terms

Program approved by the Mass. Dept. of Elementary & Secondary Education for • Superintendent/Assistant Superintendent (all levels)  
• Principal/Assistant Principal (levels PreK-6, 5-8, 9-12) • Supervisor/Director (at level of prerequisite license)



## Requirements

### Professional Seminar & Project . . . . . 11 credits

EAD691N-694N Professional Seminar in School Administration  
-Initial Level — 4 terms @ 2 credits . . . . .8  
Includes clinical journal, assessments, professional growth plan.  
EAD800 Independent Learning Project . . . . .3

### Initial Licensure Courses . . . . . 21 credits

EAD662 Contemporary Issues & Topics in Educational Admin . . . .3  
EAD684 Selection, Development, & Supervision  
of Educational Personnel . . . . .3  
EAD688 Legal Aspects of School Administration . . . . .3  
EAD690 Finance & Business Admin for School Administrator . . .3  
EAD712 Curriculum Development, Assessment &  
Improvement for the School Administrator. . . . .3  
EAD782 Reconceptualization of Schools . . . . .3

EAD720 Advanced Systems Theory — for Supt/Asst Supt **or**  
One Elective — for Princ/Asst Princ or Superv/Dir — graduate course  
in education, counseling psychology, or management that supports  
competency development for the license sought, or a course  
approved for transfer by program coordinator . . . . .3

### Practicum (*licensure students only*) . . . . .5 credits

#### Prerequisites

- Pass all teacher tests required by your state for this license.  
Massachusetts: Communication & Literacy (MTEL).
- Pre-Practicum — 75 hours . . . . .0
- Pass all initial licensure courses.

#### Practicum — 300 hours in role & level of license sought . . . . .5

Guided and evaluated by a licensed/certified school administrator in  
the classroom and by a licensed/certified Cambridge College supervi-  
sor. Practicum locations are subject to state regulations and are to be  
approved by the program coordinator or regional center director.

- EAD790A Supt/Asst Supt (all levels)  
EAD790B Princ/Asst Princ (PreK-6)  
EAD790C Princ/Asst Princ (5-8)  
EAD790D Princ/Asst Princ (9-12)  
EAD790E Superv/Dir (at level of prerequisite license)
- Exit Performance Portfolio required for credit.

### Non-licensure option

All program components are required except the Practicum and  
teacher tests. Non-licensure students must complete all course  
contact hours and pre-practicum hours embedded in the courses.

## Course Offerings Plan

### EVERY TERM

EAD691N-694N Professional Seminar sequence . . . . . start in first term  
Take Communication & Literacy test (MTEL) . . . . . first term  
EAD790 Practicum **and** EAD693N or 694N  
EAD800 Independent Learning Project . . . . . last term

### SUMMER

EAD662 Contemporary Issues & Topics in Educ Admin  
EAD684 Selection Dev Supervision of Educ Personnel  
EAD712 Curric Dev Assess & Improvement  
EAD782 Reconceptualization of Schools  
EAD690 Finance & Business Admin  
EAD720 Advanced Systems Theory **or** Elective

### FALL

EAD684 Selection Dev Supervision of Educ Personnel  
EAD688 Legal Aspects of School Admin . . . . .DL  
EAD690 Finance & Business Admin  
EAD712 Curric Dev Assess & Improvement

### SPRING

EAD662 Contemporary Issues & Topics in Educ Admin  
EAD688 Legal Aspects of School Admin  
EAD690 Finance & Business Admin . . . . .DL  
EAD782 Reconceptualization of Schools

**Course offerings plan for Cambridge**, subject to change without  
notice. Regional centers set their own schedules.

**Admission requirements:** Bachelor's degree and other general  
requirements (see Admission) and:

**School Administration:** Three full years of employment.  
(See ESE website for exact requirements for the license you want.)

- Executive management/leadership role OR
- Supervisory, teaching, or administrative role in a public or private  
school, higher education OR
- District-wide, school-based, or other educational setting accepted  
by the dept.

Supervisor/Director: Initial or preliminary license in another educa-  
tional role required; employment may be under this license.

#### Prospective students are responsible for:

- Checking with the appropriate state licensure entity to determine  
whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program  
coordinator or regional center director prior to enrollment.

**Website:** [www.cambridgecollege.edu/edleadership/](http://www.cambridgecollege.edu/edleadership/).

**Program subject to change:** As Massachusetts requirements for  
licensure change, the College reserves the right to alter the program.

## CAGS in Educational Leadership

# Certificate of Advanced Graduate Studies

36 credits, 39 credits for Superintendent/Ass't. Superintendent • 4 terms

Program approved by the Mass. Dept. of Elementary & Secondary Education for • Superintendent/Assistant Superintendent (all levels)

• Principal/Assistant Principal (PreK-6, 5-8, 9-12) • Supervisor/Director (at level of prerequisite license)



## Research .....7 credits

ECL800	Foundations of Social Science Research . . . . .	3
ECL801	Advanced Graduate Research Seminar . . . . .	3
ECL807	Action Research Project . . . . .	1

## Leadership Core ..... 12 credits

ECA725	Instructional Leadership: Supervision & Administration of Educational Personnel . . . . .	3
ECL802	Advanced Leadership . . . . .	3
ECL803	Advanced Technologies in Education . . . . .	3
ECL804	Advanced Leadership in Policy & Practice . . . . .	3

## CAGS Courses ..... 12 credits

### School Administration

ECA701	School Management & the Law . . . . .	3
ECA703	Managing Financial Resources . . . . .	3
ECC707	Meeting the Challenge of School Restructuring . . . . .	3
ECC710	Assess't & Developing & Evaluating Curriculum . . . . .	3
ECA720	Advanced Systems Theory (additional course for Supt/Asst Supt; program total 39 credits) . . . . .	3

### Special Education Administration

ECS712	Advanced Psycho-Educ Assess't & Educ Planning . . . . .	3
ECS713	Administration of Special Education Programs . . . . .	3
ECS714	Collaboration & Consultation Techniques . . . . .	3
ECS716	Philosophical & Psycho-Social Fndns of Education . . . . .	3

### Curriculum & Instruction (non-licensure) . . . . . choose 12 credits

ECA704	Effective Schools . . . . .	3
ECC705	Curriculum Design & Renewal for 21st Century . . . . .	3
ECC707	Meeting the Challenge of School Restructuring . . . . .	3
ECC708	Learning Theories & Instructional Design . . . . .	3
ECC710	Assess't & Developing & Evaluating Curriculum . . . . .	3

More electives may become available; see website.

**CAGS and EdS**—A Certificate of Advanced Graduate Studies is comparable to an Education Specialist (EdS) degree, and many states consider them to be equivalent.

**Admission requirements:** Master's degree and other general requirements (see Admission) and:

**School Administration:** Three full years of employment. (See ESE website for exact requirements for the license you want.)

- Executive management/leadership role OR
- Supervisory, teaching, or administrative role in a public or private school, higher education,
- District-wide, school-based, or other educational setting accepted by the dept.

Supervisor/Director: Initial or preliminary license in another educational role required; employment may be under this license.

## Practicum/Seminar I-II .....5 credits

Term I @ 3 credits • Term II @ 2 credits

### Prerequisites:

- Licensure candidates: Pass all licensure courses and all teacher tests required by your state for this license, if not previously passed. Massachusetts: Communication & Literacy (MTEL).
- All students: Pass ECL800-801.

**Practicum without licensure** — Adapted to individual professional needs with approval of faculty advisor, who also provides practicum assignments. No on-site supervision required.

ECA805N-806N	School Administration
ECC805-806	Curriculum & Instruction
ECS805N-806N	Special Education Administration

**Practicum for licensure** — 300 hours in role & level of license sought. Guided and evaluated by a licensed/certified school administrator in the classroom and by a licensed/certified Cambridge College supervisor. Practicum locations are subject to state regulations and are to be approved by the program coordinator or regional center director.

ECA805A-806A	Supt/Asst Supt (all levels)
ECA805B-806B	Princ/Asst Princ (PreK-6)
ECA805C-806C	Princ/Asst Princ (5-8)
ECA805D-806D	Princ/Asst Princ (9-12)
ECA805E-806E	Supervis/Dir (at level of prerequisite license)
ECS805-806	Special Education Admin (all levels)

- Exit Performance Portfolio required for credit.

### Special Education Administration:

- Initial license: special education, school psychologist, school social worker/school adjustment counselor, school principal/asst principal, or speech, language & hearing disorders teacher.
- Three full years of employment in a district-wide, school-based or other educational setting OR in law, public policy, higher education, or other related field accepted by the dept.

### Prospective students are responsible for:

- Checking with the appropriate state licensure entity to determine whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program coordinator or regional center director prior to enrollment.

**Website:** [www.cambridgecollege.edu/edleadership/](http://www.cambridgecollege.edu/edleadership/).

**Program subject to change:** As Massachusetts requirements for licensure change, the College reserves the right to alter the program.



EdD in Educational Leadership

# Doctor of Education

70-72 credits • 9 terms/3 years

## Summer 1 4-week cohort residency

EDL830	Educational Leadership & Social Justice . . . . .	3
EDL850	Contexts for Qualitative & Quantitative Research Methodologies . . . . .	3
EDL900	Introduction to Doctoral Studies . . . . .	1
EDL910	Doctoral Research Seminar I: Strategies & Tactics. . . . .	3

## YEAR 1 Fall

EDL920	Doctoral Research Seminar II: Research in the Public Interest . . . . .	1
EDL810	Theoretical Frameworks of Educational Leadership . . . . .	3
EDL860	Qualitative Research Methods & Design . . . . .	3

Doctoral elective possible.

## YEAR 1 Spring

EDL930	Doctoral Research Seminar III: Reflective Inquiry as Stance . . . . .	1
ED 870	Quantitative Research Methods and Design . . . . .	3
EDL892	Systems Approaches to Educational Leadership . . . . .	3

## Summer 2 4-week cohort residency

EDL940	Prospectus Development for Doctoral Candidacy . . . . .	3
EDL840	Social & Cultural Foundns of Educational Leadership . . . . .	3
EDL880	Advanced Qualitative Research <b>or</b>	
EDL890	Advanced Quantitative Research. . . . .	3

## YEAR 2 Fall

EDL895	Ethical Leadership in Education Systems . . . . .	3
EDL950	Dissertation Proposal Seminar I— Fall (asynchronous and in-person). . . . .	2

Two doctoral electives possible.

## YEAR 2 Spring

EDL820	Collective Bargaining & Conflict Resolution . . . . .	3
EDL960	Dissertation Proposal Seminar II— Spring (asynchronous and in-person) . . . . .	2

Two doctoral electives possible.

## YEAR 3 Fall and Spring Dissertation Completion & Defense

EDL970	Dissertation Research & Writing . . . . .	3 or 4
EDL980	Dissertation Completion & Defense . . . . .	3 or 4

Doctoral elective possible.

## Doctoral Electives

Selected courses offered as needed for cohort interests.

ECL803	Advanced Technologies in Education Systems . . . . .	3
EDL805	Educational Evaluation & Assessment Systems . . . . .	3
EDL815	Instructional & Curricular Leadership . . . . .	3
EDL825	Leading Learning Organizations & Adult Learners . . . . .	3
EDL891	History: Education Policy & Reform . . . . .	3
EDL893	School Finance & Fiscal Management . . . . .	3
EDL894	Policy, Power, & Politics Seminar . . . . .	3
EDL896	Special Topics . . . . .	1-4

**Admission requirements:** Master's degree in education or closely related field and other requirements (see Admission).

**Admission timeline:** All application materials must be received by January 15, to be considered for the Summer 2012 cohort. The next cohort will begin in the Summer 2014.

**Not for licensure:** This program does not satisfy licensure requirements for K-12 public school administrators.

**Website:** [www.cambridgecollege.edu/edleadership/](http://www.cambridgecollege.edu/edleadership/).

**For more information:** please contact Tahia Bell-Sykes at 617-873-0669 or [tahia.bell-sykes@cambridgecollege.edu](mailto:tahia.bell-sykes@cambridgecollege.edu)

**Program and course schedule subject to change.**

# Master of Education Courses

Not all courses are offered every term or at every regional center. See online course schedules each term on the MyCC web portal.

**Autism (ESP)** . . . . See **Special Education**.

## Early Childhood and Elementary Education (ECE, ELE)

### **ECE691 Professional Seminar I: Early Childhood - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader licensed in early childhood education. This seminar sets for the foundation for future seminars. It continues to engage students in developmentally appropriate practices that meet the needs of young students with and without disabilities as well as English Language Learners PreK to grade 2. Students will learn instructional strategies that incorporate various movements, visual, performance and language arts as art of an integrated program. The cohort studies professional standards and subject matter knowledge for early childhood teachers and the requirements for state licensure. Students integrate their learning from classes, research, and observations. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished projects.

### **ECE692 Professional Seminar II: Early Childhood - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader licensed in early childhood education. This seminar continues to engage students in developmentally appropriate practices that meet the needs of young students with and without disabilities as well as English Language Learners PreK to grade 2. Students will learn instructional strategies that incorporate various movements, visual, performance and language arts as art of an integrated program. The cohort studies professional standards for early childhood teachers and the requirements for state licensure. Students integrate their learning from classes, research, and observations. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished projects.

### **ECE693 Professional Seminar III: Early Childhood - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader licensed in early childhood education. This seminar explores ways to create a standards-based, inclusive early childhood setting. The seminar explores multicultural education, inclusive teaching, assessment strategies, management techniques and parent-community relationships. There is a continuation of planning teaching strategies for language arts, math, and science and classroom management. The cohort continues to study the professional standards, subject matter knowledge for early childhood teachers, and the requirements for state licensure. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion.

The seminar leader is the students' academic advisor and guides them through their graduate program and approves the finished projects.

### **ECE790 Practicum: Early Childhood (preK-2) 400 hours - 3 credits**

400 hours. Prerequisites: Pre-practicum 75 hours, all initial licensure courses, Pass all teacher tests required by Massachusetts (or your own state) for this license. Practicum Seminar required concurrently.

Students must participate in the role and at the level of the license sought, under a cooperating practitioner with the appropriate license, with Cambridge College supervision. The Practicum experience provides student teachers with an opportunity to gain insights into the profession, refine their teaching skills, and to master the current Professional Standards for Teachers by working with young people in public schools and classrooms. Students work with the guidance and support of an experienced educator and by observing his/her instructional and classroom management strategies, utilize contemporary teaching techniques and differentiate instruction to meet the needs of all learners in action. Students develop instructional strategies and align lesson plans with the Massachusetts Curriculum Frameworks, appropriate curriculum materials, classroom management skills, strategies for creating a learning environment that fosters an appreciation of diversity and interactive learning. Students reflect on their own professional growth and examine theory through actual classroom practice. An Exit Performance Portfolio documents their experiences.

### **ECE791 Practicum Seminar: Early Childhood - 2 credits**

Students must participate in the role and at the level of the license sought, under a cooperating practitioner with the appropriate license, with Cambridge College supervision. The Practicum experience provides student teachers with an opportunity to gain insights into the profession, refine their teaching skills, and to master the current Professional Standards for Teachers by working with young people in public schools and classrooms. Students work with the guidance and support of an experienced educator and by observing his/her instructional and classroom management strategies, utilize contemporary teaching techniques and differentiate instruction to meet the needs of all learners in action. Students develop instructional strategies and align lesson plans with the Massachusetts Curriculum Frameworks, appropriate curriculum materials, classroom management skills, strategies for creating a learning environment that fosters an appreciation of diversity and interactive learning. Students reflect on their own professional growth and examine theory through actual classroom practice. An Exit Performance Portfolio documents their experiences.

### **ECE800 Independent Learning Project: Early Childhood - 3 credits**

The Independent Learning Project is a culminating learning experience that helps educators integrate their personal and formal learning with their professional experiences into a meaningful whole. It reflects the general guidelines for early childhood educators and articulates the individual's educational and administrative philosophy. The project is research- and action-based, on a focused topic chosen by the educator, within the area of licensure. It engages educators in sustained research into educational practice and curriculum development in early childhood education.

**ELE500 Teaching Phonemic Awareness and Phonics - 0 credit**

Prerequisite for ELE521.

A balanced reading program includes direct and explicit instructional strategies for teaching. A major thrust for instructional strategies for teaching. A major component for instructional strategies is the teaching of phonemic awareness and phonics. This workshop is designed to teach phonics/phonemic awareness which is part of the primary foundation for reading.

**ELE510 Developmental Psychology - 3 credits**

Pre-practicum: 10 hours of directed field-based training required.

This course explores basic theories and concepts in cognitive, social, emotional, and physical development from childhood to adolescence; and the characteristics and instructional implications of moderately and severely disabling conditions. These theories are then applied to instruction, with emphasis on Piaget's theory of cognitive development. Students explore multiple theories of intelligence and learning, and strategies for a curriculum reflecting the diverse intellectual needs of children as learners. The stages and characteristics of child development are introduced and students apply this knowledge to the classroom through the use of integrated curriculum. Participants investigate methods of systematic observation and recording of child behavior in light of child development theories, and utilize this information in their planning and implementation of instruction.

**ELE521 Teaching Reading & Writing for the Early Childhood & Elementary Curr. - 3 credits**

Prerequisite: ELE500. Pre-practicum: 10 hours of directed field-based training required.

This course emphasizes the development of children's reading and writing skills in early childhood and the elementary grades and the learning environment that supports the development of such skills. The course reviews and analyzes relationships between theories and current research on emergent literacy, oral language, vocabulary development, comprehension, the reading and writing process, and assessment. Participants review and discuss whole language, balanced literacy, effective teaching strategies, use of research-based literacy programs, literature-based instruction, use of different assessment tools to inform instruction, standards-based instruction, federal funding, culture, and democracy.

**ELE593 Integration of Visual Arts for the Early Childhood & Elementary Curr. - 1 credit**

This course introduces basic art techniques and inexpensive, easily available materials that are simple to use. Visual arts can engage students with various learning styles and reach students who might not otherwise succeed. Using the arts as teaching tools can sharpen and develop observation, critical thinking, and writing skills. Educators learn how to create works of art and develop lessons that integrate the visual arts into general curricula and enrich the learning and understanding of other disciplines, in accord with Learning Standard #10 in the Massachusetts Arts Curriculum Framework. Educators develop an appreciation of art history and learn strategies to incorporate art-historical images into the curriculum.

**ELE594 Integrating Physical Ed. in the Early Childhood & Elementary Curr. - 1 credit**

This course reflects current thinking and practices in physical education for the classroom teacher. Emphasis is on the importance of quality physical education programs and to raise awareness of teachers combining their expertise and content to integrate with other disciplines. It is here that we see a widening of achievement and gained knowledge in student performance.

**ELE620 Integration of Children's Lit. in Early Childhood & Elementary Curr. - 3 credits**

Pre-practicum: 10 hours of directed field-based training required.

This course introduces some of the best literature—children's, young adult, adult and contemporary—and helps children become lifelong learners and readers. Students gain knowledge of the Massachusetts English Language Arts Curriculum Frameworks. Many genres of literature are explored, along with basic literacy elements and techniques including the necessary basics of the English language with emphasis on correct grammar, usage and composition. Lesson plans and models for teaching literature are presented.

**ELE630 Classroom Management with Models of Teaching - 3 credits**

Pre-practicum: 10 hours of directed field-based training required.

Participants learn strategies and techniques for managing students in the classroom. Students observe, analyze, and discuss a variety of teaching models including information processing, group investigation, social inquiry, inductive models, non-directive teaching models and problem-solving. Emphasis is on interpersonal relations, arrangement of space, management of time, working with individual students, small group and large group structures and working with content and process. The Massachusetts Frameworks and teacher licensure competencies are taught to fully support teacher/student learning and instruction techniques. An historical approach to elementary education in America is researched in the course. One to two hundred years of teaching/learning techniques, legislation, and philosophies are discussed and paralleled with contemporary educational issues and guidelines for student learning.

**ELE653 Teaching Science & Technology in Early Childhood & Elementary Curr. - 3 credits**

Pre-Practicum: 15 hours of directed field-based training required.

This course provides the knowledge, tools and methods for making early childhood and elementary science an exciting, hands-on learning experience for children. Educators learn how to develop lessons that address student experimentation and design techniques using readily available materials. Safe laboratory practices for the classroom are also addressed. A standards-based approach to science education is our template for lesson development, covering the major domains in science: life, physical, earth, inquiry-applied and engineering technology; and historical scientific discoveries in each area. Alignment of curriculum is emphasized; national benchmark standards in elementary science are also supported. We examine open-response questions from the Massachusetts State MCAS test at grade five.

**ELE656 Teaching Soc. Sci. Hist. & Multicul. Early Childhood & Elementary Curr. - 3 credits**

Pre-practicum: 10 hours of directed field-based training required.

This course prepares educators to teach social studies that includes the multicultural contributions of the world. They gain skills and varied methods for teaching basic information in social studies, history and geography. This course examines the development of current curriculum that will influence the teaching of social studies. Students gain a basis for researching issues in social studies and history that give their students more universal perspectives. The materials chosen are appropriate to the Massachusetts Curriculum Frameworks in history and social studies. Students will gain the basic information and know the principles for teaching social sciences, history and geography as outlined in the Massachusetts regulations for educator licensure.

**ELE691N Professional Seminar I: Elementary Education (Initial) - 2 credits**

Pre-practicum: 5 hours of directed field-based training required. The

Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader licensed in elementary education. This seminar introduces the student to a variety of perspectives including historical, socio-cultural and development. Students investigate topics that include learning theories, diversity, teaching models and approaches. A focus for this seminar is the professional teaching standards, subject matter knowledge requirements for state licensure relating to elementary students (1-6). Students integrate their learning from classes and observations and become reflective practitioners. The seminar leader is the students' academic advisor and guides them through their graduate program and supports students' work on their independent learning projects.

**ELE692N Professional Seminar II: Elementary Education (Initial) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader licensed in elementary education. This seminar builds upon the first seminar. It continues to engage students in developmentally appropriate practices that meet the needs of students with and without disabilities as well as English Language Learners PreK to grade 2. Students will learn instructional strategies that incorporate technology and various academic areas as part of an integrated program. The cohort studies professional standards for elementary teachers and the requirements for state licensure. Students integrate their learning from classes, research, and observations. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished projects.

**ELE693N Professional Seminar III: Elementary Education (Initial) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader licensed in elementary education. This seminar explores ways to create a standards-based curriculum, education evaluation in an inclusive classroom setting. The seminar explores multicultural education, inclusive teaching, assessment strategies, management techniques and parent-community relationships. There is a continuation of planning teaching strategies for language arts, working with math manipulatives, and effective classroom instruction. The seminar leader is the students' academic advisor and guides them through their graduate program. The cohort continues to study the professional standards and subject matter knowledge for elementary teachers and the requirements for state licensure. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished project.

**ELE790 Practicum: Elementary Education (1-6) 400 hours - 3 credits**

400 hours. Prerequisites: Pre-practicum 75 hours, all initial licensure courses, Pass all teacher tests required by Massachusetts (or your own state) for this license. Practicum Seminar required concurrently:

Students must participate in the role and at the level of the license sought, under a cooperating practitioner with the appropriate license, with Cambridge College supervision. The Practicum experience provides student teachers with an opportunity to gain insights into the profession, refine their teaching skills, and to master the current Professional Standards for Teachers by working with young people in public schools and classrooms. Students work with the guidance and support of an experienced educator and by observing his/her instruc-

tional and classroom management strategies, utilize contemporary teaching techniques and differentiate instruction to meet the needs of all learners in action. Students develop instructional strategies and align lesson plans with the Massachusetts Curriculum Frameworks, appropriate curriculum materials, classroom management skills, strategies for creating a learning environment that fosters an appreciation of diversity and interactive learning. Students reflect on their own professional growth and examine theory through actual classroom practice. An Exit Performance Portfolio documents their experiences.

**ELE791 Practicum Seminar: Elementary Education - 2 credits**

Practicum required concurrently: ELE790. Exit Performance Portfolio required for credit. The seminar for classroom experience supports students' growth as they assume the teaching role. It is the setting for students to interpret their field-based experiences and transform them into skills, knowledge constructs, attitudes and values. The seminar provides a cohort support for students to address problems and find solutions, while utilizing current academic research and practices. They master understanding and practice of the Massachusetts Curriculum Frameworks and become familiar with the current reforms, changes in state regulations on educator licensure, and teachers' Code of Ethics. Students present an Exit Portfolio as part of their evidence of the preservice preparation experience.

**ELE800 Independent Learning Project: Elementary Education - 3 credits**

The Independent Learning Project is a culminating learning experience that helps educators integrate their personal and formal learning and their professional experiences into a meaningful whole. It reflects the general guidelines for elementary educators and articulates the individual's educational and administrative philosophy. The project is research- and action-based, on a focused topic chosen by the educator, within the area of licensure. It engages educators in sustained research into educational practice and curriculum development in elementary education.

**ELE691P Professional Seminar I: Elementary Education (Prof.) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. This program is designed for students who have completed 3 years of work in a public school. They have completed the mandated one year induction program and an additional year of mentorship by a licensed teacher. The course is designed to focus on the latest research in teaching methodologies, updated curriculum materials, current issues in educational practice and policy, special topics. The program enhances the teachers' knowledge of pedagogy, content, and critical inquiry skills that lead to greater pupil achievement. The seminar promotes and supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing to completion. The seminar leader approves the finished projects.

**ELE692P Professional Seminar II: Elementary Education (Prof.) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. This program is designed for students who have completed 3 years of work in a public school. They have complete the mandated one year induction program and an additional year of mentorship by a licensed teacher. The course is designed to focus on the latest research in teaching methodologies, updated curriculum materials, current issues in educational practice and policy, special topics. The program enhances the teachers' knowledge of pedagogy, content, and critical inquiry skills that lead to greater pupil

achievement. The seminar promotes and supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing to completion. The seminar leader approves the finished projects.

**ELE693P Professional Seminar III: Elementary Education (Prof.) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. This program is designed for students who have completed 3 years of work in a public school. They have complete the mandated one year induction program and an additional year of mentorship by a licensed teacher. The course is designed to focus on the latest research in teaching methodologies, updated curriculum materials, current issues in educational practice and policy, special topics. The program enhances the teachers' knowledge of pedagogy, content, and critical inquiry skills that lead to greater pupil achievement. The seminar promotes and supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing to completion. The seminar leader approves the finished projects.

## Early Education and Child Care (EEC)

See also Early Childhood and Elementary Teacher, above.

**EEEC691 Professional Seminar I: Early Education and Child Care - 3 credits**

EEEC691 required concurrently.

This seminar focuses on the introduction and foundations of early childhood development and education of young children. It provides the basics of developmentally appropriate practices, social/emotional needs of young child and the academic basis to create an environment for them to learn.

**EEEC692 Professional Seminar II: Early Education and Child Care - 3 credits**

EEEC692 required concurrently.

Students focus on the aspects of learning through play, adaptation of the environment for children with special needs, English language learners, and from diverse cultures. Additional attention is given to the appropriate discipline of the students through guidance, assessment and reporting, and working with paraprofessionals and parents.

**EEEC693 Professional Seminar III: Early Education and Child Care - 3 credits**

EEEC693 required concurrently.

During this seminar, students explore and create developmentally appropriate curriculum in the areas of literacy, mathematics, science, and social studies for young children. Each curriculum area will include adaptations for special needs children and English language learners from diverse cultural backgrounds.

**EEEC791 Practicum I: Early Education and Child Care (75 hours) -2 credits**

EEEC691 required concurrently.

Each student is assigned or applies to an acceptable site with an on-site qualified teacher. During this practicum students will make observations (kept in a log) of the differences in the abilities of the various age groups, and work with the teacher in preparation of activities/lessons. In addition, students will look at and participate in classroom management of the class, keep a log, and print out the management plan and rules used in the classroom. Students are observed twice during the 75 hours—once by the licensed site-based teacher and

once by the College supervisor.

Exit portfolio: Case study of the behaviors and academic habits of one child with the characteristics of the behaviorists studied in class, identifying the stages of development. Include developmentally appropriate examples of the child's work. Chart the progress of the child and give a five-page summary. The student is to coordinate and conference the case study with the site based teacher throughout the practicum. The site-based teacher must sign off on the child study. All teacher and college supervisors' observations and conferencing forms should be included.

**EEEC792 Practicum II: Early Education and Child Care (75 hours) -2 credits**

EEEC692 required concurrently.

Students will document in a log their knowledge of and competencies in health, safety, and administration issues and policies in the early childhood setting. The student is to work with the site-based teacher in preparing and teaching developmentally appropriate learning activities for the children in the class, work with paraprofessionals, parents, and peers on location. Students will collect samples of developmentally appropriate work in all core academic areas of mathematics, reading/literacy, science, social, and science, from children of diverse speaking cultures, and special needs children. Students are observed twice during the practicum—once by the site-based teacher and once by the College supervisor.

Exit Portfolio: Evidence of working with parents and families, conferences, approved lesson plans taught and evaluated by the site-based teacher and College supervisor. Copies of the student log of observations and a two-page summary of the practicum experience. All observations/evaluations and conferencing forms from the site-based teacher and college supervisor are also included in the portfolio.

**EEEC793 Practicum III: Early Education and Child Care (75 hours) -2 credits**

EEEC693 required concurrently.

Students are each assigned to a specific group of children and work with the licensed site-based teacher in preparing and teaching developmentally appropriate lesson plans and activities. Student teachers work directly with parents, demonstrate and document networking activities (conferences, workshops, family nights, etc). They must keep a log and write a two-page summary of the practicum experience. They prepare a portfolio of developmentally appropriate lessons/activities in the various core academic areas. Students are evaluated twice by the licensed site-based teacher and twice by the college supervisor.

The final Exit portfolio will combine the materials from Practicum I and II with the sections specifically marked. The additional materials from Practicum III include approved lesson plans/activities, a teaching and learning log, materials from the family conferences and networking, organized school activities, student-teacher evaluations and observations, completed and signed by the site-based teacher and college supervisor.

**EEEC800 Independent Learning Project: Early Education and Child Care - 3 credits**

The Independent Learning Project is a culminating learning experience that helps educators integrate their personal and formal learning and their professional experiences into a meaningful whole. It reflects the general guidelines for early childhood education and care, and articulates the individual's educational and administrative philosophy. The project is research- and action-based, on a focused topic chosen by the student, within the field of early education and child care.



## General Education (EDU, EED, EUE)

### **EDU602 Theory and Practice of Teaching Reading Comprehension (8-12) - 3 credits**

An exploration of the multiple aspects of teaching reading, this course covers present methodologies, the connection between reading and writing, approaches to the study of literature and culture, criteria for the selection of materials, the use of technology, and media in the teaching of reading.

### **EDU610 Project-Based Learning in Middle and High Schools - 3 credits**

This course examines the educational research and theories in the area of teaching, learning, and human development and how it can be applied to educational practices in middle and high school classrooms. The focus of the course is on project-based learning and includes the teacher's role and responsibilities in learning, and the motivational strategies that support an effective learning environment, and the design of authentic learning experiences. Project-based learning is a philosophy and a practice; it is what we, as educators, believe about education and how we act on those beliefs in the classroom. Participants will explore techniques that encourage students to engage in complex, real world problem solving that is academically rigorous and relevant to the students' lives.

### **EDU612 From Writing to Reading - 3 credits**

This introductory course gives an overview of basic perspectives on writing instruction in 8-12 classrooms, emphasizing the use of writing as a bridge to reading. The focus is on technical features of language, movement between the particular and the global, making of sentences, and text structure.

### **EDU616 Meeting the Social and Emotional Needs of Gifted Students - 3 credits**

This course focuses on the unique social and emotional development of gifted learners and the special needs that result. Review and discussion of several case studies provide students with an in-depth understanding of the social/emotional needs of gifted learners. Exploration of a variety of theories of development are applied to the development of gifted learners. Effective strategies that respond to these needs are applied and evaluated.

### **EDU617 Effective Strategies for Gifted Learners - 3 credits**

This course focuses on both traditional and new best practices for educating gifted learners. The students explore strategies for differentiation of curriculum for gifted learners. Students apply a variety of strategies in order to differentiate existing curriculum to meet the unique educational needs of gifted learners. Differentiated lesson plans that address the Virginia State Standards of Learning are developed, evaluated and put into practice.

### **EDU618 Curriculum for Gifted Learners - 3 credits**

In the Effective Strategies for Gifted Learners course the focus was on both traditional and new best practices for educating gifted learners. The students explored strategies for differentiation of curriculum for gifted learners and applied a variety of strategies in order to differentiate existing curriculum to meet the unique educational needs of gifted learners. Differentiated lesson plans that address State Standards of Learning were developed, evaluated and put into practice. In this course, the students will continue to develop lesson plans for a unit of study designed for gifted learners. Their knowledge of the concept

of differentiation will be enhanced and their application of effective strategies will be demonstrated.

### **EDU622 Active Assessment for Active Reading - 3 credits**

This course offers an overview of formative and summative reading assessments for middle and high school students. Educators are provided with practical information on developing, interpreting, and scoring alternatives to traditional tests to inform reading instruction. This course combines practical discussion with theoretical information on the rationale for active assessments. It enables educators to explore questions and gain ideas that they can immediately use in their classrooms.

### **EDU625 Reading Comprehension in the Content Areas - 3 credits**

This course explores reading comprehension in the content areas. Reading to learn, learning to read—reading as being more than the integration of strategies, but as a discreet set of separate components. Different approaches to doing word study are covered. This is a practical course; teachers reflect on ways to set up classroom contexts that best enhance reading comprehension.

### **EDU630 Emergent Literacy: Reading, Writing and Oral Dev. in the Early Classrooms - 3 credits**

The practice of offering the same reading and writing instruction to all children in first grade at the same time and in the same order has contributed to children failing initial reading instruction. This course gives an overview of basic perspectives on communication and the role of language; how biological, social, and cultural factors influence literacy development; and how it is manifested in children learning oral language and literacy. Pre-service and early development teachers gain a strong grounding in the theoretical and practical aspects of emerging literacy; they will observe and analyze reading and writing.

### **EDU632 Understanding Reading K-5 - 3 credits**

This course introduces theoretical and instructional issues in reading development. Participants will engage in reflective, critical considerations of students' diverse needs as readers. Strong emphasis will be given to the social nature of reading, thus children learn to read best within a rich and rigorous interactive community of learners in which teachers learn from their students. Topics include: a study of reader capacities that help explain variations in comprehension outcomes (e.g. short term memory, reading fluency, vocabulary, background knowledge, and motivational factors); text features that impact comprehension; the purposes of reading that define comprehension outcomes (e.g., reading to learn, applying knowledge, engagement); and the social context of reading.

### **EDU635 Developing Writing Skills in the Early Childhood Years - 3 credits**

In this course teachers and pre-service teachers are introduced to the writing components essential to a balanced literacy program. Topics include: interactive writing, writing workshop, conferring with student authors, content area writing, reading-writing connections, writing with special education and bilingual students, and assessing student writing. Students take part in a writing mini-workshop, keeping a writing notebook to gather seed ideas, developing one idea into a piece of writing, meeting in response groups, revising and publishing the piece in a group anthology. Throughout the semester, they draw from their experience to inform their teaching. Students are expected to complete readings, keep a reflection journal and a writers' notebook and design a unit of study for writing workshop.

**EED503 Teaching Children with Different Learning Styles - 3 credits**

This course discusses various learning styles of children from infants to teenagers. The course reviews the internal and external environment responsible for the development of learning styles and how we can provide a positive environment to inculcate good habits and learning styles and how to recognize children's learning styles in order to facilitate learning. Current research and literature are reviewed.

**EED515 Understanding and Educating Gifted Learners - 3 credits**

This course provides an overview of and an introduction to the field of Gifted Education. In this course, the students focus on the characteristics and learning modalities of gifted individuals. These unique characteristics and learning modalities are then applied to creating and implementing an effective educational plan for gifted learners. A case study of a gifted learner is researched, compiled and presented to the class. The results of the case study are then applied to the educational needs of gifted learners.

**EED518 Effective Classroom Discipline Strategies - 3 credits**

Educators evaluate their expectations of students' behavior and learn practical strategies to increase student responsibility, self-control and self-management. Teachers learn how to create a classroom environment that will allow them to spend the major part of their contact time in instructional activities.

**EED520 Civil Rights and Social Justice: The History of the Civil Rights Movement - 3 credits**

This course is an historical review of the civil rights movement. Participants come to understand the context and conditions under which African American children live. Topics covered include desegregation of public schools, the tactics of nonviolence, the role of young people in the movement, the struggles for the right to vote, the relationship between protest and legislative action, affirmative action, the 1967 uprising in Detroit, the founding of the Black Panthers, Malcolm X, the connections between the war in Vietnam and the problems of poverty in the United States, and the call for black power. Participants view the video series *Eyes on the Prize* and discuss the societal implications of the civil rights movement. Social justice and social responsibility are the key concepts which serve as a model for action. Participants create curriculum resources which can empower teachers and students.

**EED522 Negotiation and Conflict Resolution for Classroom Teaching - 3 credits**

This course increases knowledge and skills in conflict management. Teachers will be better negotiators and conflict managers with the ability to: (1) incorporate these skills into their curriculum, (2) use the skills in the classroom with their students, and (3) draw upon these skills in their interactions with parents, peers, colleagues and administrators. Participants experience personal and professional growth in conflict resolution. Teaching communication and problem-solving skills so all may learn how to express and resolve their disputes and reduce tensions and hostilities associated with conflict is also emphasized. Learning is experiential, including video-tapes, role plays and simulations.

**EED536 Moral Development in Children - 3 credits**

What is "excellent" moral behavior? Is it natural biological inclination? Divine/"natural" gift? Culturally learned behavior? A combination? We build our discussions around these questions and refer to works by

Coles, Dewey, Glasser, Kohlberg, Montessori, Piaget, Vygotsky, and others, especially in regard to children's moral development from birth through puberty, especially children in grades K-6. Students prepare a short case study from their own teaching, parenting or counseling, illustrating the adult's role in cultivating some aspect of moral development in a child. The class puts together an informal guide for colleagues that challenges our ingenuity — especially in our republic's strict separation of church and state and teachers having taken on, in many cases, the roles of parents and clergy.

**EED558 Integrating Self-Esteem Development Activities into the Content Areas - 3 credits**

This course helps participants understand the impact of self-esteem on their own lives and the lives of their students. The course focuses on developing of self-esteem through hands on lessons and activities which will be transferable to classrooms using journals, affirmations, kinesiology, visualizations, and specific subject area strategies. Special emphasis is given to the theories and implementation strategies of Jack Canfield and Michelle Borba. Participants create curriculum resources for their own classroom. The course is premised on the belief that neither an individual nor organization will out-achieve their perceived level of self-esteem.

**EED560 Models of Teaching - 3 credits**

Course participants observe, analyze, and discuss a variety of teaching models including information processing, group investigation, social inquiry, inductive models, nondirective teaching models and problem-solving. Within each of these general categories, ways of using learning activities, materials and media are explored. Improving skills in presenting information, asking questions, soliciting and incorporating feedback into curriculum planning, as well as using students' interests and ideas in designing learning activities and developing ways of evaluating what has been learned are reviewed. This course is appropriate for teachers of any grade level and subject matter and anyone whose job involves the development of workshops, training seminars, lectures or other types of presentations.

**EED564 Motivation and Teaching: Theories and Practices - 3 credits**

The strategies teachers use in many classrooms to reinforce learning are based on the theory, "If you learn this, then I will give you that." Much of what is taught is reinforced by extrinsic rewards such as praise, kisses and hugs, or gold stars. However, many teachers feel frustrated because they want children to love learning and to see learning as a reward in and of itself. This course will examine current research and theoretical models which can help educators understand how to develop a child's intrinsic desire to learn by satisfying certain needs we all have within us.

**EED584 Images and Information: An African American Woman's Notebook - 3 credits**

Literature-based curriculum can develop a student's critical reading and writing skills using entire novels as a method of discovery and a source of information. This course will explore novels written by African American women from autobiographical, historical, and cultural perspectives unique to the Black woman's experience. These novels trace the lives of contemporary African American women who made their marks on society.

**EED586 How to Teach and Reach All Students Using Multiple Intelligences - 3 credits**

Revitalize your teaching with methods which will help all of your students to learn more easily in less time. Model units will be pre-

sented based on Howard Gardner's Multiple Intelligence Theory, which capitalizes on the student's natural learning style. Lessons in math, language arts, science and social studies will be demonstrated through active participation.

### **EED590-591 Theory and Practice of Education - 1 credit each**

**EED590A /591A Parenting and Teaching Issues for Elementary and Secondary Students** — This course will address important issues in parenting and raising positive children. There will be discussions of parenting and teaching in the home and classroom. It will address development stages of children and adolescence. A key question for discussion, What do children expect from themselves and their parents in the area of education, social settings, familial relationships, friendships and getting along with siblings. All are welcome! Teachers are parents and parents are teachers with their various roles in children and young adult lives.

**EED590B /591B Researching Your Independent Learning Project (ILP)** — This course will focus on research methods, ILP requirements, and technology integration as you research and write the ILP. The following will be covered: identifying a topic; defining key words; searching the online library for journal articles; identifying scholarly sources for research; preparing a webliography; developing a research plan; writing a literature review; and using the American Psychological Association (APA) format for in-text citations and references.

**EED590C /591C Diversity Issues in the Workplace** — The purpose of this course is to educate the public and create an environment that is appreciative of its diverse population and influence positive change. This course will address the following issues: national origin, age, sex discrimination, religion, disability, race, creed, ancestry and language. It is the hope of this course to help increase and heighten your level of awareness with regard to all the unique skills, cultural differences, one's presentation free from harassment of any kind and differences are accepted and valued.

**EED590D /591D Resume Writing and the Interviewing Process** — This course will cover the employment counseling aspect, preparation for the career change/opportunity, resume writing, job hunting skills and interviewing techniques. There will be a series of discussions regarding the resume format and specifically content to address direct skills, experience, qualifications and education. Please bring a sample of your resume for discussion.

**EED590 /591 Brain Dominance: The Key to Academic and Career Success** — Why is it that some students always do better than others? Why is it that some people do well in some careers but are a disaster in others? There are four quadrants in the brain and each one is wired to perform very specific tasks. Participants will learn the functions of each quadrant and will take an assessment to determine their own brain dominance. With this knowledge students will learn what careers they are best suited for, what their major should be, and specific strategies to be successful in school and life.

**EED590 /591 Differentiated Instruction** — This workshop provides an understanding and application of the steps and strategies needed to enhance learning for academically diverse students. Using concepts from learning preferences frameworks and the taxonomies, participants will learn how to plan differentiated lessons to meet the

needs of a variety of learning styles and cognitive abilities found in their classrooms.

### **EED604 Graduate Level Writing for Social Science Research: Writing your ILP**

The Independent Learning Project (ILP) involves researching a topic and communicating the findings in writing. This course is designed to support the writing of social science research projects. It explores the following: determining the research statement, developing an outline and design, organizing information, and mechanically correct writing. The course covers both the "thesis-type" project and the "project-type" ILP as outlined in the Cambridge College ILP handbook. Enrollment limited to 20.

### **EED610 Strategies for Teaching Critical Thinking Across the Curriculum**

Critical thinking is approached through a holistic model that stresses creative and analytic strategies. Participants consider cognitive development issues informing the design of instructional materials and methods which promote higher-order thinking. Practical strategies for immediate classroom application are a priority. An open environment promotes collegial exchange that builds on professional experiences while cultivating new skills that engage students in active learning and independent thinking.

### **EED615 Introduction to Integrative Learning and Learning Styles - 3 credits**

This course introduces a full-spectrum, whole-brain learning and teaching method known as Integrative Learning. This highly effective model of teaching has resulted in enhanced teacher motivation, creativity, positive attitude, improved school climate and organizational transformation in many schools and corporations. Learning styles research is used to assist educators and trainers to design effective teaching strategies for learners with different styles.

### **EED617 Developing Social Responsibility in Learners - 3 credits**

This course heightens awareness of contemporary social issues and helps students develop personal action plans including ways to teach social responsibility. We examine values, discuss social commitment, and develop critical thinking and social inquiry skills. Eyes on the Prize videotapes, which document the civil rights movement in this country, are a major resource.

### **EED618 Integrative/Accelerated Learning: Classroom Applications - 3 credits**

This course helps teachers develop effective instructional strategies to address the various learning styles found in classrooms. Educators study current brain-based research about memory and learning and how to translate this research into classroom practice. Integrative/accelerative learning theories are explored and used to create a carefully orchestrated positive learning environment. Techniques and activities are incorporated into lessons to increase understanding and recall, including multi-sensory teaching strategies, experiential activities, dramatic and improvisational activities, music, speaking clearly and effectively, and educational kinesiology exercises.

### **EED622 Ethical Dilemmas for the Twenty-first Century - 3 credits**

This course addresses the nature of ethical dilemmas, namely, the tension that arises when two or more values compete for our atten-

tion or allegiance in particular situations (such as truth vs. loyalty, short term vs. long term goals, justice vs. mercy, or self vs. society). More particularly, the course focuses on the dilemmas which surface in professional life and social institutions. The course includes discussion of ethical cases and exploration of the various sides of contemporary ethical debates.

### **EED623 Classroom Management Using Accelerated Learning - 3 credits**

Accelerated learning is employed to explore strategies for creating an environment which supports students and minimizes teacher stress. Traditional strategies including control of movement, time and space management, establishing effective rules, interpersonal relationships, small and large group dynamics, behavior modification, as well as relaxation, mood setting, win-win solutions and a range of alternative methods of intervention and curriculum strategies are explored through role play, group activities and readings.

### **EED628 Effective Schools - 3 credits**

This course helps students attain a basic understanding of the major dimensions of effective schools. The class examines research findings and personal reflections of noted educators on the determinants of effective schooling in which all children learn; where teacher and other school employee satisfaction is at a high level; and where public confidence in the schools is very strong. Particular emphasis is on the pivotal role of school administrators, teachers, parents and students in the development and maintenance of effective schools.

### **EED629 Solving Your Own Problems and Those at Your School - 3 credits**

Discover ingenious answers to your own issues and to some of the issues and problems of your classroom and school while learning three or more of the major systems of creative problem solving methods now in professional use around the world. Note: anyone who tries to achieve something unusually worthwhile in schools is going to encounter problems and needs to know some of the more effective systematic ways to solve them! Also note: anyone now reading this can readily, ingeniously and creatively solve problems, given the right methods to work with. Also note: learning and creativity overlap by about 95%, which means that what helps the one also helps the other.

### **EED641 The Brain and Irlen Syndrome - 3 credits**

Irlen Syndrome (IS/SSS) was first discovered 25 years ago. Researchers using both MEG and EEG technologies to measure brain timing define it as "...a condition of perceptual dysfunction characterized by significant visual fatigue and discomfort when observing high contrast stimuli under high luminance conditions. SSS has been a topic of increasing interest in the fields of education, psychology and neuroscience because it has a high prevalence in persons with reading difficulties and dyslexia." Irlen colored overlays and filters enhance neurological timing, remediate learning disabilities, visual-perceptual processing problems, ADD/HD, and cognitive and behavioral difficulties. Participants will learn how to screen for IS/SSS and use Irlen colored overlays in their private practice or education setting. A practicum component is included.

### **EED642 Succeeding with the Resistant Student**

Teachers are excellent because of how they teach, not what they teach. Students learn the "hows" to help the most resistant students love school, believe in their own ability to succeed, and always want to do their best. Many of these strategies are simple movements and activities that are easily used in grades PreK-12 and with adult learn-

ers. The course draws on the activities of Brain Gym, Neuro-Linguistic Programming, and the latest brain research to maximize learning. Teachers using these strategies report an average of 50% reduction in class disruptions, improved achievement, and special education students moving to regular education.

### **EED647 Human Brain, Human Learning - 3 credits**

This course will introduce educators, trainers and counselors to "brain-compatible" teaching and learning strategies based upon current research in the neurosciences, cognitive sciences, information theory, neurophilosophy, emotional intelligence and behavioral psychology. Many teaching techniques will be demonstrated including role-play, model-making, mini-lectures, demonstrations, videos, use of multiple intelligences, accelerated learning and total physical response. No prior knowledge of the anatomy or physiology of the brain and nervous system is required. A final paper summarizing applied classroom research will be required of each participant. Audio tapes, manual, text and curriculum units will be provided by the course instructor.

### **EED666 Methods for Altering Unproductive Student Behavior - 3 credits**

Several key concepts are involved in altering unproductive student behavior. Teachers will most effectively help children develop new skills and demonstrate responsible behavior when everyone understands his/her responsibility and works cooperatively. All interventions made in response to behavior problems should be educational in nature. As educators, we will most effectively assist children if we view misbehavior as based on the dual factors of responses to the environment and skill deficits. Underlying behavior change interventions is the belief that students should be actively involved in all attempts to alter their behavior.

### **EED669 Language and Literacy for Teachers K-12 - 3 credits**

Professional licensure course: additional instructional hours and requirements. This course considers modern approaches to a balanced literacy program, including reading, writing, listening, and speaking. It gives an overview of the historical unfolding of the transmission and transaction approaches to learning and teaching reading and writing. It reviews recent research on the development of language and literacy in childhood and youth. Based on this, students investigate best practices at different stages — emergent literacy, the guided reading stage, and methods such as literature circles for independent readers and older students. Modern strategies are reviewed, such as authentic assessment, new approaches to phonics and spelling, writing as process, and the reading-writing connection.

### **EED691-693 Professional Seminar: Education- three terms @ 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader. The seminar is a forum for discussion of professional issues in education, such as what it means to be an educator today, and how educators can work in the organizational culture of schools and contribute to social progress. Students integrate their learning from classes, workshops, and experience. Transformed by reflection, readings, and discussion, students become reflective practitioners and lifelong learners. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished projects.

**EED704 Seminar in Current Educational Issues - 3 credits**

Professional licensure course: additional instructional hours and requirements. This course defines some concepts, philosophies, that serve as foundations for structuring schools and learning environments, including: humanistic education, essentialism, perennialism, progressivism, social reconstructivism, and critical theory. The seminar also examines critical practical realities including: change, the economy, technology and science, leisure and work, communications, the human population, ecology, government and politics, values and lifestyles. Students explore and evaluate school/learning environment structures and teaching strategies, and they make compelling arguments for their professional points of view.

**EED705 Multicultural Diversity Issues in the Workplace and Classroom - 3 credits**

Professional licensure course: additional instructional hours and requirements. This course studies (1) ethnic-cultural history, (2) prejudice, biases and value systems, and (3) the appreciation of diversity in professional skills and personal strengths. Students discuss teaching cultural diversity in various learning environments, and individuals' power in realizing differences and similarities. Students explore ethnicity, race, gender and class from an historical and contemporary perspectives. The class looks at teaching styles and ways to manage culturally diverse classrooms. The importance of building students' self-esteem and sensitivity to their varied learning styles are addressed. Students should come prepared with a brief overview of their ethnic/cultural history (e.g., photo albums, letters, journals, and family trees).

**EED710 Alternate Assessment Strategies Across the Curriculum - 3 credits**

Professional licensure course: additional instructional hours and requirements. This course enhances educators' ability to develop a conceptual framework of assessment procedures to improve their teaching techniques for the wide variety of learning styles found in the classroom today. Assessment is an important component of our educational system. However, many educators are now questioning the heavy emphasis on standardized tests and the decreasing attention to the value of classroom assessment. Dissatisfied with the current methods of assessment, and motivated by the desire to improve public education, educators, policy makers, parents, and community members are focusing increased attention on how we go about determining what our students know and can do, from kindergarten through grade 12.

**EED732 The Culture of Adolescence - 3 credits**

What was your world like as a teenager? What were your passions? What were your dreams? What was your favorite song? What did you think you would become when you "grew up"? These are some of the questions we explore to understand adolescent culture. We read *The Basketball Diaries* by Jim Carroll, *Fanny Hill: The Memoirs of a Lady of Pleasure* by John Cleland, *Chocolates for Breakfast* by Pamela Moore, and various short selections. Through recollection of our own teenage years, various readings, and interviews with young people we explore the experience of being a young person in confusing times, how they cope with stress, and how we as teachers can help.

**EED800 Independent Learning Project - 3 credits**

The Independent Learning Project (ILP) is a comprehensive, culminating learning experience in the master's program. Students relate their learning experiences in the Master of Education to their experiences as educators and to their professional development interests. The ILP

may take a number of forms: a traditional thesis, a professional or curriculum project for use in the classroom, or a creative project with discussion of its pedagogical value. The Professional Seminar leader provides support, advice, and oversight throughout the ILP process; the seminar group and some of its activities provide additional support.

**(new) The Neuroanatomy and Neurophysiology of Brain Behavior - 3 credits**

The more you know about neurophysiology and how the brain is organized, the better you will understand various cognitive, behavioral and emotional problems. This course reviews aspects of brain behavior relationships and brain communication; medications and hormones. It looks at the mechanisms behind EEG changes, including thalamocortical loops and cortical activation from the brainstem.

**(new) Introduction to Neurofeedback: A Hands-on Approach - 3 credits**

This introductory course in EEG neurofeedback is designed for health care workers, educators, therapists and others who want to learn how to use EEG neurofeedback techniques for improving cognitive, behavioral, emotional and neurological function in children and in adults. This course will provide hands-on experiences in using EEG neurofeedback instruments, a detailed review of the literature related to neurofeedback, review of clinical models based on neurophysiology and arousal, including assessment and decision processes involved in the selection of EEG neurofeedback protocols. These protocols have been found to be effective in working with children and adults with ADD, ADHD, Asperger's syndrome, autism spectrum disorders and bipolar disorders. At the completion of this course, participants will be able to add this treatment modality to their educational and/or private practice.

**(new) The Brain, Irlen Syndrome and Neurotherapies: Methodologies, Research and Intervention - 3 credits**

The main purpose of this course is to help established professionals learn about recently developed techniques and therapies and to be able to integrate information about two diverse yet related fields of study, Irlen syndrome and EEG neurotherapy, into one's present profession. This course will explore therapeutic strategies that can be used simultaneously with more traditional approaches as well as provide urgently needed new information which course participants can effectively utilize back in their classrooms, offices and/or health settings.

## English (ENG)

**ENG701 Integration of Reading & Writing - 3 credits**

Participants acquire knowledge of the Massachusetts English Language Arts Curriculum Frameworks. Many genres of literature are explored, along with basic literacy elements and techniques. These include the necessary basics of the English language with emphasis on correct grammar, usage and composition. Participants explore the current research, techniques, and materials used in a balanced curriculum. This course facilitates instruction and use of materials for teaching reading and language arts for children ages 3-7, students functioning at levels 2.0 to 6.0, and students moving to more advanced writing.

## English as a Second Language (ESL)

### **ESL605 Teaching ESL Learners in Diverse Settings - 3 credits**

This introductory course builds participants' professional knowledge so that as educators, they can teach ESL learners (ESLs) more effectively in diverse K-12 settings. Emphasis will be put on the philosophy, history, and politics of education in regards to English Language Learners (ELLs). Instructional methods will address listening, speaking, reading, and writing, with a primary focus on English language development. This includes increasing participants' awareness of ESL differences in home experiences, background knowledge, skills, and linguistic development. The role of culture and heritage of languages will also be considered. Participants will learn about teaching strategies and learning activities that are appropriate for various disciplines across K-12 classrooms and with students of diverse English language proficiency. Participants will also learn how to integrate appropriate sheltered English or subject matter strategies for ESL as well as guidelines for interpreting formal and informal assessments of content knowledge.

### **ESL610 Linguistics and Language Variations - 3 credits**

This course introduces the study of language as it applies to the professional preparation of teachers. Participants will examine the different analytical levels of language and consider their role in the development of linguistic and academic proficiency in English of language-minority students. They will explore how various factors (regional, socioeconomic, and developmental factors) play a role in language variation and bilingualism or multilingualism. In addition, participants will demonstrate their understanding of the structure of language (phonology, morphology, semantics, syntax, and discourse analysis). Participants will also apply linguistic concepts to assess second language learners' proficiency level to guide how to differentiate their instruction for ELLs of varying proficiency levels.

### **ESL620 Teaching Reading and Writing to ESL Students - 3 credits**

This course will provide a comprehensive analysis of reading and writing theory with practical classroom applications for ESL learners. This will enable students to provide a balanced, comprehensive program of instruction with explicit and meaningfully applied instruction in reading, writing, and related language skills and strategies for ESL learners. A balanced approach to reading and writing includes explicit instruction in basic reading skills and comprehension strategies. The course will explore theory and practice through discussion, demonstration, and other strategies. In addition, participants will better understand how cultural and linguistic differences affect literacy development and how to implement literacy instruction that motivates students.

### **ESL625 Technology for Linguistically Diverse Classrooms - 3 credits**

Due to the rapidly changing demographics in our classrooms, teachers face the challenge of working with culturally diverse and multi-level populations. Technology, both low-tech and high-tech, can facilitate the adaptation and differentiation of the core curriculum to assure that English Language Learners (ELLs) gain access to the content material. This course reviews a range of technological techniques that can be integrated into the mainstream, bilingual, SEI (Sheltered English Instruction) or ESL classrooms that will help scaffold and accelerate ELLs' learning. Participants will have an opportunity to experiment

with these techniques, analyze the use of such techniques, and draw conclusions about the best practices made available by the various technologies. They will also explore the teaching/learning theories that informed the development and use of technologies in the classroom. The use of various technologies for sheltered instruction will be considered within the framework of general best practices, based on the concepts of UDL (Universal Design for Learning).

### **ESL630 Equitable Assessment for ESL Learners - 3 credits**

This course helps participants understand and explore a variety of assessment approaches. They will learn how to use assessment as a tool to place ESL learners appropriately, and how to interpret assessment results to plan instruction that helps the students achieve high standards at all levels of English proficiency. Strategies will be included in class activities that give participants experience with various means to assess the progress of English language learners. For Massachusetts teachers, the state-required tests for English proficiency will be looked at in-depth. Participants will have the opportunity to become authorized by the Massachusetts Department of Elementary and Secondary Education to assess students using the MELA-O matrix and to interpret the results to plan instruction.

### **ESL631 Second Language Acquisition and Culture - 3 credits**

This course provides participants with an overview of the study of language as it applies to second language acquisition and second language learning. It enables participants to understand the principles of language acquisition and language learning to facilitate the learning of English for students with various language skills and cultural backgrounds in content classrooms. The content of this course will focus on the different analytical levels of language and their impact on cognitive academic language proficiency of English language learners. This course will explore educational theory of language development and address how to best work with students from various language skills. Participants will discuss how culture influences our attitudes and approaches to education. Issues of language and culture will be covered as they relate to the academic development of second language learners in a sheltered instruction classroom. Participants will also have an opportunity to put into practice their personal awareness of social, political, and cultural constraints on teaching ELLs. Culturally relevant pedagogy for the academic development of English language learners will be strongly emphasized.

### **ESL635 Sheltered Instruction and Assessment - 3 credits**

This course is designed for teachers and administrators experiencing the challenge of meeting the academic needs of multilevel, diverse classrooms that require sheltered instruction techniques and assessment instruments for ESL Learners. Participants will revisit the educational theories of first and second language acquisition and their implications for effective instruction and assessment of ELLs. Participants will use the Sheltered Instructional Observation Protocol (SIOP) model of instruction to explore the components of effective classroom practices in a SEI classroom. This course will provide participants will multiple opportunities to learn and apply sheltering strategies in their specific content area and curriculum. They will have the opportunity to investigate, apply, incorporate, and ponder about sheltered techniques and strategies throughout the course and in their own classrooms. Participants will also develop lessons and practice activities that integrate content and language objectives in ways that are both comprehensible and cognitively demanding for English language learners at varying stages of language proficiency.

### **ESL640 Identification and Instruction of ESL Learners with Disabilities - 3 credits**

This course will provide a framework for developing a comprehensive system for the assessment and instruction of ESL learners with disabilities and/or limited or interrupted formal schooling. Participants will gain an understanding of the second language acquisition process, literacy development in the second language, culture, alternative assessment measures, and appropriate instructional methodology for ESL learners with disabilities and/or ESL learners with limited or interrupted formal schooling. They will identify key issues in assessment and instruction of ESL learners with disabilities and/or limited or interrupted formal schooling, including under-representation and over-representation in special education, appropriate assessment measures, and legal responsibilities. Participants will discuss the use of alternative assessment measures for distinguishing between disability, literacy development, and developmental process of second language learning. They will also develop appropriate second language instruction for ELLs with disabilities and/or limited formal schooling.

### **ESL650 Teaching Content to ESL Learners - 3 credits**

This course provides educators working with second language learners a theoretical and practical framework for integrating academic language development into content area instruction. Students will be presented with an overview of instructional concepts and approaches that recognize the role that language plays as the major medium of instruction and learning including language across the curriculum, CALLA, process writing, cooperative learning and cognitive instruction. Participants will have guided practice in using and applying effective teaching strategies that support the linguistic and academic development of ESL learners within the context of the content area classroom. They will learn how to plan and deliver instruction to help ESL learners understand academic content, develop academic language, increase higher-order thinking skills, and strategically apply learning strategies.

### **ESL691N Professional Seminar I: Teaching English Learners (Initial) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader who has experience in the field of English as a Second Language. This seminar leader is the students' academic advisor and guides them through their graduate program. The cohort studies professional standards for ESL teachers, and the requirements for state licensure — PreK-6 and 5-12. Participants integrate their learning from courses, workshops, and experience. Transformed by the resulting knowledge, competencies, attitudes and values, students become reflective practitioners and lifelong learners. The seminar also supports students' work on their independent learning projects (ILP)—from identifying topics relevant to their course of study, to guiding the research and writing,—to completion. The seminar leader approves the finished projects.

### **ESL692N Professional Seminar II: Teaching English Learners (Initial) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader who has experience in the field of English as a Second Language. This seminar leader is the students' academic advisor and guides them through their graduate program. The cohort studies professional standards for ESL teachers, and the requirements for state licensure — PreK-6 and 5-12. Participants integrate their learning from courses, workshops, and experience.

Transformed by the resulting knowledge, competencies, attitudes and values, students become reflective practitioners and lifelong learners. The seminar also supports students' work on their independent learning projects (ILP)—from identifying topics relevant to their course of study, to guiding the research and writing,—to completion. The seminar leader approves the finished projects.

### **ESL790A Practicum: ESL (PreK-6) 300 hours - 3 credits**

Prerequisites: Pre-practicum, all initial licensure courses, Pass all teacher tests required by Massachusetts for this license. Practicum Seminar required concurrently: ESL791. ESL790A (levels PreK-6) — 300 hours Exit Performance Portfolio required for credit.

The Practicum experience is in the role and at the level of the license sought, under a cooperating ESL teacher, with Cambridge College supervision. The Practicum experience provides student teachers opportunities to gain insights into the profession and to master the current Professional Standards for Teachers by working with English Language Learners in public schools and classrooms. Students work with the guidance and support of an experienced educator and by observing his/her instructional and classroom management strategies in action. Students develop instructional strategies for a variety of learning formats, appropriate curriculum materials, classroom management skills, strategies for creating a learning environment that fosters an appreciation of diversity and interactive learning. Students reflect on their own professional growth and examine theory through actual classroom practice. An Exit Performance Portfolio documents their experiences.

### **ESL790B Practicum: ESL (5-12) 300 hours - 3 credits**

Prerequisites: Pre-practicum, all initial licensure courses, Pass all teacher tests required by Massachusetts for this license. Practicum Seminar required concurrently: ESL791. ESL790A (levels 5-12) — 300 hours Exit Performance Portfolio required for credit.

The Practicum experience is in the role and at the level of the license sought, under a cooperating ESL teacher, with Cambridge College supervision. The Practicum experience provides student teachers opportunities to gain insights into the profession and to master the current Professional Standards for Teachers by working with English Language Learners in public schools and classrooms. Students work with the guidance and support of an experienced educator and by observing his/her instructional and classroom management strategies in action. Students develop instructional strategies for a variety of learning formats, appropriate curriculum materials, classroom management skills, strategies for creating a learning environment that fosters an appreciation of diversity and interactive learning. Students reflect on their own professional growth and examine theory through actual classroom practice. An Exit Performance Portfolio documents their experiences.

### **ESL791 Practicum Seminar: English as a Second Language - 2 credits**

Practicum required concurrently: ESL790. Exit Performance Portfolio required for credit.

The seminar for classroom experience supports students' growth as they assume the teaching role. It is the setting for students to interpret their field-based experiences and transform them into skills, knowledge constructs, attitudes and values. The seminar provides a cohort/support for students to address problems and find solutions, while utilizing current academic research and practices. They master understanding and practice of the Massachusetts Curriculum Frame-

works and English Language Proficiency Benchmarks and Outcomes, develop the skills necessary for the teacher tests, and become familiar with the current reforms and changes in state regulations on educator licensure.

### **ESL800 Independent Learning Project: English as a Second Language - 3 credits**

The Independent Learning Project is a culminating learning experience that helps educators to integrate their personal and formal learning and their professional experiences into a meaningful whole. It reflects the general guidelines for ESL teachers and articulates the individual's educational and administrative philosophy. The project is research- and action-based, on a focused topic chosen by the educator, within the area of licensure. It engages educators in sustained research into educational practice and curriculum development; parts of the project may be implemented during the practicum.

## General Science See Science (ESE, SCI)

## Health/Family and Consumer Sciences (EHE, HEA)

### **EHE610 Principles of Health Promotion and Disease Prevention - 3 credits**

Pre-practicum hours required: directed field-based training. This course provides a public health framework for health promotion and disease prevention activities. Participants discuss and analyze methods of coping with local, national and global health challenges in the past and in the 21st century. Morbidity and mortality statistics and national goals for the health of the nation are analyzed. The role of the individual and the community in the prevention and control of local, national and global health problems such as HIV, STD's, cancer, heart disease as well as outbreaks of new and old communicable diseases and environmental health issues are discussed.

### **EHE620 Curriculum Implementation in the Health Classroom - 3 credits**

Pre-practicum: 10 hours of directed field-based training required. This course reviews current research findings and practices proven successful in the development of health literate students. National and state health standards provide guidelines for classroom instruction. Participants evaluate curricula for different age groups, prepare lesson plans, develop/adapt curricula. They also model teaching techniques such as cooperative learning, role-playing, health advocacy and peer teaching to encourage active classroom participation. Critical thinking skills and reading enhancement are stressed. Research- and skills-based curricula and various methods of assessing student knowledge are reviewed.

### **EHE630 Growth and Development Hum Sexuality and Family Mgt - 3 credits**

Pre-Practicum: 10 hours of directed field-based training required. This course prepares educators to give young people sensitive age- and culturally-appropriate information on the growth and development of their bodies, including the reproductive system and human sexuality. The maintenance of reproductive health will be dependent upon the young person's knowledge of and ability to prevent sexually transmitted diseases, early sexual experimentation and unintended pregnancy. Teaching about sensitive issues such as diversity in sexual orientation is discussed. The course explores ways to teaching about

pre-natal development, infant and child care, parenting skills, consumer and environmental health issues affecting the family.

### **EHE640 Promoting Wellness and Building Positive Health Behavior - 3 credits**

Pre-practicum: 10 hours of directed field-based training required. Poor diet and physical inactivity are widespread among children and adolescents. These two risk factors contribute to the development of a number of chronic diseases and together are the second leading cause of preventable death in U.S. adults; tobacco use, another behavior that begins in youth, is the leading cause. This course prepares educators to provide young people with the knowledge and skills necessary to establish healthy eating and physical activity habits and to set goals for fitness and wellness. It also prepares health educators to work with other members of the coordinated school health team to create a school environment that supports and promotes healthy eating, physical activity, and other healthy habits.

### **EHE650 Preventing Unintentional Injury & Violence - 3 credits**

Pre-practicum: 10 hours of directed field-based training required. For young people accidents are a major source of death or disability. This course assists educators in providing young people with the skills and knowledge necessary to help them avoid injury at home, in school, in the neighborhood and in the larger community. Assisting young people with the development of a "Personal Safety Plan" is also described, as well as a review of the importance of teaching First Aid and CPR. Research on youth violence, recent behavioral surveys and resources for students affected by violence is discussed. Science-based curricula, negotiation and mediation skills and bullying, sexual harassment, domestic violence, sexual assault and racial intolerance are addressed. Successful school and community models are investigated.

### **EHE660 Promoting Mental Health Through School-based Intervention - 3 credits**

Pre-practicum: 10 hours of directed field-based training required. A growing number of young people experience serious mental and emotional problems which interfere with their learning. Depression, anger, anxiety, and stress are possible reactions to family and/or community dysfunction. These reactions can lead to various high-risk behaviors. In this course, participants investigate ways to identify young people who may require professional interventions such as counseling, psychological and/or social services. Crisis response, models for student assistance, and access to community mental health services are investigated and assessed. Participants practice ways of assisting young people to communicate constructively with peers and families, to handle stress, and to seek help from others.

### **EHE670 Building & Eval. Coordinated School Health Programs - 3 credits**

Pre-practicum: five hours of directed field-based training required. What are the components of a successfully coordinated school health program and who are the players? Health educators need to involve other teachers, school personnel and community representatives in developing a coordinated program. In this course, participants investigate ways of serving as resource specialists in building these collaborations by providing input on current student health issues and by advocating for science-based health education programs and policies. Needs assessment models, health indices, student and community surveys and sample program evaluations will be presented. Participants develop grant writing skills to assist them in seeking funding for coordinated programs.



**EHE680 Teaching Skills for Risk Reduction and Positive Behavior Change - 3 credits**

Pre-practicum: 10 hours of directed field-based training required. This course involves educators in teaching the special skills which their students need in order to avoid the high risk behaviors which could expose them to life-threatening situations such as substance abuse, violent behavior, early sexual activity and/or gambling. Educators practice teaching skills such as decision-making, assertiveness, refusal, conflict resolution, anger management, stress reduction and goal-setting. The course also reviews research and practice in the development of youth leadership, social responsibility, community service and advocacy skills shown to contribute to positive behavior change.

**EHE691N Professional Seminar I: Health/Family/Consumer Science (Initial) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader. The seminar is a forum for discussion of professional issues in school health/family and consumer sciences education, current issues facing students, faculty and parents, ways in which educators can work in the organizational culture of schools today and contribute to social progress. Students integrate their learning from classes, workshops and experience. Transformed by thinking, reading and discussion, students become reflective practitioners and lifelong learners.

**EHE691P Professional Seminar I: Health/Family/Consumer Science (Prof.) - 2 credits**

The first term of the professional seminar assists students to develop insight into the role of the health educator in the school community. In order to acquire the skills needed to become lifelong learners and "health literate" teachers, students are involved in planned and structured activities around issues related to professional development and academic excellence in health education in the context of the culture of the school. The seminar group becomes the curriculum and serves as the source of discussion, problem-solving and networking around current experiences as classroom health educators in school settings. Students discuss the unique challenges and issues in school health encountered in today's challenging environment, when resources are scarce.

**EHE692N Professional Seminar II: Health/Family/Consumer Science (Initial) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader. The seminar is a forum for discussion of professional issues in school health/family and consumer sciences education, current issues facing students, faculty and parents, ways in which educators can work in the organizational culture of schools today and contribute to social progress. Students integrate their learning from classes, workshops and experience. Transformed by thinking, reading and discussion, students become reflective practitioners and lifelong learners.

**EHE692P Professional Seminar II: Health/Family/Consumer Science (Prof.) - 2 credits**

The second term emphasizes the development and implementation of school health policies and procedures which impact the health status of students and classroom health education programs. The group continues to serve as a source of discussion, problem-solving and networking on recent developments affecting school health policies in

the context of current health issues—local, state, national and global. Through case studies and sharing of school health policies and their implementation, students examine new ways of approaching current school health education problems. Class discussion of real situations allows presenters to see the issues more clearly and view them from other perspectives. The case study method permits a more objective view of problematic issues and may provide suggestions for new approaches and solutions.

**EHE693N Professional Seminar III: Health/Family/Consumer Science (Initial) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader. The seminar is a forum for discussion of professional issues in school health/family and consumer sciences education, current issues facing students, faculty and parents, ways in which educators can work in the organizational culture of schools today and contribute to social progress. Students integrate their learning from classes, workshops and experience. Transformed by thinking, reading and discussion, students become reflective practitioners and lifelong learners.

**EHE693P Professional Seminar III in Health/Family/Consumer Science (Prof) - 2 credits**

In the third term, students focus on community and public health. They learn about the influence of social factors on health and the contribution of public health. They investigate the role of health teachers in promoting health education locally, in the state and in the country. They investigate ways of encouraging their own students to promote the health of others in their schools, families and communities. They share ideas for developing student awareness of national and global health needs and concerns. Other strategies explored include service on advisory councils and professional organizations; outreach to parents and community members; and collaboration with others to facilitate healthy, safe and supportive communities.

**EHE701 Current Research on the Interrelationship of Risks Factors - 3 credits**

This course investigates the findings of biomedical and behavioral health research about youth risk behavior. Societal, psychological, family and environmental influences are analyzed and discussed. Research is presented on interrelationships between drug and alcohol abuse, violence, early sexual experimentation, smoking and mental health issues such as depression. Educators also investigate other recent long-term scientific findings about health risk behaviors and programs that have been successful in helping their students avoid these behaviors. Educators learn to analyze the best ways of building student skills and promoting coordinated health programs.

**EHE703 New Perspectives in Teaching Human Sexuality - 3 credits**

Educators investigate current trends in comprehensive sexuality education at all grade levels. Issues addressed include: different cultural and religious attitudes toward teaching about sexuality, gender identity, homophobia; strategies for building support for gay, lesbian, bisexual, and transgender youth; and building acceptance of diverse family structures. Other areas discussed include: local, state and national policies; teaching sexuality to youth with disabilities; methods of handling controversy; sexual exploitation and sexual harassment; updated statistics on sexually-transmitted diseases. Special attention is given to sensitive issues and strategies for involving parents in the teaching program.

**EHE705 Promoting Wellness in a Media-Saturated Society - 3 credits**

Educators explore their own approaches to viewing the media and interpreting health messages. They also analyze ways in which the media influence youth behavior in areas such as nutrition and body image, smoking, consumer buying patterns, early sexual experimentation, stereotypes, violence, and attitudes toward environmental issues. They study examples of messages affecting health in the media including television, film, advertising, teen magazines, music videos, and the Internet. Educators also learn to use media analysis in teaching written and oral expression in the health classroom.

**EHE707 Aspects of Violence Prevention in School Environments - 3 credits**

School health educators need to address new concerns: bullying, interpersonal violence, sexual harassment, gender-based violence, racial/ethnic prejudice, child abuse. In this course, educators review the many different aspects of violence in school settings and various ways of responding to these incidents. The mental and emotional short- and long-term effects of viewing or being victimized by violence are discussed. New approaches to classroom discipline and raising awareness of students to the effects of their behavior are discussed. Materials for addressing these issues with students at all grade levels and parents are presented. Educators learn to review interactive strategies and develop their own plans for use of the material.

**EHE709 Interdependence betw.the Ecological Environment & Human Health - 3 credits**

Educators address issues related to personal responsibility for the maintenance and improvement of the ecological environment. Personal and societal behavior affects individual, family, community, and global health through energy use, water use, waste disposal, food production, and care of the natural environment. Educators investigate strategies for teaching young people about the conservation of the environment and effects of inattention to these issues on the future health of all people. Methods of involving young people in promoting the health of the community are developed.

**EHE711 Evaluation of School Health Programs - 3 credits**

Cross-listed as ESN750.

This course presents theory and practice of program evaluation with emphasis on how to design, focus and implement program evaluation. Content includes program theory and evaluation models, identification of outcome indicators; quantitative and qualitative methods; standardized testing, data analysis and communication of evaluation findings. Special topics address needs assessment, cost-benefit analysis, and impact analysis.

**EHE713 Assessing Health Literacy - 3 credits**

As new health problems have emerged in young people, educators need new methods of assessing student skills, attitudes, behavior, and knowledge to ensure that young people have developed the skills they will need in order to practice lifetime health behaviors successfully, starting in kindergarten. In this course health educators review national and state health standards and existing assessments (e.g. CCSSO-SCASS). They practice writing questions of all types, taking into account diverse learning styles and language proficiency. They identify various uses of technology in assessing student learning. They develop rubrics for various grade levels, learn to score papers, and experiment with exemplars/benchmarks/models of excellence. They practice developing and evaluating portfolios. They discuss methods of involving students in self-assessment and strategies for changing behavior in a creative classroom atmosphere. They learn to develop

alternative strategies for assessing students with special needs and students with language difficulties.

**EHE800 Independent Learning Project: Health/Family/Consumer Science - 3 credits**

The Independent Learning Project is a culminating learning experience that helps educators integrate their personal and formal learning and their professional experiences into a meaningful whole. It reflects the general guidelines for teachers of health/family and consumer science and articulates the individual's educational and administrative philosophy. The project is research- and action-based, on a focused topic chosen by the educator, within the area of licensure. It engages educators in sustained research into educational practice and curriculum development in the field; parts of the project may be implemented during the practicum.

**HEA790 Practicum: HFCS (300 hours: 150 elementary & 150 secondary) - 3 credits**

300 hours - 150 at the elementary level, 150 at the secondary level. Prerequisites: 75 pre-practicum hours, pass all teacher tests required by your state for this license.

**HEA791 Practicum Seminar: Health/Family/Consumer Sciences - 2 credits**

Practicum required concurrently: HEA790. Exit Performance Portfolio required for credit. The seminar for classroom experience supports students' growth as they assume the teaching role in health/family and consumer science. It is the setting for students to interpret and discuss their field-based experiences and transform them into skills, knowledge, attitudes and values for the health classroom. The seminar provides a cohort/support for students to address problems, find solutions, and share best practices which they have observed and used themselves. They will also be able to relate current research in health education to a real school setting. They master understanding and practice of the Massachusetts Curriculum Frameworks, develop the skills necessary for the teacher tests, and become familiar with the current reforms and changes in state regulations on educator licensure.

## Information Technology Literacy

See also Instructional Technology, Library Teacher, Special Education.

**ETL691-693 Professional Seminar I: Information Technology Literacy**

No one knows what everyone knows. The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader. The group studies professional issues in information technology for schools and organizations. Students integrate their learning from classes, workshops, and experience. Transformed by reflection, readings, and discussion, students become reflective practitioners and lifelong learners. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished projects.

**ETL800 Independent Learning Project: Information Technology Literacy**

The Independent Learning Project (ILP) is a comprehensive, culminating learning experience in the master's program. Students relate their

learning experiences in the Master of Education to their experiences as educators and to their professional development interests. The ILP may take a number of forms: a traditional thesis, a professional or curriculum project for use in the classroom, or a creative project with discussion of its pedagogical value. The Professional Seminar leader provides support, advice, and oversight throughout the ILP process; the seminar group and some of its activities provide additional support.

## Instructional Technology<sup>(EIT)</sup>

### **EIT600 Using the Computer as a Research Tool for Educators - 3 credits**

Pre-practicum hours of directed field-based training required. Considering the expanse of information available on the Internet, educators need to develop effective Internet search strategies, sound criteria for evaluating and analyzing Web sites, and experience in integrating Web-based research into classroom research methods. This course trains educators to search, evaluate, and document online educational resources, for their own use as graduate students and for classroom use with their pupils. The course helps educators use the resources available on the Internet to nurture curiosity and facilitate knowledge acquisition in their classrooms.

### **EIT630 Perspectives on Pedagogy, Curriculum and the Web - 3 credits**

This foundation course explores teaching practices and their relation to broader theories of curriculum design. The course examines the relation between theory and practice within the context of networked learning environments. Students make connections between their own and others' teaching practices, curriculum development strategies, and both the promises and pitfalls presented by technology and the Web. Opportunities will be provided to develop criteria for evaluating Web-based curriculum materials, assess appropriateness to teaching goals, and to create strategies for incorporating technology and the Web into existing curriculum. Further, class projects will engage students in examining current trends in curriculum reform, standards development, school change, and alternative assessment.

### **EIT640 Integration of Technology & Computer Applications in the Classroom - 3 credits**

The use of information technology in the classroom and, in particular, the Internet, as tools for teaching has been growing exponentially since the advent of personal computers in classrooms. The spillover factors of home use for both students and instructors has created many new opportunities for teaching and learning. In this course teachers become familiar with the basic concepts of utilizing and harnessing this technology in their everyday classroom teaching and beyond. Topics include the elements of basic Design 1: HTML, evaluating and designing educational web sites according to UDL principles. Teachers are introduced to high quality freeware/shareware which can be used in graduate projects and in the classroom.

### **EIT691-693 Professional Seminar I-III: Instructional Technology - three terms, 6 credits total**

The professional seminars support the members of the MED/IT program as students, as teachers, and as professionals. The concepts of online collaboration and learning communities are presented and practiced to alleviate the organizational isolation found in school settings. Students confront issues by using constructivist theories and procedures that have been presented in other courses. The seminars also support students' work on the independent learning project.

### **EIT703 Impact of Technology on Education - 3 credits**

Educators will improve teaching and learning in the classroom by using educational technology. The course includes an overview of technology's impact on education, evaluation of educational software, integration of multimedia applications, the World Wide Web, curriculum frameworks integration, and hands-on experience in the development of instructional materials. Practical examples of successful schools are examined. Educators also gain experience with a variety of educational software related to the curriculum. Strategies for inclusion of special needs students are explored.

### **EIT710 Legal & Ethical Internet Issues for Educators - 3 credits**

Pre-practicum hours of directed field-based training required Who owns what on the Internet? What are the issues surrounding privacy and protection, selection of age-appropriate materials, and careful consideration of censorship options in an online environment? This course explores the highlights of intellectual property and copyright issues concerning educational materials, including the latest legislation and guidelines available. Students also examine privacy legislation, landmark censorship cases, and filtering issues. This course covers the current material dealing with content and authorship rights on the Internet, emphasizing plagiarism, copyright, and intellectual property.

### **EIT711 Advanced Technologies in Education - 3 credits**

This course focuses on the impact of a worldwide information-intensive society on education policy and planning. Students study practical and theoretical issues pertaining to educational technologies. The course surveys practical applications for managing organizational information systems and databases. From a theoretical perspective, it focuses on using new technologies to serve various pedagogical philosophies and the impact of new technologies on instructional design, teaching, and school reform.

### **EIT712 Using Educational Technology to Improve Teaching and Learning - 3 credits**

Through discussion, use of the latest hardware and software, participants explore computer based multimedia and communications technologies that enhance classroom instruction. This course is geared for PreK-12 teachers to experiment with the tools of the classroom with emphasis on math, science and language arts. Software and Internet applications are explored, including best practice applications. Focus is on developing technology-based thematic units that integrate theory, practice and standards in the language arts, science, and math classroom. Recent developments in technology integration regarding math and language with the No Child Left Behind Act are discussed.

### **EIT790 Practicum/Instructional Technology (300 hours) [All Levels] - 3 credits**

The Practicum experience is in the role and at the level of the license sought, under a cooperating practitioner with the appropriate license, with Cambridge College supervision. The Practicum experience provides Instructional Technology teacher candidates the opportunity to gain insights into the profession and to master the current Professional Standards for Teachers by working with young people in public schools, libraries, and classrooms. Students work with the guidance and support of an experienced Instructional Technology and by observing his/her instructional and library management strategies in action. Students reflect on their own professional growth and examine theory through actual practice. An Exit Performance Portfolio documents their experiences.

**EIT791 Practicum Seminar/Instructional Technology (300 hours) [All Levels] - 2 credits**

The seminar for classroom experience supports students' growth as they assume the Instructional Technology teacher's role. It is the setting for students to interpret their field-based experiences and transform them into skills, knowledge constructs, attitudes and values. The seminar provides a cohort/support for students to address problems and find solutions, while utilizing current academic research and practices. They master understanding and practice of the Massachusetts Curriculum Frameworks, develop the skills necessary for the teacher tests, and become familiar with the current reforms and changes in state regulations on educator licensure.

**EIT800 Independent Learning Project - 3 credits**

The independent learning project is equivalent to a master's thesis. They demonstrate mastery of the interdisciplinary curriculum and implementation of an innovative concept for using the Internet in an organizational or educational setting. Past examples of Independent Learning Projects include: the design of an online course curriculum for K-12 teachers; the re-design of a school system's computer network considering issues of security, usability, management and cost effectiveness; and the development and delivery of a Website which promotes the educational, social, and cultural activities of a community service organization.

## Library Teacher (ELM)

**ELM509 Overview of the School Library Program - 3 credits**

Pre-practicum: 20 hours of directed field-based training required. This course introduces school library programs to library teacher candidates. They explore their anticipated responsibilities as teachers, information specialists, instructional consultants and program managers. They consider the evolution of school libraries, look at information literacy K-12, and explore the process of planning a quality school library program. Candidates consider continuous evaluation of their roles and library programs.

**ELM515 Evaluation, Selection and Management of Learning Resources - 3 credits**

Pre-practicum: 10 hours of directed field-based training required. Part I of this management, evaluation and selection course looks at administration: the program, instruction and learning, and program evaluation. Part II, collection development, considers evaluation of learning resources, selection criteria and policies as applied to learning resources, weeding the collection, and acquisition procedures. This course gives students a clear view of the inner workings of a school library program and its resources, so that they may plan, teach, and manage time more effectively, as well as being able to develop, organize, manage and evaluate school library programs.

**ELM517 Literature for Young Adults - 3 credits**

This survey course introduces classic and contemporary literature considered appropriate for young adults, that bridges the gap between children's and adult books. It provides educators with the knowledge and skills needed to integrate young adult literature into classrooms and libraries. Emphasis is on fiction: full length novels (with a film version of one novel), and short stories. Thematic approaches are explored along with practical activities to promote lifelong reading, writing and appreciation of literature. Critical review sources and selection tools are also examined.

**ELM521 Reference Resources - 3 credits**

Pre-practicum: 17 hours of directed field-based training required. This course provides skills and knowledge needed to manage reference services for students and staff in a K-12 environment. Students are encouraged to gear their research projects to specialties or a preferred grade level. Students explore text-based and electronic reference materials and their use to enhance learning. Students look at professional library selection tools to locate the best and most relevant information resources. The reference interview and skills instruction methods are also considered.

**ELM523 Children's Literature - 3 credits**

This course enhances and extends students' knowledge of literature for children through in-depth involvement with books. The course focuses on selection, evaluation, and methods of sharing and discussing various types of literature, using print and other media. Students read widely from a broad range of literature and develop methods of incorporating literature into classroom and library experiences.

**ELM532 New Technologies in the School Library - 3 credits**

Pre-practicum: 13 hours of directed field-based training required. This course is for administrators, classroom teachers, and new library teachers. The course explores access to online databases, educational use of the internet, webquests, distance learning, school use of DVD, video, television, and cable, copyright issues, the use of scanners, and major issues in media literacy.

**ELM533 Information Literacy - 3 credits**

This course is focused on information literacy skills, their theoretical foundations, and the strategies to teach information literacy skills to technology users, integrating these into school curriculum. Students will examine information literacy standards set by the Department of Education Information and School Library Program, information search models and activities to integrate these into the curriculum.

**ELM561 Production of Instructional Materials - 3 credits**

This hands-on course introduces multimedia technology and its instructional uses. Candidates gain experience creating multimedia projects for classrooms, libraries, colleagues, and students. They learn how to publish a PowerPoint presentation on the Web. They are introduced to presentation software, digital video cameras, and digital video editing software. Basic film production vocabulary and basic concepts of media literacy are also studied.

**ELM624 Advanced Cataloging and Classification - 3 credits**

This course provides an overview of the skills, tools, theories, and decisions made by school library teachers regarding the organization and maintenance of a school library collection according to national standards.

**ELM691N Professional Seminar I: Library Teacher - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader. The cohort studies professional standards for school library teachers, licensure requirements and process, and the job search. It also links them with wider networks in the field. Students integrate their learning from classes, workshops, and experience. Transformed by the resulting knowledge, competencies, attitudes and values, students become reflective practitioners and lifelong learners.

**ELM692N Professional Seminar II: Library Teacher - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader. The cohort studies professional standards for school library teachers, licensure requirements and process, and the job search. It also links them with wider networks in the field. Students integrate their learning from classes, workshops, and experience. Transformed by the resulting knowledge, competencies, attitudes and values, students become reflective practitioners and lifelong learners.

**ELM693N Professional Seminar III: Library Teacher - 2 credits**

The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished projects.

**ELM790 Practicum: Library Teacher (All Levels) 200 hours - 3 credits**

200 hours. Prerequisites: Pre-Practicum, pass all initial licensure courses, pass all teacher tests required by Massachusetts (or your own state) for this license. Practicum Seminar required concurrently: ELM791. Effective Fall 2003: 200 clock hours in a school library. The Practicum experience is in the role and at the level of the license sought, under a cooperating practitioner with the appropriate license, with Cambridge College supervision. The Practicum experience provides library teacher candidates the opportunity to gain insights into the profession and to master the current Professional Standards for Teachers by working with young people in public schools, libraries, and classrooms. Students work with the guidance and support of an experienced library teacher and by observing his/her instructional and library management strategies in action. Students reflect on their own professional growth and examine theory through actual practice. An Exit Performance Portfolio documents their experiences.

**ELM791 Practicum Seminar: Library Teacher - 2 credits**

Practicum required concurrently: ELM790. Exit Performance Portfolio required for credit.

The seminar for classroom experience supports students' growth as they assume the library teacher's role. It is the setting for students to interpret their field-based experiences and transform them into skills, knowledge constructs, attitudes and values. The seminar provides a cohort/support for students to address problems and find solutions, while utilizing current academic research and practices. They master understanding and practice of the Massachusetts Curriculum Frameworks, develop the skills necessary for the teacher tests, and become familiar with the current reforms and changes in state regulations on educator licensure.

**ELM800 Independent Learning Project: Library Teacher - 3 credits**

The Independent Learning Project is a culminating learning experience that helps educators integrate their personal and formal learning and their professional experiences into a meaningful whole. It reflects the general guidelines for library teachers and articulates the individual's educational and administrative philosophy. The project is research and action based, on a focused topic chosen by the educator, within the area of licensure. It engages educators in sustained research into educational practice and curriculum development; parts of the project may be implemented during the practicum.

## Literacy Education (EUL)

**EUL691 Professional Seminar I: Literacy Education - 0 credit**

The Professional Seminar is the hallmark at Cambridge College for the adult learning model where students work in cohort groups to collaborate and share ideas in literacy based on research and classroom experiences. The seminar investigates a series of topics that focuses on the research that improves the literacy in Early and Middle schools. It helps teachers develop exemplary literacy by implementing proven teaching methods that are student-centered, and language-based oriented. The seminar leader is the students academic advisor and guides them through their graduate program. The seminar also supports students' work on their independent learning projects. The seminar leader approves the finished projects.

**EUL692 Professional Seminar II: Literacy Education - 2 credits**

The Professional Seminar is the hallmark at Cambridge College for the adult learning model where students work in cohort groups to collaborate and share ideas in literacy based on research and classroom experiences. The seminar investigates a series of topics that focuses on the research that improves the literacy in Early and Middle schools. It helps teachers develop exemplary literacy by implementing proven teaching methods that are student-centered, and language-based oriented. The seminar leader is the students' academic advisor and guides them through their graduate program. The seminar also supports students' work on their independent learning projects. The seminar leader approves the finished projects.

**EUL800 Independent Learning Project: Literacy Education - 3 credits**

The Independent Learning Project is a culminating learning experience that helps educators integrate their personal and formal learning and their professional experiences into a meaningful whole. It reflects the general guidelines for early and middle school educators and articulates the individual's educational and administrative philosophy. The project is research- and action-based, on a focused topic chosen by the educator, within the area of licensure. It engages educators in sustained research into educational practice and curriculum development in literacy education.

## Mathematics (EME, MAT)

**EME691N-693N Professional Seminar I-III: Mathematics Education - three terms @ 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader. The cohort studies professional issues in teaching mathematics, national standards and student achievement in mathematics. Students explore what they are learning, brainstorm about applications, and reinforce each other's focus and enthusiasm as teachers. They integrate their learning from classes, workshops, and experience. Transformed by reflection, readings, and discussion, students become reflective practitioners and life-long learners.

**EME800 Independent Learning Project: Mathematics Education - 3 credits**

The Independent Learning Project is a culminating learning experi-

ence that helps mathematics teachers to integrate their personal and formal learning and their professional experiences into a meaningful whole. It reflects the general guidelines for mathematics teachers and articulates the individual's educational and administrative philosophy. The project is research-and action-based, on a focused topic chosen by the student, within the area and level of licensure. It engages educators in sustained research into educational practice and curriculum development in mathematics.

**MAT603 Arithmetic to Algebra: Developing Patterns and Ideas (K-8) - 3 credits**

This course explores the relationship between the study of arithmetic and of algebra in grades K-8. Teachers explore selected mathematical concepts at an adult level and discuss how children develop an understanding of it. They explore ways to facilitate classroom learning, and effective activities and materials that enhance learning of algebraic concepts and skills. They learn how to use vertical acceleration to connect arithmetic to algebra.

**MAT605 Technology in Mathematics Learning & Teaching (K-12) - 3 credits**

Prerequisites: MAT607, 609, 611 & 613 or program coordinator's approval. Pre-practicum: 15 hours of directed field-based training required.

This course provides teachers with a strong foundation in effectively using technology in mathematics classrooms, K-8. They develop and implement comprehensive lessons using calculators, graphing calculators, computer graphing, algebra and geometry software, and Internet resources for teaching mathematical concepts and skills. This course makes educational technology an integral component of the teaching, learning, and assessment of mathematics instruction and learning.

**MAT607 College Algebra - 3 credits**

Pre-practicum: 15 hours of directed field-based training required.

This course focuses on the major components of a college level course in algebra: real, rational, and irrational numbers; linear, radical, and quadratic equations and inequalities; functions and graphs; polynomial, rational, exponential, and logarithmic functions; conic sections; systems of equations and inequalities; and sequences and series.

**MAT609 Euclidean Geometry - 3 credits**

Pre-practicum: 15 hours of directed field-based training required.

This course emphasizes the fundamental ideas of Euclidean geometry with a focus on logic, observations, predictions, and conclusions. Significant geometric properties and concepts are explored through the systematic presentation of the axioms, definitions, constructions, and theorems of classical geometry. Major topics include: the foundations of geometry, direct proofing techniques, triangles, parallel lines, and polygons, right triangles and the Pythagorean theorem, circles, and solid geometry.

**MAT611 Calculus I - 3 credits**

Prerequisites: MAT 607 & MAT 609 or program coordinator's approval. Pre-practicum: 15 hours of directed field-based training required.

This course focuses on trigonometric and calculus concepts by providing numerical, graphical, and algebraic approaches for a clear understanding and mastering of the material. Course activities are placed in a context of real-world problems which enable students to create mathematical models that will help them understand the world in which they live. Major topics include: functions and graphs;

exponential, logarithmic, and trigonometric functions and equations; trigonometric identities; applications of trigonometry; continuity; limits; derivative of a function; definite integral; fundamental theorem of calculus; and techniques of integration.

**MAT613 Discrete Mathematics - 3 credits**

Prerequisites: MAT607 & MAT 609 or program coordinator's approval.

Pre-practicum: 15 hours of directed field-based training required.

This course is designed to cover the major components of discrete mathematics by studying the connections among mathematics topics and real-life events and situations, emphasizing problem solving, mathematical reasoning, and communications. Major topics include: counting and number systems; combinatorics; codes; recurrence relations; graphs and networks; and matrix operations.

**MAT615 History of Mathematics - 3 credits**

Prerequisites: MAT 607, MAT 609 & MAT 611 or program coordinator's approval. Pre-practicum: 15 hours of directed field-based training required.

This course shows how a historical perspective accentuates many different approaches to problem solving, allowing mathematics to look on an international, multicultural flavor. It illustrates how mathematics history creates a bridge from the past to the future and how students can learn to value mathematics more by being exposed to its historical and cultural contexts. Major trends in mathematical thought are introduced, as well as the interplay of mathematical and technological innovations, and the contributions of great mathematicians. Understanding the origins of certain ideas, such as counting, symbolic notation, algebra, etc., gives these ideas a basis in reality and makes students more receptive to even difficult or abstract mathematical procedures. This course demonstrates how the history of mathematics can be integrated and used on a daily basis in order to demonstrate that mathematical discoveries have been made because living people had need of them and therefore mathematics is an integral part of human development.

**MAT618 Mathematics Essentials - 3 credits**

Pre-practicum: 10 hours of directed field-based training required.

This course focuses on the essential components of a college level course in algebra, probability and statistics. Major topics include algebraic, linear and non-linear models; functions and graphs; sequences and series; collecting, organizing and displaying data; using appropriate statistical methods and prediction based on data; developing and evaluating inferences; and applying basic concepts of probability theory to everyday situations.

**MAT621 Data Analysis - 3 credits**

Pre-practicum: 15 hours of directed field-based training required.

This course focuses on how data analysis can reveal a more complete picture of the world, by emphasizing concepts and applications of probability and statistics from a wide range of fields. Major topics include: collecting, organizing and displaying data; using appropriate statistical methods and prediction based on data; developing and evaluating inferences; and applying basic concepts of probability.

**MAT623 Numeric and Geometric Structures - 3 credits**

Pre-practicum: 15 hours of directed field-based training required.

This course covers the basic foundation of the mathematics curriculum in terms of its numerical and geometric structures. Major topics include: number sense, numeration, estimation, mental math, modeling operations using concrete objects, geometry, spatial sense and measurement.

**MAT625 Number Theory - 3 credits**

Prerequisite: MAT 611. Pre-practicum: 15 hours of directed field-based training required.

This course focuses on integers and the generalizations of integers. Major topics include: divisibility, prime numbers, congruences, Pythagorean triples, the Euclidean algorithm, diophantine equations, and the Fundamental Theory of Arithmetic.

**MAT627 Abstract Algebra - 3 credits**

Prerequisite: MAT 607 or program coordinator's approval.

Pre-practicum: 15 hours of directed field-based training required.

This course investigates the algebraic properties of the real numbers and their generalizations. Major topics include algebraic structures such as groups, integral domains, rings, and the formal development of their properties, complemented by examples and applications.

**MAT629 Non-Euclidean Geometry - 3 credits**

Prerequisite: MAT 609. Pre-practicum: 15 hours of directed field-based training required.

This course reviews a variety of approaches to the axiomatic developments of Euclidean plane geometry; followed by a treatment of non-Euclidean geometries, and the geometric properties of transformation, particularly Isometries.

**MAT631 Calculus II - 3 credits**

Prerequisite: MAT 611. Pre-practicum: 15 hours of directed field-based training required.

This course covers a thorough review of the Calculus in terms of limits, continuity, differentiation, and integration. It also investigates analytical, graphical, and approximate solutions of first and second order linear differential equations with constant coefficients, the Laplace transforms, power series, and applications to real world problems.

**MAT633 Probability and Statistics - 3 credits**

Prerequisite: MAT 613. Pre-practicum: 15 hours of directed field-based training required.

This course focuses on how Probability and Statistics can reveal a more complete picture of the world, by emphasizing concepts and applications from a wide range of fields. Major topics include: concept of sample space; descriptive measures; probability and sampling distributions; estimation and hypothesis testing; analysis of variance; correlational analysis; regression analysis; experimental design; modeling; and decision criteria.

**MAT635 Applied Mathematics - 3 credits**

Prerequisites: MAT611 & MAT 631 or program coordinator's approval.

Pre-practicum: 15 hours of directed field-based training required.

This course focuses on mathematical applications in everyday situations. Problem solving techniques are selected from several major areas that include: matrix theory, equilibrium equations, Fourier series and integrals, linear and non-linear equations, Laplace transforms, differential equations, network flows, and optimization strategies.

**MAT708 Diagnosis & Remediation of Learning Problems in Mathematics (K-12) - 3 credits**

Prerequisites: MAT 702 & MAT 710 or program coordinator's approval.

This course examines the nature of mathematics learning, major types of mathematics learning problems, and their aetiology. It discusses possible causes of these problems and suggests remediation strategies that teachers and parents can use to help children learn mathematics more effectively. Teachers focus on selected areas of mathematics at the K-8 levels that challenge children, and on how to

remediate and facilitate mathematics learning in classroom and one-to-one settings.

**MAT790A Practicum: Math (1-6) 150 Hours - 3 credits****MAT790B Practicum: Math (5-8) 150 Hours - 3 credits****MAT790C Practicum: Math (8-12) 150 Hours - 3 credits**

150 hours. Prerequisites: Pre-practicum, pass all initial licensure courses; pass all teacher tests required by Massachusetts (or your own state) for this license. Practicum Seminar required concurrently: MAT791.

The practicum hours must be in the role and at the level of the license sought under a Cooperating Practitioner with the appropriate license, with Cambridge College supervision. The Practicum experience provides student mathematics teachers the opportunity to gain insights into the profession and to master the current Professional Standards for Teachers by working with young people in public schools and classrooms. Students work with the guidance and support of an experienced educator and by observing his/her instructional and classroom management strategies in action. Students develop instructional strategies for a variety of learning formats, align lesson plans with the Massachusetts Curriculum Frameworks, grade-level appropriate curriculum materials, classroom management skills, strategies for creating a learning environment that fosters an appreciation of diversity and interactive learning. Students reflect on their own professional growth and examine theory through actual classroom practice. An Exit Performance Portfolio documents their experiences.

**MAT791 Practicum Seminar: Mathematics - 3 credits**

Practicum required concurrently: MAT790. Exit Performance Portfolio required for credit.

The seminar for classroom experience supports students' growth as they assume the teaching role. It is the setting for students to interpret their field-based experiences and transform them into skills, knowledge constructs, attitudes and values. The seminar provides a cohort/support for students to address problems and find solutions, while utilizing current academic research and practices. They master understanding and practice of the Massachusetts Curriculum Frameworks, develop the skills necessary for the teacher tests, and become familiar with the current reforms and changes in state regulations on educator licensure.

## Mathematics and Science (ESM)

See also Mathematics and Science sections.

**ESM790M Practicum: Middle School Mathematics 5-8 - 1.5 credits**

The Math/ Science practicum requires 300 hours of practicum experience in the classroom. The student will be observed and assessed in both the Math and Science settings.

**ESM790S Practicum: Middle School Science 5-8 - 1.5 credits**

The Math/ Science practicum requires 300 hours of practicum experience in the classroom. The student will be observed and assessed in both the Math and Science settings.

**ESM791 Practicum Seminar: Middle School Mathematics/ Science 5-8 - 2 credits**

Math/Science Practicum required concurrently. Exit Performance Portfolio required for credit.

The seminar for classroom experience supports students' growth as they assume the teaching role. It is the setting for students to interpret their field-based experiences and transform them into skills, knowledge constructs, attitudes and values. The seminar provides a cohort/support for students to address problems and find solutions, while utilizing current academic research and practices. They master understanding and practice of the Massachusetts Curriculum Frameworks for Middle School Mathematics/Science, develop the skills necessary for the teacher tests, and become familiar with the current reforms and changes in state regulations on educator licensure.

**ESM800 Independent Learning Project Math: Science 5-8 - 3 credits**

This independent Learning Project may be written with either a Mathematics or Science focus

## School Administration (EAD)

**EAD662 Contemporary Issues and Topics in Educational Administration - 3 credits**

The effective educational administrator actively pursues further study in his/her field. By so doing, the administrator strives to acquire a knowledge base which will help deal with contemporary issues that will affect students, staff, community and the organization of the school. This course, therefore, features research and in-depth discussion of topics of immediate concern to the educational administrator. The topics may include, but will not necessarily be limited to strategic planning, organizational change, effective staff development, team building, outcomes based learning, the use of data for decision making, interpersonal skills necessary for site-based management, teacher evaluation, issues of equity, and community relationships.

**EAD684 Selection, Development, and Supervision of Educational Personnel - 3 credits**

Pre-practicum: Fifteen hours of directed field-based training required.

This course alerts students to the wide range of activities covered by the term "personnel management" and presents the best of current practices in the field. Students are prepared to select, develop and supervise teachers and other staff effectively. The school is presented as a learning organization - a place where all are supported in continuous growth and describes the administrator's role in creating that culture. Formative and summative techniques for feedback about performance are emphasized. The course also includes the topics of the legal and ethical aspects of evaluation, hiring and dismissal. The importance of the administrator's role as an instructional leader is emphasized.

**EAD688 Legal Aspects of School Administration - 3 credits**

This course explores the legal principles which apply to current educational practice. It specifically deals with issues of students' rights and teachers' rights which impact and influence the operation of schools and the related tension created by multiple structures. Laws/ regulations and court decisions related to free speech, equal rights, and school discipline are studied. In addition, laws and policies dealing with IDEA (special education) and No Child Left Behind are examined in depth.

**EAD690 Finance and Business Administration for the School Administrator - 3 credits**

Pre-practicum: Fifteen directed field based training required.

This course prepares educators to understand and effectively manage the fiscal aspects of a school or school district. The work focuses on school finance as a matter of public policy and law, the different sources of school financing, and the funding mechanism at various levels of government. Proposition 2 1/2, the Massachusetts foundation budget process, financing procedures in other states, and the financing of charter, choice and voucher programs are examined. In addition, educators study school budgets, the role of the school's community in developing and establishing the budget, and different approaches to the budgeting process. Finally, educators address the issues of plant management, custodial care, building maintenance, preventive maintenance, scheduling, energy management, collective bargaining and purchasing of materials for plant management.

**EAD691N Professional Seminar I: School Administration (Initial) - 2 credits**

Pre-practicum: Fifteen hours directed field-based training required. This seminar focuses on the development of leadership and human relationships within the school and community. Attention is paid to personal aspects of leadership such as style, dealing with stress, time management and the moral responsibility of school administrators. Students also discuss educational topics and issues of current interest. (This theme continues through all four terms.) Students are introduced to basic research skills such as use of on-line and professional libraries and the conventions of APA style for writing papers and the Independent Learning Project (ILP).

**EAD692N Professional Seminar II: School Administration (Initial) - 2 credits**

Prerequisite: EAD691N. Pre-practicum: Fifteen hours directed field-based training required.

This second seminar emphasizes the development and functioning of organizations and the study of organizational behavior. Attention is paid to the leader's role in culture and climate. Students examine the culture and climate of their own work setting within frameworks reviewed in the seminar. Students learn how to prepare and write the literature review for the ILP.

**EAD693N Professional Seminar III: School Administration (Initial) - 2 credits**

Prerequisite: EAD692N.

This third seminar emphasizes the study of introducing and supporting change efforts in schools. Topics include managing change, dealing with varying attitudes toward change and institutionalizing change. Supporting topics include the use of vision, goal setting, identifying priorities, allocating resources and collecting data on learning. Students learn principles of basic research design and should develop the initial draft of their ILP this term. Those students completing a practicum in this term will present it to the students in the seminar, providing a basis for the discussion of the relationship of action research to the reality of school reform.

**EAD694N Professional Seminar IV: School Administration (Initial) - 2 credits**

Prerequisite: EAD693N.

The final seminar emphasizes linking practice and theory. Particular attention is paid to processing the issues and questions that arise during the practicum experience. Interpersonal aspects of leadership are revisited in the context of the field experience. Students discuss issues connected with obtaining a leadership position including resumes, the interview process and contracts. The ILP is completed and presented to the members of the seminar, providing a basis for



the discussion of the relationship of action research to the reality of school reform.

**EAD712 Curriculum Development, Assessment & Improvement for the School Administrator - 3 credits**

Pre-practicum: Fifteen hours of directed field-based training is required.

Development, assessment and improvement of curriculum to engage students in the learning process and prepare them to be active contributors in the information age is a challenge for school administrators nationwide. This course familiarizes students with proven practical techniques, methods and strategies for developing, implementing and evaluating curriculum. Current theories, research and practices related to effective teaching, curriculum designs and frameworks, and national state standards are explored. Internet resources and research sites are examined to aid students in understanding the complexities of curriculum development. Students also address different learning styles, cultural awareness, ethnic minorities, equity issues, and the use of community resources while designing and evaluating curriculum.

**EAD720 Advanced Systems Theory - 3 credits**

It is essential that educational administrators in the central office understand systems theory and the dynamics of complex social entities such as schools and school systems. With knowledge of the system and subsystems that make up the total school organization, a school leader will be able to understand better the impact that decisions have on the entire school organization and therefore manage change more effectively. This course is required of all candidates for the license of Superintendent and Assistant Superintendent.

**EAD782 Reconceptualization of Schools for School Administrators - 3 credits**

Students examine the historical and metaphoric forces responsible for the shaping of our modern schools, changes in the dominant values, school culture and the culture of organizations in general. Attention is paid to changing roles and expectations of school administrators, pressures for school reforms, the role of school committees and boards and the use of data in change efforts. Emphasis is placed on considering change as a complex problem.

**EAD790A Practicum (Supt/Asst Supt) (All Levels) 300 hours - 5 credits**

Superintendent License, all levels, 300 hours. Prerequisites: Pre-practicum, all initial licensure courses, pass all teacher tests required by the student's own state for this license (in Massachusetts: Communication and Literacy Test-MTEL). Professional Seminar III or IV required concurrently: EAD693 or 694.

Effective Fall 2003: 300 hours in the role and at the level of the license sought, under a cooperating practitioner with the appropriate license, with Cambridge College supervision. The College supervisor and the cooperating practitioner plan the practicum with the student to achieve the minimum 300 hours at the practicum site. At least 95% of these hours will include direct administrative responsibility. Some of the hours may be logged during the school vacation periods when students are not present, and other administrative tasks such as scheduling, budget preparation and similar tasks are being performed. No more than 80 hours of the 300 should be logged during vacation periods. This practicum experience provides field-based training for students pursuing licensure as district superintendents/assistant superintendents. Students work with the guidance and support of an experienced school administrator and observe his/her administrative strategies in action. Students reflect on their own pro-

fessional growth and examine theory through actual practice. During the practicum, the cohort group continues to meet in the Professional Seminar. This support system serves as a forum for discussion of administrative experiences, problems and solutions and provides opportunity to share ILP experiences. The student prepares an Exit Performance Portfolio to document the experiences. Evaluation is based on current standards for licensure.

**EAD790B Practicum (Principal/Asst Principal) (Pre K-6) 300 hours - 5 credits**

Principal License, levels PreK-6, 300 hours. Prerequisites: Pre-practicum, all initial licensure courses, pass all teacher tests required by the student's own state for this license (in Massachusetts: Communication and Literacy Test-MTEL). Professional Seminar III or IV required concurrently: EAD693 or 694.

Effective Fall 2003: 300 hours in the role and at the level of the license sought, under a cooperating practitioner with the appropriate license, with Cambridge College supervision. The College supervisor and the cooperating practitioner plan the practicum with the student to achieve the minimum 300 hours at the practicum site. At least 95% of these hours will include direct administrative responsibility. Some of the hours may be logged during the school vacation periods when students are not present, and other administrative tasks such as scheduling, budget preparation and similar tasks are being performed. No more than 80 hours of the 300 should be logged during vacation periods. This practicum experience provides field-based training for students pursuing licensure as principal/assistant principal(preK-6). Students work with the guidance and support of an experienced school administrator and observe his/her administrative strategies in action. Students reflect on their own professional growth and examine theory through actual practice. During the practicum, the cohort group continues to meet in the Professional Seminar. This support system serves as a forum for discussion of administrative experiences, problems and solutions; and provides opportunity to share ILP experiences. The student prepares an Exit Performance Portfolio to document the experiences. Evaluation is based on current standards for licensure.

**EAD790C Practicum (Principal/Asst Principal) (5-8) 300 hours - 5 credits**

Principal License, levels 5-8, 300 hours. Prerequisites: Pre-practicum, all initial licensure courses, pass all teacher tests required the student's own state for this license (in Massachusetts: Communication and Literacy Test-MTEL). Professional Seminar III or IV required concurrently: EAD693 or 694.

Effective Fall 2003: 300 hours in the role and at the level of the license sought, under a cooperating practitioner with the appropriate license, with Cambridge College supervision. The College supervisor and the cooperating practitioner plan the practicum with the student to achieve the minimum 300 hours at the practicum site. At least 95% of these hours will include direct administrative responsibility. Some of the hours may be logged during the school vacation periods when students are not present, and other administrative tasks such as scheduling, budget preparation and similar tasks are being performed. No more than 80 hours of the 300 should be logged during vacation periods. This practicum experience provides field based training for students pursuing licensure as district principal (5-8). Students work with the guidance and support of an experienced school administrator and observe his/her administrative strategies in action. Students reflect on their own professional growth and examine theory through actual practice. During the practicum, the cohort

group continues to meet in the Professional Seminar. This support system serves as a forum for discussion of administrative experiences, problems and solutions and provides opportunity to share ILP experiences. The student prepares an Exit Performance Portfolio to document the experiences. Evaluation is based on current standards for licensure.

#### **EAD790D Practicum (Principal/Asst Principal) (9-12) 300 hours - 5 credits**

Principal License, levels 9-12, 300 hours. Prerequisites: Pre-practicum, all initial licensure courses, pass all teacher tests required by the student's own state for this license (in Massachusetts: Communication and Literacy Test-MTEL). Professional Seminar III or IV required concurrently: EAD693 or 694.

Effective Fall 2003: 300 hours in the role and at the level of the license sought, under a cooperating practitioner with the appropriate license, with Cambridge College supervision. The College supervisor and the cooperating practitioner plan the practicum with the student to achieve the minimum 300 hours at the practicum site. At least 95% of these hours will include direct administrative responsibility. Some of the hours may be logged during the school vacation periods when students are not present, and other administrative tasks such as scheduling, budget preparation and similar tasks are being performed. No more than 80 hours of the 300 should be logged during vacation periods. This practicum experience provides field based training for students pursuing licensure for principal/assistant principal (9-12). Students work with the guidance and support of an experienced school administrator and observe his/her administrative strategies in action. Students reflect on their own professional growth and examine theory through actual practice. During the practicum, the cohort group continues to meet in the Professional Seminar. This support system serves as a forum for discussion of administrative experiences, problems and solutions and provides opportunity to share ILP experiences. The student prepares an Exit Performance Portfolio to document the experiences. Evaluation is based on current standards for licensure.

#### **EAD790E Practicum (Supervisor/Director) at level of prerequisite license - 5 credits**

Director License, all levels, 300 hours. Prerequisites: Pre-practicum, all initial licensure courses, pass all teacher tests required by your own state for this license (in Massachusetts: Communication and Literacy Test-MTEL). Professional Seminar III or IV required concurrently: EAD693 or 694.

Effective Fall 2003: 300 hours in the role and at the level of the license sought, under a cooperating practitioner with the appropriate license, with Cambridge College supervision. The College supervisor and the cooperating practitioner plan the practicum with the student to achieve the minimum 300 hours at the practicum site. At least 95% of these hours will include direct administrative responsibility and some of the hours may be logged during the school vacation periods when students are not present, and other administrative tasks such as scheduling, budget preparation and similar tasks are being performed. No more than 80 hours of the 300 should be logged during vacation periods. This practicum experience provides field based training for students pursuing licensure as supervisor/director. Students work with the guidance and support of an experienced school administrator and observe his/her administrative strategies in action. Students reflect on their own professional growth and examine theory through actual practice. During the practicum, the cohort group continues to meet in the Professional Seminar. This support

system serves as a forum for discussion of administrative experiences, problems and solutions; and provides opportunity to share ILP experiences. The student prepares an Exit Performance Portfolio to document the experiences. Evaluation is based on current standards for licensure.

#### **EAD800 Independent Learning Project: School Administration - 3 credits**

Prerequisites: EAD691-693.

The Independent Learning Project (ILP) is a culminating learning experience that helps school administrators integrate their personal and formal learning and their professional experiences into a meaningful whole. It reflects the general guidelines for school administrators and articulates the individual's educational and administrative philosophy. The project is research and action based on a focused topic chosen by the student within the area and level of licensure sought. It engages students in sustained research into school administration. Parts of the project may be implemented during the practicum.

## School Guidance (CCP, CSG)...

See the School of Psychology and Counseling.

## School Nurse Education (ESN)

#### **ESN660 Principles, Process, and Practices of School Health Management - 3 credits**

Combining theory and applying knowledge acquired in the practice setting, students will develop strategies using the nursing process to analyze the impact of significant medical, psychological, cultural, and social issues/problems on the pediatric population. Consideration will be given to how the major cultural and societal issues affecting children impact on the practice of nursing within the school practice setting. In addition, students will be encouraged to become familiar with the components of the coordinated school health model and to recognize the importance of collaboratively engaging with professionals in other school service areas to effect a successful coordinated intervention activity or program.

#### **ESN691 Professional Seminar I: School Nurse Education - 0 credit**

The Professional Seminar is a two semester academic requirement designed to help students provide a context in which they can interpret and integrate their experiences and transform them into knowledge, constructs, skills, attitudes and values. It serves students as a learning laboratory, evolving as a developmental process, which serves to challenge students existing philosophies and practices. The Professional Seminar is a unique learning experience at the College. It helps unite a candidate's academic learning experience at with the professional experience gained within their past and present real life practices. ProSem is taken concurrently with courses, allowing candidates an opportunity to examine school nursing practices and protocols while developing new competencies gained by sharing knowledge of "best evidence-based practices" with nursing colleagues.

#### **ESN692 Professional Seminar II: School Nurse Education - 2 credits**

A combination of reading, writing, research and collaborative discussion will allow students to share meaningful information concerning the nature of professional school nursing practice. Students will

devote a great deal of time to researching literature related to their chosen Independent Learning Project (ILP) topic and design, develop and initiate the actual learning project. Emphasis will be on the research and writing process, helping student develop and refine their presentation techniques so that they can share their work with their educational colleagues as a means of supporting student success and collegial growth and networking. Students having selected and narrowed a topic for their ILP will compile considerable research data in the topic area, define the rationale, justify the learning objectives and design an evaluative tool or strategy and plan for advancement.

**ESN710 Dealing with Grief & Loss: Role of Educators, Counselors, and Nurses - 3 credits**

This course assists students in dealing with grief and loss as it impacts their professional role. Students identify the issues that influence our society in dealing with grief and loss and recognize the physical, psychological, social and cultural manifestations of grief. The role of death education is presented and students learn how the development of our understanding of death influences our reactions. The course focuses on how issues of grief and loss are present in the work environment and explores approaches to help the grieving individual cope with loss.

**ESN725 Legal Responsibilities & Ethical Issues for School Nurses - 3 credits**

An analysis of federal, state and municipal legal mandates which govern school health programs. A review of professional standards and an examination of the ethics of care, advocacy, equity, confidentiality, responsibility, accountability, and other ethical issues, which affect the school health program, school children and their families, and the school nurse.

**ESN750 Evaluation of School Health Programs - 3 credits**

Theory and practice of program evaluation with emphasis on how to focus an evaluation, design a program evaluation, use quantitative and qualitative methods in evaluation, assess program implementation, measure attitudes, measure performance and use tests, analyze data, and communicate evaluation findings. Special topics include needs assessment, cost-benefit analysis, and an introduction to grant and proposal development.

**ESN780 School Nurse Leadership in the School & Community - 3 credits**

Overview of the professional roles of the school nurse. Introduction to leadership theory, process, and outcomes with special emphasis on critical thinking, decision-making, and change. Examination of interdisciplinary initiatives within the school and community. Introduction to the National Association of School Nurses and state associations.

**ESN800 Independent Learning Project: School Nurse Education - 3 credits**

The Independent Learning Project is a culminating learning experience that helps School Nurse Educators to integrate their personal and formal learning and their professional experiences into a meaningful whole. It articulates the individual's educational and administrative philosophy. The project is research-and action-based, on a focused topic chosen by the School Nurse Educator. It engages the student in sustained research into educational practice and curriculum development; parts of the project may be implemented during the practicum.

## Science (ESE, SCI)

**ESE691 Professional Seminar I: General Science - 2 credits**

During the Professional seminar 1, the middle school science teacher will learn how incorporate science content and hands-on methods of presentation. Special focus will be directed to: Science Safety in the Middle School Setting, The Design Process, Engineering Standards ( the integration of Life, Earth and Physical Sciences to the art of Problem Solving / Engineering). Attention will be directed to the "best practices" model of Standards-based Science Instruction in the Middle School Classroom. Integration of Mathematics in the Middle School Science classroom. Reinforcement of the use of the Metric System as a tool in Science. The introduction of the Independent Learning Project (ILP) and research methods will be addressed.

**ESE692 Professional Seminar II: General Science - 2 credits**

During the Professional Seminar 2, special focus will be directed to: Science Safety in the Middle School Setting, The Design Process, Engineering Standards ( the integration of Life, Earth and Physical Sciences to the art of Problem Solving / Engineering). ProSem 2 continues to guide the research and writing of the Independent Learning Project to completion.

**SCI800 Independent Learning Project: General Science - 3 credits**

The Independent Learning Project is a culminating learning experience that helps science educators to integrate their personal and formal learning and their professional experiences into a meaningful whole. It reflects the general guidelines for general science teachers and articulates the individual's educational and administrative philosophy. The project is research- and action-based, on a focused topic chosen by the student, within the area of licensure. It engages educators in sustained research into educational practice and curriculum development in general science teaching. Parts of the project may be implemented during the practicum.

**SCI591 Introduction to Online Science Learning - 1 credit**

Online course. This activity-based course is strongly recommended for teachers new to online courses and navigating the World Wide Web. It provides a foundation for success for online learners as well as an in-depth look at inquiry and teaching and learning styles. Course participants will develop a personal professional development plan and learn how to set up and use probeware in student inquiry activities.

**SCI601 Aquatic Ecology - 1 credit**

Online course. This course leads teachers to investigate principles of ecology through examples from fresh water, marine, and other water environments. Content includes interactions among living organisms, energy flow within and among living communities, dynamics of adaptive evolution, and survival strategies. Week one focuses on the variety of water habitats from rain puddles to oceans. Week two examines adaptations of organisms for survival in water. Energy flow and interactive relationships among producers, consumers, and decomposers are featured in weeks three and four. The final course week considers the human impact on aquatic environments. Each course participant becomes an in-depth expert in at least one ecosystem.

**SCI603 Electricity and Magnetism - 1 credit**

Online course. Although the essentials of electricity may be familiar, fundamental understanding may be muddled with misconceptions and confusion. Week one of this course addresses the misconceptions of electrostatic charging. Week two examines charge separation and its role in voltage generation. Weeks three and four explore current electricity and the circuits through which it flows. Concepts including Ohm's Law, schematic diagrams, and current that flows from wall outlets are covered in this section. Week five examines the intimate relationship between magnetism and electricity. Before leaving this class, teachers have the opportunity to construct a simple electric motor using everyday, inexpensive materials.

**SCI605 Water Quality - 1 credit**

Online course: The earth is covered with water, but the quantity available for use by earth's living inhabitants is limited. Natural and human impacts restrict our access to clean water. This course explores the factors that affect our water supply and solutions that may maintain it. Week one reviews the basic chemistry of water on earth, relating the effects of temperature, salinity, and climate to the availability of fresh water. Week two explores the sources of fresh water used by humans for their personal use, for industry, and for agriculture. In week three, the "water cycle" is examined, and human impacts are traced that can change the distribution and availability of water. Humans affect the quality of the water as well, and those effects are examined in week four. Week five investigates potential solutions that can preserve both the quantity and the quality of the fresh water on the planet for generations to come.

**SCI607 Structure of the Earth - 1 credit**

Online course. This course examines the physical earth including its internal structure and the processes that make it an ever-changing place. Week one begins by looking at the structure of matter, including atomic bonding and the formation of minerals. The second week concentrates on the origin of landforms and constructive forces like volcanoes, earthquakes, and mountain building. During this week, igneous and metamorphic processes and their contribution to the rock cycle are examined. Week three takes a close-up look at weathering, erosion, and other destructive forces that not only re-shape earth's surface, but also contribute sediment to that portion of the rock cycle. Finally, in weeks four and five, the learner digs deep into the inner depths of the planet to examine plate tectonic theory and is rewarded with a greater understanding of the internal forces which help drive our dynamic earth.

**SCI609 Transfer of Energy - 1 credit**

Online course. This course focuses on the National Science Education Standards' approach to energy and its transformation between forms. Week one addresses common misconceptions in the types and characteristics of energy forms. Week two deals with the transformation of energy and applies this transfer to concepts that range from dieting to firefly lights. Week three takes a close-up look at heat to explore the fundamentals of this energy form. Week four shifts focus to the sun and assumes an interdisciplinary approach to light energy. During this week, teachers will integrate elements of physical, space, and life sciences. Week five opens with wacky Rube Goldberg machines, advancing from the whimsical to the practical with the operations of everyday energy transformation devices such as car engines and air conditioners.

**SCI611 Ocean Science - 1 credit**

Online course. The oceans dominate our planet, influencing every aspect of Earth's environment. This course reviews the physical science, geology, and biology of the oceans emphasizing a systemic

approach. Week one reviews the basic geography and geology of the Earth's oceans and the forces that shape and propel ocean waters. Week two looks at the water in the ocean, its chemistry, and what is dissolved in it. The mysteries of the ocean depths are explored in week three, with investigations into how humans explore the world beneath the ocean surface. Week four examines the effect of Earth's oceans on climate and on the land. In week five, learners examine ocean life and investigate the effects of ocean environments on the living things within the water.

**SCI613 Earth in the Solar System - 1 credit**

Online course. Learn more about our neighborhood in space. This course examines the earth's relationship to the sun, moon, and other planets in the solar system. The first week focuses on earth-bound celestial observations and the origins of modern astronomy, including the development of the heliocentric model. Week two features an in-depth look at the moon, our partner in space and the explanations for such phenomena as eclipses, phases, and tides. Weeks three and four present a detailed inventory of the solar system including the planets, moons, meteoroids, asteroids, and comets. Finally week five concludes with a close-up look at the star of our solar system, the sun, focusing on both its physical structure as well as its control over earth.

**SCI615 Forces in Motion - 1 credit**

Online course. Focusing on conceptual understanding, week one introduces Kinematics, the study of how things move on a straight path. Week two advances this understanding into accelerated motion and introduces inertia. During this week, gravity is introduced within a multidisciplinary arena. Week three introduces dynamics, the study of forces and why things move, and looks at inertia, mass, and weight. Week four presents opportunities to measure forces and to examine their effects. Coverage includes Bernoulli's principles, friction, terminal velocity, and buoyancy. Week five explores the everyday world with its focus on mechanical advantage, work, and simple machines.

**SCI617 Earth's History - 1 credit**

Online course. This course focuses on the basic geologic principles that have shaped the history of the earth, integrating thematic content in the life and earth sciences with a chronological approach. Week one sets the stage with a review of basic geological principles and field geology. Week two presents the earth's first billion years with the formation of the earth and moon. Reading the fossil record is covered in week three with evolution and extinction providing the major themes. The Proterozoic and Paleozoic eras are the focus of week four, and the Mesozoic and Cenozoic eras are covered in week five.

**SCI619 Teaching Project-Based Science - 1 credit**

Online course: This course presents the advantages of project-based science, guidelines on how to succeed in using this instructional and assessment approach, and strategies for customizing for individual school settings. Week one presents comparisons between traditional and project-based science curriculum and includes management issues and requirements for student success. Week two deals with student projects that involve science, society and decision-making and connections to service learning. Assessment and evaluation of student projects are the focus of week three. In weeks four and five, teachers develop a unit of instruction for use with their own classes and to share with online colleagues.

**SCI627 Chemistry Through Inquiry - 1 credit**

This course focuses on the National Science Education content standards for physical science and "science as inquiry". As teachers do hands-on science investigation, read science background, and

participate in discussions, they will enhance their own science content knowledge and develop an inquiry-based approach to science learning.

#### **SCI680 Attaining Science Literacy - 3 credits**

Seated course. Pre-practicum: 12 hours of directed field-based training required

This course addresses science literacy by (1) examining the development of the knowledge and skills needed to understand the natural world and to intelligently participate in decisions that affect it, (2) considering science as a way of knowing and as a basis for thinking and problem-solving, and (3) reviewing strategies for promoting science literacy in school programs. Course content includes practical and theoretical constructs with emphasis on connecting theory to practice, applying conceptual understandings to individual teaching settings, and developing skills for independent professional development and scholarship.

#### **SCI682 Methods and Materials for Teaching Life Science - 3 credits**

Pre-practicum: 12 hours of directed field-based training required. Educators will develop competency in the skills and methods used in the teaching of natural science. Basic concepts in chemistry, biology, and ecology will be illustrated with applications suitable for the classroom. Educators will demonstrate their knowledge of concepts, methods, and classroom management of the experiences that help their students construct understandings in these areas.

#### **SCI684 Methods and Materials for Teaching Earth Science - 3 credits**

Pre-practicum: 12 hours of directed field-based training required. Educators will develop competency in the skills and methods used in the teaching of earth science. Basic concepts in astronomy, geology, geography, and paleontology will be illustrated with applications suitable for the classroom. Educators will demonstrate their knowledge of concepts, methods, and classroom management of the experience that help their students construct understanding in these areas

#### **SCI686 Methods and Materials for Teaching Physical Science - 3 credits**

Pre-practicum: 12 hours of directed field-based training required. Educators will develop competency in the skills and methods used in the teaching of physical science. Basic concepts in matter and energy will be illustrated and supplemented with a rich assortment of activities suitable for the classroom. Educators will demonstrate their knowledge of concepts, methods, and classroom management of the experiences that best help their students construct understandings in these areas. Attention will be given to the construction and understanding of inquiry skills as they apply to traditional classroom experiments and activities.

#### **SCI688 Methods and Materials in Teaching Middle School Chemistry - 3 credits**

Seated course: This course will focus on providing middle school science teachers with a clear understanding of scientific inquiry and basic chemistry concepts. Grade level appropriate activities will be highlighted with special consideration for the middle school classroom environment and safety issues. Fundamental chemistry concepts discussed and reinforced with experimentation will include: physical properties and physical change, states of matter, density, solutions, mixtures, compounds, chemical change and the applications our elements to technology. This will be a lab-centered course.

#### **SCI790A Practicum in Science Levels (1-6) 300 hrs - 3 credits**

300 hours, levels 1-6. Prerequisites: Prepracticum, pass all initial licensure courses; pass all teacher tests required by Massachusetts (or your own state) for this license. Practicum Seminar required concurrently: ESE790. Practicum hours must be in the role and at the level of the license sought under a cooperating practitioner with the appropriate license, with Cambridge College supervision.

The Practicum experience provides students teachers with an opportunity to gain insights into the profession and to master the current Professional Standards for Teachers by working with young people in public schools and classrooms. Students work with the guidance and support of an experienced science teacher and by observing his/her instructional and classroom management strategies in action. Students develop instructional strategies for a variety of learning formats, align lesson plans with the Massachusetts Curriculum Frameworks, appropriate curriculum materials for the science teacher, classroom management skills, strategies for creating a learning environment that fosters an appreciation of diversity and interactive learning. Students reflect on their own professional growth and examine theory through actual classroom practice. An Exit Performance Portfolio documents their experiences.

#### **SCI790B Practicum in Science Levels (5-8) 300 hrs - 3 credits**

Each student will learn a variety of methods for making Middle School Science a "hands-on" learning experience for their students. The primary objective of the course will be to provide each participant with the knowledge, tools and desire to make Science an exciting learning experience. The course will also focus on assisting the student with the completion of his/her Independent Learning Project. Revisions and recommendations will be made via the first class internet operating system. Special emphasis will be placed on alignment of curriculum with the Massachusetts State Frameworks in Science and Technology. Students will also learn how develop lessons that address student experimentation and design techniques. A Standards-Based approach to Science Education will serve as the template for the students' lesson development. Examples of open- response questions used on the Massachusetts State MCAS test at grade eight will be examined. Hands-on experiments will be assigned. The experiments will be conducted by the student and results will be submitted using the Scientific method as a template.

#### **SCI791 Practicum Seminar: General Science - 2 credits**

Practicum required concurrently: SCI790.

The seminar for classroom experience supports students' growth as they assume the teaching role. It is the setting for students to interpret their field-based experiences and transform them into skills, knowledge constructs, attitudes and values. The seminar provides a cohort/support for students to address problems and find solutions, while utilizing current academic research and practices. They master understanding and practice of the Massachusetts Curriculum Frameworks, develop the skills necessary for the teacher tests, and become familiar with the current reforms and changes in state regulations on educator licensure.

## Special Education (ESP)

### **ESP512 Inclusion and Classroom Behavior Management - 3 credits**

Pre-practicum: 10 hours of directed field-based training required. In this course students learn the basic components of an effective inclusionary program. In addition, they understand the etiology of learning problems and strategies to remediate these problems. They learn how to fully include students with disabilities in the regular classroom. Emphasis is on learning behavior management skills that are effective with both regular and special education students.

### **ESP592 Adapting Materials for Students w/ Disabilities in Gen Ed Classrooms - 1 credit**

This course introduces students to adapting materials and modifying curriculum as identified in students' Individual Education Programs (IEP). Models of inclusion and teaching techniques for students with disabilities in general education classrooms will be explored and developed. Teachers engaged in special educators and general education discuss solutions to difficult problems focusing on academic interventions in subjects such as math, reading and writing skills. In addition, students in this class develop strategies to increase participation of their students in inclusive classrooms by lessening anxiety and frustration and teaching strategies to create a positive learning environment. They will also work together to design reasonable classroom accommodations, realistic alternatives, positive models of classroom management, and adapting assessments. They will demonstrate understanding through class discussion and lesson presentation.

### **ESP594 Collaboration and Consultation - 2 credits**

The course explores the concept of school and community working together as partners to support each other in a strong coalition. A school district serves several smaller communities in one, and rarely does a community act as a single entity. To establish and sustain community and school linkage is critical to an effective partnership. The course explores the core mission of public schools and creates an environment that helps young people learn and achieve at high standards. The community school approach supports young people's academic, social, and interpersonal goals by creating an effective learning atmosphere. Schools are a microcosm of societal values and community philosophy that daily affects students' lives. The power structure of a community its formal and informal networks and the people in them that makes things happen is studied.

### **ESP607 Psycho-Educational Assessment for Teaching Exceptional Students - 3 credits**

Pre-practicum: 10 hours required: directed field-based training. This course increases educators' ability to assess various educational test instruments, understand outcome data, analyze various data sets and make hypotheses, and formulate academic goals and objectives. Educators develop a conceptual framework in which to understand their students' academic needs and develop appropriate interventions based upon testing outcome data. A general understanding of statistics, ethics, and test construction is introduced for evaluating various assessment instruments and the appropriateness of their use. Students utilize formal and informal assessments, standardized instrumentation, and screening instrumentation to gather data and formulate appropriate interventions and accommodations for various educational plans.

### **ESP610 Autism: History, Prevalence, Diagnosis and Characteristics - 3 credits**

This course examines current research and theoretical models that focus on typical and atypical development of children. Emphasis is on understanding the child with autism in terms of psychological, intellectual, social, and physical development. The historical problem of biological versus psychological causation of autism will be examined along with trends in autism research that continue to this day. This course will focus on autism as a neurological developmental disorder characterized by an impairment in social interaction, communication skills, and in behavior. Autism is acknowledged as a "spectrum" disorder meaning that children with autism may range from extremely low cognitively to highly intelligent with little or no language to communicate to being highly verbal. The cause(s) of autism is not known at this time, with 9 out of 10, for whom the cause is idiopathic. Autism Spectrum Disorder is the fastest growing developmental disability with 1 in 150 children now being diagnosed with autism. It is more common than Cerebral Palsy, Down Syndrome, and Childhood cancers combined.

### **ESP615 Assistive Technology: Modifying the Curriculum for Diverse Learners - 3 credits**

How do we as educators implement the mandated requirements of the Individuals with Disabilities Education Act that calls for assistive technology to be considered in each Individualized Education Program (IEP)? Educators in this course examine assistive technologies and the federal laws affecting the education of children with disabilities. They look at assistive technologies addressing seating and positioning, access to the technology, augmentative and alternative communication (low-tech and high-tech). Educators look at curriculum modifications using technology, and software that addresses curriculum modifications and individual learning styles.

Educators consider how these assistive technologies support inclusion and access to the curriculum, IEP goals, objectives, and instructional profiles. This course also explores the particular needs of students diagnosed with Autism Spectrum Disorders (ASD).

### **ESP616 Communication Disorders - ASD - 3 credits**

Pre-practicum: 10 hours of directed field-based training required. Communication-based disabilities are a diagnosing criteria of Autism spectrum disorders, diagnoses with similar characteristics, and are commonly seen in severe levels of developmental delay. Not only do communication difficulties greatly impact life-long educational, social, and vocational opportunities, they are closely associated with the presence of challenging behaviors such as aggression and self-injury. Following a review of typical and atypical language development, physiological, environmental, and psychological theories of language development will be presented. This course will examine criterion-based and peer-normed communication assessments, effective language-based teaching strategies for children with severe disabilities, and alternative communication forms such as picture exchange communication system, sign language, and other non-vocal communication systems. In addition, students will be introduced to the following: Provision of family-centered services; impact of culture on work with individuals with disabilities and their families; and recommended practices/framework for assessment and facilitation of communication for individuals with ASD

### **ESP621 Assessment and Appraisal Process -ASD - 3 credits**

Effective instruction is difficult to implement in the absence of effective assessment and appraisal data. The goal of this course is to introduce candidates to several educational and functional assessments that

are frequently used to establish skill strengths and deficits in children with autism spectrum disorders and diagnoses with similar characteristics. Such tools as the Psycho-educational Profile, 3rd edition (PEP-111), Assessment of Basic Language and Learning Skills Revised (ABLLS-R), and the Vineland Adaptive Behavior Scales, classroom edition, will be reviewed and interpreted. Along with an emphasis on these assessments, this course will stress considerations of student specific goals including variables such as, needs in the home setting, activities of daily living, vocational training, and an independent and self determined adult life.

### **ESP622 Basic Applied Behavior Analysis ASD - 3 credits**

Prerequisites: Graduate status; enrollment in BCBA certification preparation program or permission. The basic principles of applied behavior analysis relevant to the design and implementation of behavioral interventions in educational and human service environments will be presented in this course. Behavioral principles such as schedules of reinforcement, measurement techniques, analysis and interpretation of behavioral data, ethical, and pragmatic issues will be covered. Students will critique the validity and usefulness of behavioral research to applied problems. The course will provide credit hours towards eligibility for the behavior analysis certification examination.

### **ESP625 Behavior Management- ASD - 3 credits**

Pre-Practicum - 10 hours Individuals diagnosed with Autism Spectrum Disorders and diagnoses with similar characteristics, frequently manifest challenging behaviors that inhibit learning and access to many life long opportunities. This course will introduce students to the Functional Behavior Assessment (FBA) process and intervention through the use of Positive Behavior Intervention and Support (PBIS). The dynamic intervention formats utilize the scientifically supported techniques of PBIS across a three tier level of need that includes school wide support, secondary support for at-risk students, and individualized intervention. This course will emphasize the use of least restrictive, non-aversive, research supported techniques that take into account a whole child perspective, intervention for teaching functional equivalent skill deficits, increasing appropriate behavior, and decreasing challenging behavior.

### **ESP630 Social & Psychological Perspectives of Children with Autism - 3 credits**

Social deficits are one of the defining characteristics of Autism, including Asperger's Syndrome, and are almost always associated with other Autism Spectrum Disorders and similar diagnoses. This course will introduce candidates to social skills intervention through a whole family approach focusing on both students with deficits associated with global delay as well as higher functioning students who demonstrate deficits primarily or exclusively in the area of social skills. This class will take into account the needs of not only the student, but also siblings, parents, separated parents, extended family relationships, household economic needs, and culturally specific variables that make up the landscape of the dynamic American family.

### **ESP635 Teaching and Curriculum Development/Students with Severe Disabilities - 3 credits**

This course will emphasize diagnosis, assessment and best educational practices in teaching persons who are diagnosed with severe intellectual disabilities, multi handicaps and autism. A focus on legal provisions, regulations and program standards in unbiased assessment as well as work on specialized terminology used in assessment of this special population will be noted. A special focus on the Massachusetts Alternate Assessment preparation will be developed. Adaptive behavior scales will be discussed. Students will be apprised

of the specialized policies regarding students with extensive disabilities concerning referral and placement procedures. While developing best practice instruction students in this course will focus on the students' abilities and similarities to children without disabilities, utilize research-supported instructional strategies and practices and will design and implement sensory stimulation programs for students in need of intensive services. There will be a demonstration of a variety of settings where these students' needs can be met. During the semester we will design, implement and evaluate instruction programs that will enhance students' social participation in family, school and community activities. We will focus on the Massachusetts Frameworks and discuss how to align instruction while using the Frameworks. Students will develop an appreciation of how to teach culturally responsive functional life skills relevant to independence in the community, personal living, and employment inclusion accessing public transportation, cooking, shopping laundry, functional reading and sexuality.

### **ESP662 Principles of Language Development; Bridging Differences and Disorders - 3 credits**

Pre-practicum: 15 hours of directed field-based training required. The course develops a thorough understanding of how children acquire language and how language develops over the life span. Language acquisition is one of the most important domains within the sciences of the mind. Developments in cognitive neuroscience have made it evident that language, once acquired, is not static, but rather has constant neural reorganization. Students develop an overview of the course of language development, biological foundations for language, the major linguistic systems individuals must acquire, and finally the methods of study for language development. Theories of first and second language acquisition and development are introduced. Because there is no single process of language acquisition, students are exposed to different theories of semantic development, phonological development, morphological development, and syntax. Students come to understand the relationship between language acquisition, theoretical approaches, and individual differences. Atypical language development, language impairment, and treatment of children with communicative handicaps are also discussed.

### **ESP680 Pedagogy in Reading and English Language Arts - 3 credits**

Pre-practicum 15 hours of directed field-based training required. This course develops a thorough understanding of the fundamental principles of English/language arts, focusing on the interrelationships among reading, writing, speaking, and listening. The course also focuses on the student as learner, and the processes involved in content reading and literacy. There is a direct correlation between the growing social and cultural diversity in today's classrooms and the tie to information on literacy. Since high levels of literacy are expected in today's contemporary society, children and families need to expand literacy activities to provide a range of options available to them in work and life. Diagnostic tools and classroom techniques for assessing, decoding, encoding, comprehension, literacy, and fluency skills are explored, along with related theories and research, and developmentally appropriate practices. The language arts are incomplete without making connections to all parts of the curriculum. Children require dynamic role models to emulate so that they are apprenticed into literate behavior. A variety of reading programs are discussed and researched, including philosophy, teaching techniques and materials. Information on how to plan and implement instruction in content area classrooms is included. Frameworks are provided for teaching and learning subject matter and planning lessons.

**ESP689 Theories of Typical and Atypical Human Development - 3 credits**

Pre-Practicum: 10 hours of directed field-based training required  
This course examines current research and theoretical models that focus on typical and atypical development of children. Emphasis is on understanding children's psychological, intellectual, and physical development. Piaget's theory of cognitive development is examined along with more recent investigations and adaptations. Theories of the role of context (physical, social and cultural impacts on development) are compared. The course also investigates the impact of developmental theories on the education of children with disabilities. The formulation of developmentally appropriate Individual Educational Programs are discussed.

**ESP691 Professional Seminar I: Special Education (States other than MA) - 2 credits**

Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader licensed in moderate needs special education. The seminar leader is the students' academic advisor and guides them through their graduate program as they seek a professional license. The group studies professional standards for special needs teachers, and their application in the classroom. Students integrate their learning from classes, workshops, and experience. Transformed by the resulting knowledge, competencies, attitudes and values, students become reflective practitioners and lifelong learners. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished projects.

**ESP692 Professional Seminar II: Special Education (States other than MA) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader licensed in moderate needs special education. The seminar leader is the students' academic advisor and guides them through their graduate program as they seek a professional license. The group studies professional standards for special needs teachers, and their application in the classroom. Students integrate their learning from classes, workshops, and experience. Transformed by the resulting knowledge, competencies, attitudes and values, students become reflective practitioners and lifelong learners. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished projects.

**ESP691N Professional Seminar I: Special Education (Initial) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader licensed in moderate special needs education. This seminar leader is the students' academic advisor and guides them through their graduate program. The cohort studies professional standards for special needs teachers, and the requirements for state licensure as a Teacher of Students with Moderate Disabilities - PreK-8 and 5-12. Students integrate their learning from classes, workshops, and field experience. Transformed by the resulting knowledge, competencies, attitudes and values, students become competent, caring and qualified educators, reflective practitioners and lifelong learners. The seminar also supports students' work on their independent learning projects, from identifying topics, from identifying

their topics to guiding the research and writing. The seminar leader approves and gives support throughout the process.

**ESP692N Professional Seminar II: Special Education (Initial) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College and continues the student's graduate program. It grounds learning in a cohort group of students with a faculty leader licensed in moderate needs special education. This seminar leader is the students' academic advisor and guides them through their graduate program. The cohort continues to studies professional standards for special needs teachers, and the requirements for state licensure in moderate special needs PreK-8 and 5-12. Students integrate their learning from classes, workshops, and experience. Transformed by the resulting knowledge, competencies, attitudes and values, students become competent, caring, qualified educators, reflective practitioners and lifelong learners. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished projects.

**ESP 691P Professional Seminar I: Special Education (Professional) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader licensed in moderate needs special education. This seminar leader is the students' academic advisor and guides them through their graduate program. The cohort studies professional standards for special needs teachers, and the requirements for state licensure as a Teacher of Students with Moderate Disabilities - PreK-8 and 5-12. The cohort studies professional standards for special needs teachers, and the requirements for state licensure in moderate special needs - PreK-8, 5-12. Students integrate their learning from classes, workshops, and field experience. Transformed by the resulting knowledge, competencies, attitudes and values, students become reflective practitioners and lifelong learners. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished projects.

**ESP692P Professional Seminar II: Special Education (Professional) - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader licensed in moderate needs special education. This seminar leader is the students' academic advisor and guides them through their graduate program. The cohort studies professional standards for special needs teachers, and the requirements for state licensure in moderate special needs. PreK-8 and 5-12. Students integrate their learning from classes, workshops, and experience. Transformed by the resulting knowledge, competencies, attitudes and values, students become reflective practitioners and lifelong learners. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished projects.

**ESP691S Professional Seminar I: ASD - 2 credits**

The Professional Seminar is a signature element of the adult learning model at Cambridge College. It grounds learning in a cohort group of students with a faculty leader licensed in moderate needs special education. This seminar leader is the students' academic advisor and guides them through their graduate program. Students integrate their



learning from classes, workshops, and field experience. Transformed by the resulting knowledge, competencies, attitudes and values, students become reflective practitioners and lifelong learners. The seminar also supports students' work on their independent learning projects, from identifying topics, to guiding the research and writing, to completion. The seminar leader approves the finished projects. The first semester emphasizes the development of leadership and human relationships, and the impact for the special educator with an emphasis on understanding the most recent literature and findings on the autism spectrum. Students become aware of prevalent and current learning theories. There is an emphasis on the adult learner as a teacher. Discussion focuses on the growth and development of the professional, the functioning of organizations, the study of organizational behavior, and how special education, in particular, students with ASD "fit" within the organizational structure of the education system.

### **ESP692S Professional Seminar II: ASD - 2 credits**

The Professional Seminar (Pro-Sem) is a three course sequence of classes designed to acquaint students with Cambridge College instructional resources (e.g., on-line learning technology, library access), teach the process of critically evaluating research, develop research questions, conduct quantitative research, and present research findings, finally students will become familiar with the Behavior Analyst Certification Boards requirements and be supported to ensure that they have met the eligibility requirements to sit for the BCBA examination. Professional Seminar I in Special Education with a Concentration in Autism.

### **ESP695 Laws and Regulations Pertaining to Special Education - 3 credits**

Pre-practicum: 15 hours of directed field-based training required. This course reviews all special education laws and specific regulations regarding the pre-referral and referral of a student and the development of an Individual Educational Program (IEP). Students explore the application of these laws and regulations to public schools' obligations to the handicapped and children with disabilities. The emphasis in this course is to develop IEPs for students in the least restrictive environment (LRE), using theories and strategies for mainstreaming students into the general curriculum. The role of each member of the TEAM is examined. A brief history of the sequence and development of special education laws (introduction of pertinent case law) is discussed. An additional emphasis in this course will be on students with a diagnosis of autism and the process for developing IEP's for these students in the least restrictive environment (LRE), using theories and strategies for including students in general education classrooms. The laws and regulations discussed include IDEA '04, Massachusetts Regulations for Special Education 603 CMR28.00 and 18.00, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA 1990), the Family Educational Rights and Privacy Act (FERPA), the Steward B. McKinney Homeless Assistance Act (Title VII), and the Hearing Rules for Special Education Appeals (MA ESE).

### **ESP696 Characteristics of Learning Disabilities & Laws/Regulations to Sp.Educ (Virginia) - 3 credits**

Pre-Practicum: 15 hours of directed field-based training required. This course provides the professional educator a review of all special education laws (IDEA, and specific regulations (34 C.F.R.300) regarding the pre referral and referral of a student, and the development of an Individual Educational Program) (IEP). Additionally, the course will discuss the application of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA, 1990), the Family Education Rights to Privacy (FERPA), and the Hearing Rules for

Special Education Appeals relating to public schools' obligations to handicapped students and children with disabilities. The emphasis in this course will be the process for developing IEPs for students in the least restrictive environment (LRE), using theories and strategies for mainstreaming students. A historical development of Special Education from 1900 to present will be introduced. (Virginia Core Competencies covered in this course \_VAC 20-21-430)

An additional emphasis in this course will be on students with a diagnosis of autism and the process for developing IEP's for these students in the least restrictive environment (LRE), using theories and strategies for including students in general education

### **ESP701 Students with Disabilities and Visual Arts - 3 credits**

This course is for teachers who work with students with special needs. It focuses on how they can use the visual arts as an innovative approach to facilitate their students' learning and understanding. Teachers explore how the visual arts can accommodate different learning styles by providing alternative entry points in which to learn and understand the required curricula. This approach incorporates the theory of multiple intelligences. Teachers develop an understanding of how the visual arts can help motivate students to learn, foster self-esteem and self-expression, develop motor coordination skills and enhance social skills. This is a hands-on class in which teachers become familiar with a variety of art materials, for example clay, paints, pastels, charcoal, and simple print-making techniques. They also gain a basic understanding of the principles of art history. They learn how to develop lessons and alternative assessment instruments that incorporate the visual arts. A visit to the Fogg Museum is included.

### **ESP721 Using Multiple Intelligences and Accelerated Learning in Teaching English Language Arts, Math, History and Science - 3 credits**

Special education teachers learn to apply multiple intelligence and accelerated learning instructional strategies in teaching to the content area standards. Teachers get an overview of Howard Gardner's multiple intelligence theory and its implications. They also experience Lozanov's accelerated learning structures and translation to brain-based teaching. Teachers learn to select, evaluate, and use teaching and assessment differentiation strategies to meet the needs of special education students in regular education classrooms. They design multiple intelligence and accelerated learning lessons to engage students in acquiring specific knowledge and skills.

### **ESP722 Clinical Applications of Applied Behavior Analysis - ASD - 3 credits**

Prerequisites: Graduate status; enrollment in BCBA certification preparation program or permission. An examination of contemporary developments and issues in Applied Behavior Analysis. Behavior change strategies in a variety of situational contexts and organizational settings will be examined. In addition, recent developments in several areas related to Applied Behavior Analysis will be explored. Students will be required to present on specialized topic areas, construct quizzes to accompany these presentations, and write critical summaries of issues in each topic area studied. There is no final examination or final paper in this course.

### **ESP723 Implementing Behavior Analysis in Educational Settings - ASD - 3 credits**

Prerequisites: Graduate status; enrollment in BCBA certification preparation program or permission; Focuses on the clinical practice of applied behavior analysis in a variety of settings. The application of

the principles of applied behavior analysis in educational and treatment settings will be examined and the unique issues presented in these contexts will be reviewed and discussed. These issues include functional behavior assessments, ethics of practice, staff/parent training, and behavioral education in public schools.

**ESP724 Research Design and Ethical Considerations in Applied Behavior Analysis - 3 credits**

Pre-requisites: Graduate status; enrollment in BCBA certification preparation program or permission. May be taken concurrently with ESP622. Detailed examination of research designs and ethical issues in the study of human behavior. Scientific method and behavior as the focus of study are investigated. Students gain familiarity with measurement of behavior, specific research designs, accurately interpreting data from studies of applied behavior analysis, and ethical issues associated with research and practice in applied behavior analysis.

**ESP726 Advanced Applied Behavior Analysis - ASD - 3 credits**

Prerequisites: Graduate status; enrollment in BCBA certification preparation program or permission; and ESP622. Extends the study of basic applied behavior analysis. Concentration on behavior change strategies. Specific strategies for accelerating and decelerating behaviors will be reviewed. Issues of generalization of behavior change will be explored. A focus on research strategies will be included. You will also write a review of the literature focusing on a particular procedure designed to develop new behavior or to decrease behavior.

**ESP790A Practicum: Special Education (PreK-8) 300 hours - 3 credits**

ESP790A Practicum (levels Prek-8) — 300 hours in an inclusive general education setting or 75 hours in an inclusive general education setting and 225 in a separate or substantially separate setting for students with moderate disabilities.

The Practicum experience is in the role and at the level of the license sought, under a supervising practitioner with the appropriate license, with Cambridge College supervision. The Practicum experience provides student teachers opportunities to gain insights into the profession and to master the current Professional Standards for Teachers by working with young people with moderate special needs in public schools and classrooms. Students work with the guidance and support of an experienced educator and by observing his/her instructional and classroom management strategies in action. Students develop instructional strategies for a variety of learning formats, appropriate curriculum materials, classroom management skills, strategies for creating a learning environment that fosters an appreciation of diversity and interactive learning. Students reflect on their own professional growth and examine theory through actual classroom practice. An Exit Performance Portfolio documents their experiences.

**ESP790B Practicum: Special Education (5-12) 150 hours - 3 credits**

150 hours in an inclusive general education classroom or 75 hours in an inclusive general education classroom and 75 hours in a separate setting for students with moderate disabilities. The Practicum experience is in the role and at the level of the license sought, under a supervising practitioner with the appropriate license, with Cambridge College supervision. The Practicum experience provides student teachers opportunity to gain insights into the profession and to master the current Professional Standards for Teachers by working with young people with moderate special needs in public schools and classrooms. Students work with the guidance and support

of an experienced educator and by observing his/her instructional and classroom management strategies in action. Students develop instructional strategies for a variety of learning formats, appropriate curriculum materials, classroom management skills, strategies for creating a learning environment that fosters an appreciation of diversity and interactive learning. Students reflect on their own professional growth and examine theory through actual classroom practice. An Exit Performance Portfolio documents their experiences.

**ESP791 Practicum Seminar: Special Education - 2 credits**

Practicum required concurrently: ESP790 A/B. Exit Performance Portfolio required for credit. The seminar, based on the Professional Standards for Teachers in Massachusetts and those of the Council for Exceptional Children (CEC) provides opportunities for classroom experience and supports students' growth as they assume the teaching role. It is the setting for students to interpret their field-based experiences and transform them into skills, knowledge constructs, attitudes and values. The seminar provides a cohort/support for students to address problems and find solutions, while utilizing current academic research and practices. They master understanding and practice of the Massachusetts Curriculum Frameworks, and become familiar with the current reforms and changes in state regulations on educator licensure. Through this experience they become competent, caring and qualified educators.

**ESP792A Practicum Seminar: BCBA Supervised Field Work - 420 hrs - 2 credits**

250 hours (1/4 of total 1000 hours). Prerequisites: Graduate status; enrollment in BCBA certification preparation program or permission. May be taken concurrently with ESP622. Ongoing supervision of the student's work in an applied treatment setting in a manner consistent with the Behavior Analyst Certification Board (BACB) requirements. Supervision will be provided by a board certified behavior analyst.

**ESP792B Practicum Seminar: BCBA Supervised Fieldwork - 240 hrs - 2 credits**

250 hours (1/4 of total 1000 hours). Prerequisites: Graduate status; enrollment in BCBA certification preparation program or permission. May be taken concurrently with ESP622. Ongoing supervision of the student's work in an applied treatment setting in a manner consistent with the Behavior Analyst Certification Board (BACB) requirements. Supervision will be provided by a board certified behavior analyst.

**ESP792C Practicum Seminar: BCBA Supervised Field Work - 420 hrs - 2 credits**

250 hours (1/4 of total 1000 hours). Prerequisites: Graduate status; enrollment in BCBA certification preparation program or permission. May be taken concurrently with ESP622. Ongoing supervision of the student's work in an applied treatment setting in a manner consistent with the Behavior Analyst Certification Board (BACB) requirements. Supervision will be provided by a board certified behavior analyst.

**ESP792D Practicum Seminar: BCBA Supervised Field Work - 420 hrs - 2 credits**

250 hours (1/4 of total 1000 hours). Prerequisites: Graduate status; enrollment in BCBA certification preparation program or permission. May be taken concurrently with ESP622. Ongoing supervision of the student's work in an applied treatment setting in a manner consistent with the Behavior Analyst Certification Board (BACB) requirements. Supervision will be provided by a board certified behavior analyst.

**ESP800 Independent Learning Project: Special Education - 3 credits**

The Independent Learning Project is a culminating learning experience that helps educators integrate their personal and formal learning and their professional experiences into a meaningful whole. It reflects the general guidelines for teachers of students with moderate disabilities and articulates the individual's educational and administrative philosophy. The project is research and action-based, on a focused

topic chosen by the educator, within the area of licensure. It engages educators in sustained research into educational practice and curriculum development; parts of the project may be implemented during the practicum.

## CAGS & EdD Courses

### School Administration (ECA)

**ECA701 School Management and the Law - 3 credits**

Pre-practicum: Fifteen hours of directed field based training. This course focuses on the understanding of the local, state and federal laws which guide the successful administration and management of a comprehensive school system including fiscal responsibilities and collaborative structures. Attention is also paid to federal and state laws and issues associated with collective bargaining. Particular emphasis is given to Massachusetts laws relevant to education including the Education Reform Act of 1993, NCLB, its revisions and other such laws in states where students reside and intend to work as administrators. Students will examine legal issues to develop understandings and skills needed to be an effective school administrator during these times of challenging change.

**ECA703 Managing Financial Resources - 3 credits**

Pre-practicum: Fifteen hours of directed field based training required. This course focuses on fiscal management issues in schools and school systems. Specific topics include financial accounting, preparation and interpretation of financial statements, financial analysis and accounting, budgeting, cost containment, and strategic planning. Proposition 2 1/2 of Massachusetts, the Massachusetts foundation budget process and such financial support structures and funding formulas in other states in which students plan to work as school administrators will also be examined. The financing of charter, choice and voucher programs will be studied as well as importance of and the methods for addressing issues of plant and equipment maintenance.

**ECA704 Effective Schools - 3 credits - 3 credits**

This course helps students acquire a basic knowledge and understanding of the concept of effective schools and related theories and ideas. Participants develop a definition of an effective school and identify the dimensions and factors that characterize effective schools. This is accomplished by examining the research findings and personal reflections of noted educators. Particular emphasis is placed on the pivotal role of teachers, parents, and students in the school administrator's conceptualization of an effective school. Students use a variety of stimulating and helpful case studies to examine how theory is translated into practice, as they develop and test their own convictions about the values that shape the life of an effective school.

**ECA720 Advanced Systems Theory - 3 credits**

It is essential that educational administrators in the central office understand systems theory and the dynamics of complex social entities such as schools and school systems. With knowledge of the system and subsystems that make up the total school organization, a school leader will be able to understand better the impact that decisions have on the entire school organization and therefore manage change more effectively. This course is required for all candidates for the Superintendent/Assistant Superintendent license.

**ECA725 Instructional Leadership: Supervision & Admin. of Ed. Personnel - 3 credits**

Pre-practicum: Fifteen hours of directed field based training required. Educational leaders in all roles must see their purpose as improving student learning. This course focuses on practices that curriculum leaders can use to create a culture where all educators see their role as improving student learning. Best practices in formative and summative evaluation of staff are investigated. Students learn methods and laws connected with the selection, hiring, support and dismissal of staff. Particular attention is given to the role of professional development and its implementation, including mentoring for new teachers.

**ECA805A Practicum Seminar I: Superintendent/Asst Supt. (All Levels) 300 hours - 3 credits**

The first of two courses, this is 150 hour supervised practicum in a school setting under the guidance of a practitioner. This practicum allows the development of administrator competencies specific to the superintendent/assistant superintendent position at all levels of the educational system. The practicum provides opportunity for experienced professionals to become fully immersed in examining how theory and practice interact in school administration at the district level and its relationship to and impact on state, district, and school policies and practices. Attendance at four seminar sessions is required during the practicum. The seminars, combined with the field experience, focus on current issues in the students' practicum sites and specifically on issues of the superintendency. An Exit Performance Portfolio documents the experiences. Evaluation is based on current standards for licensure.

**ECA805B Practicum Seminar I: Principal/Asst Principal (PreK-6) - 3 credits**

This is the first of two 150 supervised practicums in a school setting under the guidance of a practitioner and a college supervisor. This practicum allows the development of administrator competencies specific to the principal/assistant principal position at the elementary level of the educational system. The practicum provides opportunity

for experienced professionals to become fully immersed in examining how theory and practice interact in school administration at the district level and its relationship to and impact on state, district, and school policies and practices. Attendance at four seminar sessions in each semester is required during the practicum. The seminars, combined with the field experience, focus on current issues in the students' practicum sites and specifically on issues of the principalship. An Exit Performance Portfolio documents the experiences. Evaluation is based on current standards for licensure.

**ECA805C Practicum Seminar I: Principal/Assistant Principal (5-8) - 3 credits**

This is the first of two 150 hour supervised practicums in a school setting under the guidance of a practitioner and college supervisor. This practicum allows for the development of administrator competencies specific to the principal/assistant principal at the middle school level of the educational system. The practicum provides opportunity for experienced professionals to become fully immersed in examining how theory and practice interact in school administration at the middle school level and its relationship to and impact on state, district, and school policies and practices. Attendance at four seminar sessions in each semester is required during the practicum. The seminars, combined with the field experience, focus on current issues in the students' practicum sites and specifically on issues of the principalship. An Exit Performance Portfolio documents the experiences. Evaluation is based on current standards for licensure.

**ECA805D Practicum Seminar I: Principal/Asst Principal (9-12) - 3 credits**

The first of two courses, this is a 150 hour supervised practicum in a school setting under the guidance of a practitioner and college supervisor. This practicum allows the development of administrator competencies specific to the principal/assistant principal position at the high school level. The practicum provides opportunity for experienced professionals to become fully immersed in examining how theory and practice interact in school administration at the district level and its relationship to and impact on state, district, and school policies and practices. Attendance at four seminar sessions in each semester is required during the practicum. The seminars, combined with the field experience, focus on current issues in the students' practicum sites and specifically on issues of the principalship. An Exit Performance Portfolio documents the experiences. Evaluation is based on current standards for licensure.

**ECA805E Practicum Seminar I: Supervisor/Director (All Levels) - 3 credits**

The first of two courses, this is 150 hour supervised practicum in a school setting under the guidance of a practitioner and college supervisor. This practicum allows the development of administrator competencies specific to the supervisor/director position. The practicum provides opportunity for experienced professionals to become fully immersed in examining how theory and practice interact in school administration at the district level and its relationship to and impact on state, district, and school policies and practices. Attendance at four seminar sessions in each semester is required during the practicum. The seminars, combined with the field experience, focus on current issues in the students' practicum sites and specifically on issues of the supervisor/director position. An Exit Performance Portfolio documents the experiences. Evaluation is based on current standards for licensure.

**ECA805N Practicum Seminar 1: Non-licensure - 3 credits**

Students who are not seeking administrative licensure but who wish

to complete a school administrative CAGS are required to complete a two-term, non-supervised practicum. This is the first course in the sequence. The student and research advisor will design an individualized plan for completing this practicum requirement, but the College will not provide an on-site supervisor. Students who complete this course will not be eligible for licensure endorsement by Cambridge College.

**ECA806A Practicum Seminar I: Superintendent/Asst Supt. (All Levels) 300 hours - 2 credits**

This is the second of two 150 hour supervised practicums in a school setting under the guidance of a practitioner. This practicum allows the development of administrator competencies specific to the superintendent/assistant superintendent position at all levels of the educational system. The practicum provides opportunity for experienced professionals to become fully immersed in examining how theory and practice interact in school administration at the district level and its relationship to and impact on state, district, and school policies and practices. Attendance at four seminar sessions is required during the practicum. The seminars, combined with the field experience, focus on current issues in the students' practicum sites and specifically on issues of the superintendency. An Exit Performance Portfolio documents the experiences. Evaluation is based on current standards for licensure.

**ECA806B Practicum (Principal/Ass't Principal) Pre K-6 300 hours - 2 credits**

This is the second of a 150 hour supervised practicum in a school setting under the guidance of a practitioner and college supervisor. This practicum allows the development of administrator competencies specific to the principal/assistant principal position at all levels at the elementary level. The practicum provides opportunity for experienced professionals to become fully immersed in examining how theory and practice interact in school administration at the district level and its relationship to and impact on state, district, and school policies and practices. Attendance at four seminar sessions in each semester is required during the practicum. The seminars, combined with the field experience, focus on current issues in the students' practicum sites and specifically on issues of the principalship. An Exit Performance Portfolio documents the experience. Evaluation is based on current standards for licensure.

**ECA806C Practicum (Principal/Ass't Principal) 5-8 300 hours - 2 credits**

This is the second of two 150 hours supervised practicums in a school setting under the guidance of a practitioner and college supervisor. This practicum allows the development of administrator competencies specific to the principal/assistant principal position at the middle school level of the educational system. The practicum provides opportunity for experienced professionals to become fully immersed in examining how theory and practice interact in school administration at the middle school level and its relationship to and impact on state, district, and school policies and practices. Attendance at four seminar sessions each semester is required during the practicum. The seminars, combined with the field experience, focus on current issues in the students' practicum sites and specifically on issues of the principalship.

**ECA806D Practicum (Principal/Asst Principal) 9-12 300 hours - 2 credits**

This is the second of two 150 hour supervised practicums in a school setting under the guidance of a cooperating practitioner. This practicum allows the development of administrator competencies specific

to the principal/assistant principal at the high school level. The practicum provides opportunity for experienced professionals to become fully immersed in examining how theory and practice interact in school administration at the district level and its relationship to and impact on state, district, and school policies and practices. Attendance at four seminar sessions is required during the practicum. The seminars, combined with the field experience, focus on current issues in the students' practicum sites and specifically on issues of the principalship.

**ECA806E Practicum(Supervisor/Director) All Levels 300 hours - 2 credits**

This is the second of two 150 hour supervised practicums in a school setting under the guidance of a practitioner. This practicum allows the development of administrator competencies specific to the supervisor/director position at all levels of the educational system. The practicum provides opportunity for experienced professionals to become fully immersed in examining how theory and practice interact at the district level and its relationship to and impact on state, district, and school policies and practices. Attendance at four seminar sessions is required during the practicum. The seminars, combined with the field experience, focus on current issues in the students' practicum sites and specifically on issues of the supervisor/director.

**ECA806N Practicum Seminar II: Non-Licensure - 2 credits**

Students who are not seeking administrative licensure but who wish to complete a school administration CAGS are required to complete a two term, non-supervised practicum. This is the second course in the sequence and should be completed in conjunction with the Action Research Project. The student and the research advisor will design an individualized plan, but the College will not assign an on-site supervisor. Students who complete this course will not be eligible for licensure endorsement by Cambridge College.

## Curriculum and Instruction

**ECC705 Curriculum Design and Renewal for the 21st Century - 3 credits**

This course explores the issues and problems that curriculum leaders face when trying to develop, implement, and evaluate curriculum for elementary, middle, and high schools. Participants examine existing curriculum models and approaches to curriculum renewal and discuss current concerns faced by curriculum developers. Special focus is placed on building a knowledge of research on effective approaches to curriculum change; identifying and understanding key issues in curriculum development; developing leadership skills for K-12 school settings; and examining challenges of leadership in curriculum development.

**ECC706 Critical Thinking and Problem Solving - 3 credits**

This course explores critical thinking and problem solving as corner stones of education reform movements and vital skills for students in the new millennium. It offers a unique opportunity for experienced teachers to consider their individual classroom instructional practices in the context of broader political and social change by exploring the work of theorists who emphasize transformative dimensions of reflective judgment in adult learners. A primary focus is the design of instructional formats and learning environments that foster these essential skills. This advanced course examines philosophies, epistemological constraints and methods of assessing higher order critical thinking skills.

**ECC707 Meeting the Challenge of School Restructuring - 3 credits**

Pre-practicum: Fifteen hours of directed field based training required. This course focuses on the practice of continual school renewal. Emphasis is placed on building the collaborative relationships necessary to bring about significant school change that leads to school improvement. Participants focus on building strong teams within the school community and on techniques for problem solving and negotiation leading to positive outcomes for all parties. Participants also explore methods for effectively communicating with various stakeholders who impact student learning.

**ECC708 Learning Theories and Instructional Design - 3 credits**

This course for experienced educators provides a forum to examine a wide range of learning theories. Students learn instructional designs using a model that is both robust and flexible, making them appropriate for use throughout K-12. Students explore behavioral, cognitive, and constructivist theories, and balance new discoveries with older theories that are still relevant. In addition, students examine developments in collaborative and cooperative learning as they relate to the design process. Using concepts from their own curriculum, students complete an instructional design project. Students then present their projects to the class, explaining their experience with the particular design process used and share the learning theories incorporated into the design.

**ECC709 Alternative Assessment: Theory and Practice - 3 credits**

This course explores alternative assessment. It answers the questions regarding what assessment is, what it does and what it measures. Assessment types and strategies are studied along with multiple assessment uses. Students gain a thorough understanding of portfolio techniques, open ended questions and the design, use, and evaluation of performance tasks. They explore assessment procedures such as exhibition, interview, journals, observation, peer assessment, and self-evaluation. Students are encouraged to use with confidence alternative assessment strategies in the classroom as an integral component of the curriculum-instruction-assessment link.

**ECC710 Assessment, Developing and Evaluating Curriculum - 3 credits**

Pre-practicum: Fifteen hours of directed field-based training required. All educational leaders regardless of their position within a school system should have the ability to lead instruction. This course provides a better understanding and practices related to the real-world application of instructional leadership in regard to curriculum. The course strengthens the knowledge, skills, and dispositions of educators as instructional leaders, and provides practice in identifying and researching current and emerging curricular issues. Beginning with the premise that instructional leaders are essential in creating thoughtful learning communities of adults and students, this course focuses on the standards of leadership, models of curriculum designs that promote achievement for all students, data to inform decisions about instruction, and current issues that impact teaching and learning.

**ECC805 Educational Leadership Practicum I: Curriculum & Instruction - 150 hours - 3 credits**

Prerequisites: ECL800 and ECL801.

This is the first half of a 300-hour individually structured field experience in a school setting that emphasizes a commitment to continued learning. This practicum is completed in the third semester and provides opportunity for experienced professionals to become fully

immersed in examining how theory and practice interact in the design, implementation and assessment of curriculum development. Attendance at four seminar sessions is required during the practicum. The seminars, combined with the field experience, focus on current issues in the students' practicum sites. With a cooperating practitioner, students design learning opportunities consistent with their professional development goals for leadership in curriculum and instruction. The seminar advisor must approve the design. Students continue work on their Action Research Project, begun in ECL800 and 801, with a focus on conducting such research at the school site.

### **ECC806 Educational Leadership Practicum II: Curriculum & Instruction - 150 hours - 2 credits**

Prerequisite: ECC805 and completion of all concentration courses, or permission of the coordinator.

This course is a continuation of ECL805 and requires attendance at four seminar meetings. During this course, students work to complete the Action Research Project.

## Educational Leadership

### **ECL800 Foundations of Social Science Research - 3 credits**

The information in this course supports the research design and analysis of data for completion of the Action Research Project. The emphasis is on familiarizing students with methods of research and data analysis. Examples of quantitative and qualitative methods are presented. Students explore techniques used in the identification of research problems, the formulation of hypotheses, the construction and use of data-gathering instruments, the design of research studies, and utilization of statistical procedures. Students will learn commonly used statistical procedures, including introductory computer applications for data analysis. Each student designs an Action Research Project which includes: identifying a topic relevant to his or her field, conducting a literature review, and writing an introduction, a purpose statement, method and procedure. School administrators write a school improvement plan. Special educators write a program implementation plan. Professionals in curriculum and instruction develop a curriculum development plan.

### **ECL801 Advanced Graduate Research Seminar - 3 credits**

Prerequisite: ECL800.

Students begin implementing their research designs that were created and approved in ECL800. They systematically organize inquiries demonstrating connections between theory and professional practice in an organization or school setting. Students design and implement quantitative and/or qualitative research methodologies as they apply research theory to gathering, analyzing, and summarizing data that will inform policy and leadership decision-making in the workplace. Students receive ongoing support during research and have a learning environment that helps them develop their projects successfully. This seminar serves as a learning lab, allowing students to experience peer learning and support. Students discuss their research designs, share resources, questions, ideas, and concerns, and sense one another's progress. Students complete a culminating capstone learning project in the form of an Action Research Project or a program evaluation. Capstone projects are presented to the class for review.

### **ECL802 Advanced Leadership - 3 credits**

This advanced leadership issues course merges leadership theory with practice to examine leadership roles in educational settings. Using case studies and problem-solving techniques, students actively

examine a wide variety of current leadership issues that impact the ability of educational institutions to fulfill their public trust. State and professional educational leadership standards are examined. Topics include practical considerations of collective bargaining, managing student and staff diversity, budgeting, legal issues, and implementing school reforms from the perspective of an educational leader.

### **ECL803 Advanced Technologies in Education - 3 credits**

This course focuses on the impact of a worldwide information intensive society on education policy and planning. Students study practical and theoretical issues pertaining to educational technologies. The course surveys practical applications for managing organizational information systems and databases. From a theoretical perspective, it focuses on using new technologies to serve various pedagogical philosophies and the impact of new technologies on instructional design, teaching and school reform.

### **ECL804 Advanced Leadership in Policy and Practice - 3 credits**

This course explores the educational policy making process at the federal, state and local level. Students examine the educational leader's role in policy design, advocacy and formulation. Simulations and scenarios from class members, practitioners and research are used to inform the creation of educational policy in complex situations involving competing constituencies. Leadership skills are challenged by the opposing perceptions of stakeholders vying for scarce resources and by the need to identify an appropriate theoretical context from which to work toward policy formation to solve problems. Students gain skills in identifying educational issues in the context of practical problems, and to strategize, implement, and assess policy outcomes that directly impact teaching and learning environments.

### **ECL807 Applied Action Research Project - 1 credit**

This course, taken in the student's last term, requires the student to complete the Action Research Project, program implementation or curriculum development plan and present the results in a public presentation to students.

## Special Education Administration

### **ECS712 Advanced Psycho-Educational Assessment & Education Planning - 3 credits**

Students learn to select, use, and interpret appropriate evaluation techniques, instruments, and technologies. A case study approach is used to administer and interpret formal and informal assessments. The results of various evaluative procedures are used to assess and improve the effectiveness of programs and personnel. Students learn to use developmentally appropriate formal and informal assessments for mild and moderate special needs children.

### **ECS713 Administration of Special Education Programs - 3 credits**

This course uses various service delivery models as they relate to children and young adults with handicapping conditions in a school setting. This course emphasizes facilities and curriculum adjustments, staff roles, methods and content for in-service training, and the use of a team approach. Field trips to observe and evaluate programs may be required. Students become well versed in the requirements of federal and state laws and regulations related to special education.

**ECS714 Collaboration and Consultation Techniques - 3 credits**

This course introduces interpersonal communication skills for working with teachers, outside agencies, and families of students from diverse backgrounds. Students are exposed to political structures and regulations for improving a school and/or community. Students review research findings on public relations programs involving educational systems, businesses, industry, and governmental agencies. This course emphasizes the role of the administrator in developing a comprehensive program of school community relations for the administrative unit.

**ECS716 Philosophical and Psycho-Social Foundations of Education - 3 credits**

Participants study the basic assumptions underlying educational goals, content, and process. They explore the relationship between knowledge, learners, and metacognition. The functioning of educational institutions in their social and cultural milieu is examined from anthropological and sociological perspectives. A school is viewed as a social system. Students examine the influences upon the educational enterprise of the stratification system, youth cultures, race, religion, language, and values.

**ECS805 Practicum I: Special Education Administration (300hrs) - 3 credits**

150 hours. Prerequisite: Completion of all course work. Exit Performance Portfolio is required for credit.

Students complete field experience in a school setting under the direction of a licensed administrator of special education. They perform a range of administrative activities under the direction of the on-site administrator. This course facilitates the application of theory to practice in a real life situation. Each student maintains a journal and generates an exit portfolio showing the implementation of requisite standards into practice. Students present their research action plans during Seminar II.

**ECS806 Practicum II: Special Education Administration - 2 credits**

150 hours. Prerequisite: Completion of all course work. Exit Performance Portfolio is required for credit.

Students complete field experience in a school setting under the direction of a licensed administrator of special education. They perform a range of administrative activities under the direction of the on-site administrator. This course facilitates the application of theory to practice in a real life situation. Each student maintains a journal and generates an exit portfolio showing the implementation of requisite standards into practice. Students present their research action plans during Seminar II.

## Doctoral Courses (EDL)

**EDL810 Theoretical Frameworks of Educational Leadership - 3 credits**

This course surveys a range of leadership theories that have influenced and continue to influence American society in various ways. The course provides opportunities to understand and apply leadership principles to influence educational decisions that advance social justice. This course challenges leaders to serve as catalysts for the establishment of learning communities designed to promote a sense of mutual care, social responsibility, and moral courage. Students will study change and how to anticipate, understand, plan and implement change to achieve goals. This course will build leadership capacity and enable the creative leader to use his or her talents to help empower others to identify and use their talents. Students will read both primary source materials and critically analyze leadership theories.

**EDL820 Collective Bargaining & Conflict Resolution - 3 credits**

School leaders report that much of their interaction takes the form of problem solving, conflict resolution and negotiating. This course presents the principles necessary for effective behaviors in these areas in both formal and informal situations. In addition, the role of the administrator in collective bargaining and in the interpretation and maintenance of contract and personnel policies is addressed. Topics addressed include: school/community culture, conflict resolution, collective bargaining and contract maintenance (grievance, mediation and arbitration), as well as principles of power, justice and fairness. The course will examine how collective bargaining may be used as a tool for advocating socially-just policies and practices and balancing conflicting interests in pursuit of fairness and equity.

**EDL830 Educational Leadership and Social Justice - 3 credits**

Schools have long been regarded as a key instrument in the struggle for social justice in American life. Horace Mann described public schools as the great "balance wheel in the social machinery," and public schools were founded on the belief that equal educational opportunity could preserve social harmony and bring to fruition democratic goals. This course asks how well the schools and the societal values that schools mirror have accomplished this task, while exploring ways that leaders can more effectively develop strategies to challenge the roots of oppression and injustice. We will discuss what the expression, "all children can learn," means in theory and practice, and we will analyze organizational, social, and economic policies to determine how they support or undermine this commonly held belief. We will discuss how school leaders can collaborate with parents, community agencies and other institutions to work for social justice, and we will examine ways leaders can. Finally, we'll consider the challenges faced by school leaders as they apply policies and resources so that all children have equal opportunities, expectations, and encouragement to learn.

**EDL840 Social and Cultural Foundations of Educational Leadership - 3 credits**

This course will support students' understanding of and engagement in the process of becoming informed educational leaders and effective scholar-practitioners. Through sustained investigation and dialogue grounded in the philosophical, social science, and historical literature on American schooling, the class will examine the changing purposes of schooling and the evolving roles of educational leaders. Readings

of classic and contemporary texts will align with substantive in-class discussions and written analysis to prepare educational leaders to view schools within the larger context of American ideological commitments and political realities. Additionally, this course serves to support students' dissertation scholarship through a close examination of ideas and events that are foundational to the forming of theoretical and conceptual frameworks for a variety of research areas.

### **EDL850 Contexts for Qualitative and Quantitative Research Methodologies - 3 credits**

Educational leaders must be able to make sound decisions based on meaningful data and proven research. In this course students be introduced to the quantitative and qualitative research skills needed in today's climate of school accountability. Students will review the core strategies of both quantitative and qualitative methodologies and consider how these strategies may be used to inform school/district decision making. Students will study the meaning of data-driven decision making. Students will be introduced to the concept of research as a powerful force for achieving social justice.

### **EDL860 Qualitative Research Methods and Design - 3 credits**

This course introduces first year doctoral students to the foundations and methodologies of qualitative research. Course topics include philosophical underpinnings of qualitative research; planning for a qualitative research project; negotiating entry to the field; ethics of conducting research, data collection and analysis techniques (i.e. interviewing, observations, content analysis, focus groups); and writing/presenting qualitative research. The course includes field based exercises and assignments involving participant observation and interviewing. It also includes the analysis and presentation of qualitative research data. Prerequisite: EDL 850.

### **EDL870 Quantitative Research Methods and Design - 3 credits**

This course is designed to introduce first year doctoral students to the quantitative research skills required of effective executive educational leaders. Students study the descriptive and inferential statistical methods often used in research in education. Areas of study will include sampling, probability, variables, reliability and validity, confidence intervals, hypotheses testing, correlation and regression. Students will be introduced to data analysis techniques using a computer and statistical software package (e.g., SPSS). The goals of the course are to: provide students with the analytical tools necessary to become effective, critical consumers of educational research; and to enable students to oversee and supervise staff in the preparation, development, and dissemination of evaluative research. Prerequisite: EDL 850.

### **EDL880 Advanced Qualitative Research - 3 credits**

This course is designed for second year doctoral students who have identified qualitative research as the appropriate methodology for their dissertations. This seminar style course will delve in greater depth into specific qualitative traditions selected by each student for his or her dissertation. Students will read primary source methodology literature, while exploring the foundations of the selected methodology and the scholarly debates surrounding the evolution of underlying philosophies and techniques. Students will also explore in-depth qualitative techniques and examine how specific qualitative traditions influence the nature of the research problem, the articulation of research questions, and the application of common qualitative research techniques. Data analysis will be explored in depth, and students will be expected to demonstrate competence in advanced analysis techniques and

writing. The course includes field based exercises and assignments, culminating in the development of a methodology section for their dissertation proposal. Prerequisite: EDL 860.

### **EDL890 Advanced Quantitative Research - 3 credits**

This course is designed to provide students who are pursuing research or doing their dissertation based on quantitative research techniques. Students who are interested in pursuing mixed methods research with a fair amount of quantitative analysis are also encouraged to take this course. The course begins with a review of descriptive and inferential statistics, ANOVA and MANOVA, linear regression, and other techniques presented in EDL870, the pre-requisite for this course. The focus is to provide doctoral students with an advanced understanding of these statistical techniques to allow for a better understanding of which technique to select and better understand the analysis that results from utilizing these techniques when conducting your research.

### **EDL892 Systems Approaches to Educational Leadership - 3 credits**

This course will combine elements of organization, leadership, decision making and change theory. A focus will be on the identification of the major teaching and learning systems of schools and school districts and the related complex network of subsystems. An educational leader must be able to identify major and support systems all of which exist in social, economic, legal, cultural and political contexts. Positive transformation of education is a function of leadership style, communications, group dynamics, motivation, power and the change process. The school leader's knowledge of the school system and the outside environment as a whole will inform decision making that is sensitive all levels of the educational organization.

### **EDL895 Ethical Leadership in Education Systems - 3 credits**

Educational leaders are faced with ethical dilemmas and difficult decisions on a daily basis as they work to balance the educational needs of students with the interests, influences and demands of multiple stakeholders within schools and communities at large. The need for ethical leadership in educational organizations and communities has never been greater. Through scholarly reading, case studies, discussion and other formats, this course provides doctoral students with the opportunity to discover how educational praxis and social justice can provide a powerful moral compass for educational leaders facing complex demands in school organizations, as well as at the local, state and national level.

### **EDL896 Special Topics - 1-4 credits**

This course is for students who wish to pursue special research projects in collaboration with a faculty member. It may only be taken with the approval of the program director.

### **EDL900 Introduction to Doctoral Studies - 1 credit**

This course serves as an introduction to the dissertation process for all Cambridge College doctoral students. It provides an opportunity for students to explore both the big picture of what it means to be a doctoral student and the specifics of the doctoral process at Cambridge College. This course is meant to complement doctoral coursework in general and the doctoral seminar in particular. Readings, seminars, and online coursework (individual and collaborative) will provide the student with the opportunity to develop a solid grounding for future research, reflection, and action in their doctoral studies.



**EDL910 Doctoral Research Seminar One: Strategies and Tactics - 3 credits**

The goal of this course is to introduce the new doctoral cohort to the realities that are part of the transformative doctoral experience. Although previous degrees were “earned,” one “takes” a doctoral degree, reflecting the transformation from student to practitioner-researcher through a three-year experience that culminates in the completion of a research project that makes an original contribution to educational praxis. In support of this journey, this course introduces the student to a variety of topics, including but not limited to understanding scientific and social scientific research paradigms; tools of inquiry and search strategies; research problems that matter; sorting through the social scientific body of literature relevant to researchable educational problems. The course will be grounded by an interactive pedagogic discussion approach based on advance reading of assigned text by the students, focused summation of main points by study groups and professors, and continuing dialogue grounded by questions brought by class members and professors.

**EDL920 Doctoral Research Seminar Two: Research in the Public Interest- 1 credit**

(formerly Dissertation Seminar II) This course helps students understand and appreciate the difference between social advocacy and social research in the public interest. The first step that we will be to examine the history of educational research and how educational leadership research came to the place we are today among other academic niches. Education and the study of education have historically occupied a contentious and shifting ground between social science and the humanities, and the early 20th century history of educational research as a sub-discipline indicates that it was prone to emulate the sciences in the early days in order to carve out an area of academic respectability in academe. This course is designed to allow doctoral students to continue exploration of potential topics leading to a researchable question that may become the basis for the dissertation. It also introduces discussion of the “Why bother?” questions that relate to purpose and significance of research: 1) are you considering a topic that has value as measured by its potential contribution to the public interest, 2) does your research interest have social justice implications?

**EDL930 Doctoral Research Seminar Three: Reflective Inquiry as Stance - 1 credit**

Self-reflection and reflection on experienced phenomena as the starting point of practitioner research are the foci of this seminar. Based in epistemology and ontology, this course assists the student in discovering how he or she perceives and understands experience, and then frames it for use in practice, praxis, and research. With this self-knowledge the student develops a position—a stance—from which he or she will initiate dissertation research. Prerequisite: 920.

**EDL940 Prospectus Development for Doctoral Candidacy - 3 credits**

In this course, students will pull together theory and methodology from their first year of study and will develop a prospectus for their doctoral dissertation. The prospectus will be comprised of an articulated and organized plan for the dissertation that includes the introduction with research problem, preliminary research question(s), significance for educational leadership, and social justice implications of the proposed research. The prospectus will also include a review of the most important scholarly research and a preliminary discussion of methodology, with a rationale for the methodology selected. The prospectus will become the basis for the dissertation proposal and for the selection of the doctoral chair and committee.

**EDL950 Dissertation Proposal Seminar I—Fall (Asynchronous and In-Person) - 2 credits**

This course is for the student who requires additional time to complete the dissertation after EDL 940.

**EDL960 Dissertation Proposal Seminar I—Fall (Asynchronous and In-Person) - 2 credits**

This course is for the student who requires additional time to complete the dissertation after EDL 940.

**EDL970 Dissertation Research and Writing - 4 credits**

This course is for the student who requires additional time to complete the dissertation after EDL 940.

**EDL980 Dissertation Completion and Defense - 4 credits**

This course is for the student who requires additional time to complete the dissertation after EDL 940.



# School of Management

Cambridge College's Master of Management program prepares adult practitioners for improved management performance, increased advancement opportunities, and more effective leadership in private, public, and not-for-profit organizations. Students with professional or technical experience expand their managerial training as they assume leadership positions.

**Mission** — Using an adult learning methodology, the School of Management at Cambridge College seeks to develop aspiring and practicing managers who are values driven and adept at working with people and organizations in a diverse global world.

**The curriculum** provides comprehensive management and leadership skills including best practices, newest academic content and concepts, and proven strategies that students can use to increase their organizations' effectiveness in today's world.

**General Outcomes** Students in the Master of Management program are expected to:

1. **Develop self-management skills** — be skilled at self assessment, goal-setting, time management, improving personal productivity, taking initiative, working effectively in teams, managing stress, managing one's own personal and professional development.
2. **Develop the ability to manage and lead others** — be able to delegate, build and lead teams; negotiate effectively; manage conflict; motivate, lead and develop others, manage performance
3. **Develop strong communication skills** — communicate clearly and persuasively through oral, written and interpersonal communications using multiple media.
4. **Develop analytical, research and decision-making skills** — obtain, analyze, and synthesize information, apply critical thinking and analysis for improved managerial decision-making
5. **Develop technology skills** — demonstrate the ability to function effectively in a virtual workplace, understand the operational and strategic role of technology in organizations
6. **Understand and manage internal organizational environments, resources and processes** — understand the effective use of the managerial functions of planning, organizing and controlling, be able to manage human, financial and informational resources, manage change and innovation, understand and effectively use power, understand and value diversity in organizations
7. **Understand and influence external organizational environments** — markets, suppliers, competitors, the public, regulatory and public policy environment; understand the global, social and environmental context of business and the importance of ethical and socially responsible decision making.

**Adult Learning** Students bring their unique experiences of management in the workplace, home, and community to the classroom and examine them using academic perspectives, thus producing a very powerful integration of management theory and practice.

### Diversity and Collaborative Learning

The student body and learning environment are highly diverse by design. In stimulating, interactive classroom environments, students learn how to help people with diverse skills and backgrounds work together effectively as teams; and this collaboration makes organizations and businesses more successful.

### Admission and Assessment

**Admissions** counselors give applicants an overview of the College's academic programs and assist with the application process. The faculty are available for academic advising.

**Skills assessments** are conducted to ensure that entering students can demonstrate graduate level English language communication and writing skills, computer, and numeracy skills. **If assessments indicate need, additional coursework will be required.**

### Orientation, Advising and Management Seminar

**Orientation** — Just before each term begins, a required Introductory Seminar provides an orientation to the Master of Management program, and group course advising.

**Management Seminar** — The seminar is a key feature of graduate study at Cambridge College. Each cohort of students stays with their seminar leader/faculty advisor through the sequence of the four-term Management Seminar. They share and apply their learning from the workplace and management courses. Students learn to assess their own strengths and abilities, and create academic and professional development plans that build teamwork, leadership, and communication skills.

**The seminar leader is the students' academic adviser for the duration of the program and schedules periodic individual meetings.** The seminar leader is the supervisor of the Independent Learning Project with responsibility for approval, advising students on academic planning and signing off on leaves of absence, and graduation clearance.

### Independent Learning Project

The Management Seminar provides support for students' work on the Independent Learning Project. The topic must be related to each student's concentration and relevant to his or her professional plans. Students must develop the project and supporting research in consultation with the seminar leader/academic advisor throughout the sequence of four seminars.

### Professional Development Certificate Option

Students desiring only coursework focused in a specific field of study may earn a certificate in any management concentration. 12 of these credits, taken within three years of matriculation, may be accepted into a Master of Management degree program if they meet current requirements. An earned bachelor's degree is required to transfer graduate credit into a degree program. (See also Transfer of Credit).

### Health Care Management Concentrations

A Master of Management degree with a health care management concentration provides the education needed to meet current and future challenges faced by health care managers and team members. Health care is viewed from a systems perspective—as a totality of structure, process, and outcome—with a multi-cultural perspective.

The health care informatics concentration provides an introduction to the evolving field of health care informatics which focuses on data organization, storage and retrieval to assist health care professionals in maintaining continuity of care through data access. It prepares students to work in information related positions in health care, health sciences research, or educational settings, and have the ability to evaluate, manage, and develop a wide range of informatics projects.

Work experience in the health care system is required because the program builds further learning on this experience.

#### Program Objectives

- Enhance sound management skills, blending theory and practice; apply them to health care with a problem solving orientation.
- Understand health care issues, practices, and systems in historical, national, and international context.
- In the informatics concentration: to increase awareness of the characteristics of quality information retrieval and use, and the role of hardware, software and support personnel in information technology; help students assist in the selection of health care information systems; to enhance their knowledge of the importance of security, regulatory and accrediting agencies and confidentiality in health care informatics; and explore current and future trends in the field.

**MM55** MM55 is for qualified adult learners who do not need a bachelor's degree to advance their careers or to pursue further education. The 18 additional credits of coursework enables students to gain the necessary skills, competencies and knowledge needed to excel in graduate management study and managerial careers.

#### **Learning Outcomes**

In addition to the general outcomes of the Master of Management program, the additional courses include clearly defined, measurable skill outcomes and areas of knowledge that will enhance students' ability to achieve their personal, academic and career goals. Students must demonstrate competency in each of these learning outcomes before they move on to subsequent levels of the MM program.

These outcomes ensure mastery of the graduate level writing and quantitative analysis skills required for continued graduate study. They sharpen skills in managerial analysis and communication, and in the utilization of research and technology.

#### **Blended Learning**

Some management courses and programs are now offered in blended learning format. Cambridge College's intensive classroom learning is combined with online learning. The result is a highly effective learning experience.

- **Weekends in class** enable working adults to translate their experience into valuable learning through dynamic class room interaction with faculty and other students.
- **Online learning** — Between classes, online instruction is facilitated by the faculty instructor.

#### **Management Education for Organizations**

Academic programs and courses may be tailored to meet the needs of private and public organizations. An organization may select courses from the catalog to meet its needs for staff training and/or to serve its mission and clients. We can focus the course content and activities on the organization's particular situation, or more broadly, as needed.





# Master of Management

37-46 credits • 4 terms

The **MASTER OF MANAGEMENT (MM)** uses an adult learning method to develop aspiring and practicing managers who are values driven and adept at working with people and organizations in a diverse global world. Students are prepared to improve the effectiveness of their organizations and their own opportunities for advancement. They

gain comprehensive management and leadership skills including best practices, current academic and research perspectives, and proven strategies. They develop analytical, research and decision-making skills; and technology skills.

**Program Prerequisites** . . . required if assessments indicate need  
MMG501E, MMG505, MMG507 . . . . .additional 3-9 credits

**Management Seminar & Project** . . . . . 12 credits

MMG690 Introductory Seminar . . . . . 1

**Management Seminar I-IV** —Take in sequence with same seminar leader.

MMG691 Self-Diagnosis & Goal Setting . . . . . 2

MMG692 The Manager as Team Developer & Leader . . . . . 2

MMG693 Continuous Improvement, Lifelong Learning  
& Enhanced Employability . . . . . 2

MMG694 Current Issues in Management . . . . . 2

MMG800 Independent Learning Project . . . . . 3

**Core Courses** . . . . . 9 credits

MMG511 Foundations of Management. . . . . 3

MMG512 Organizational Environment. . . . . 3

MMG517 Research Methods for Managers . . . . . 3

**Concentration Options** . . . . . 16 credits

Choose a concentration (below) or 16 credits of graduate management course work to meet career and academic goals.

Business

Leadership in Human & Organizational Dynamics

Non-Profit & Public Organization Management

Business Negotiation & Conflict Resolution

Small Business Development

Technology Management

Please note: health care management courses may not be taken as electives outside the concentration.

**Continued** →

See concentration details on next page.

**Admission requirements:**

- Bachelor's degree.
- 3-5 years of work experience *recommended*.
- Other general requirements (see Admission).

**SKILLS ASSESSMENTS** are conducted to ensure that entering students demonstrate graduate level English language communication and writing skills, computer, and numeracy skills. **If assessments indicate need, program prerequisite coursework will be required.**



Continued

Master of Management

## MM Concentration and Certificate Options

Any subject area below may be taken as a concentration within the Master of Management degree or alone as a certificate.

### BUSINESS

MMG520	Financial Accounting . . . . .	3
MMG525	Decision Techniques for Managers . . . . .	3
MMG733	Marketing Management . . . . .	3
MMG740	Human Resource Management . . . . .	3

#### Choose one elective course:

MMG521	Managerial Accounting . . . . .	3
MMG560	Managing a Diverse Workforce . . . . .	3
MMG710	Project Management . . . . .	3
MMG713	Total Quality & Operations Management . . . . .	3
MMG715	Management Information Technology . . . . .	3
MMG725	Financial Management . . . . .	3
MMG732	Global Business . . . . .	3
MMG734	Business Planning . . . . .	3
MMG735	Entrepreneurship & Small Business Management . . . . .	3
MMG746	The Manager as Negotiator . . . . .	3
MMG757	Consulting Skills for Managers . . . . .	3

#### Choose one directed study:

DMG602	Intro to Project Management . . . . .	1
DMG603	Drafting Business Contracts . . . . .	1
DMG621	Statistical Analysis Using Spreadsheets . . . . .	1
DMG607	Special Topics in Management . . . . .	1
DMG608	Emergency Management . . . . .	1

### BUSINESS NEGOTIATION & CONFLICT RESOLUTION

MMG746	The Manager as Negotiator . . . . .	3
MMG747	Conflict Management: Strategies, Tactics & Behavior . . . . .	3
MMG748	Multi-Party/Multi-Issue Negotiations . . . . .	3
DMG603	Drafting Business Contracts . . . . .	1

#### Choose two elective courses:

MMG749	Global Negotiation . . . . .	3
MMG758	Mediation in the Workplace . . . . .	3
MMG560	Managing a Diverse Workforce . . . . .	3
MMG761	Conflict Resolution in Multicultural Organizations . . . . .	3

### SMALL BUSINESS DEVELOPMENT

MMG735	Entrepreneurship & Small Business Management . . . . .	3
MMG710	Project Management Concepts & Practice . . . . .	3
MMG725	Financial Management . . . . .	3
MMG733	Marketing Management . . . . .	3
MMG740	Human Resources Management . . . . .	3

#### Choose one directed study:

DMG615	Developing a Business Plan . . . . .	1
DMG623	Business Solutions Using the Internet . . . . .	1

### LEADERSHIP IN HUMAN & ORGANIZATIONAL DYNAMICS

MMG560	Managing a Diverse Workforce . . . . .	3
MMG740	Human Resources Management . . . . .	3
MMG743	Models of Leadership . . . . .	3
MMG755	Organization Development & Change Management . . . . .	3

#### Choose one elective course:

MMG744	Management Training & Development . . . . .	3
MMG746	The Manager as Negotiator . . . . .	3
MMG757	Consulting Skills for Managers . . . . .	3

#### Choose one directed study:

DMG602	Intro to Project Management . . . . .	1
DMG614	Performance Management . . . . .	1
DMG753	Introduction to Organizational Coaching . . . . .	1

### NON-PROFIT & PUBLIC MANAGEMENT

MMG727	Budgeting & Finance for Non-Profit & Public Organizations . . . . .	3
MMG740	Human Resources Management . . . . .	3
MMG750	Business, Government & Ethics . . . . .	3
DMG605	Grant Writing . . . . .	1

#### Choose two electives from Business, Leadership, or Negotiation . . . 6

**HEALTH CARE MANAGEMENT, INFORMATICS** — See separate program chart

### TECHNOLOGY MANAGEMENT

MMG715	Management Information Technology . . . . .	3
MMG710	Project Management Concepts & Practice . . . . .	3
DMG623	Business Solutions Using the Internet . . . . .	1

#### Choose three elective courses:

MMG519	IT Security Management, Planning, Procedure & Policy . . . . .	3
MMG522	Fundamentals of Computer Information Systems (req for MMG717) . . . . .	3
MMG717	Systems Analysis & Design for the IT Manager . . . . .	3
MMG718	E-Business Development for IT Managers . . . . .	3
MMG716	Emerging Technologies . . . . .	3



# Master of Management / Health Care

37-46 credits, 4 terms

Health Care Management prepares health care managers and team members to meet current and future challenges. Health care is viewed from a systems perspective—as a totality of structure, process, and outcome—with a multi-cultural perspective. Health Care Informatics prepares students to work in information-related positions in health care, health sciences research, or educational settings, and to evaluate, manage, and develop a wide range of informatics projects.

**Program Objectives** — To understand health care issues, practices, and systems in historical, national, and international context; and enhance sound management and problem solving skills applied to health care.

To understand health care information systems, hardware, software, and support personnel; information security and confidentiality, retrieval and use, regulatory agencies, current and future trends.

**Program Prerequisites** . . . required if assessments indicate need  
MMG501E, MMG505, MMG507 . . . . .additional 3-9 credits

**Management Seminar & Project** . . . . . 12 credits

MMG690 Introductory Seminar . . . . . 1

**Management Seminar I-IV** —Take in sequence with same seminar leader

MMG691 Self-Diagnosis & Goal Setting . . . . . 2

MMG692 The Manager as Team Developer & Leader . . . . . 2

MMG693 Continuous Improvement, Lifelong Learning  
& Enhanced Employability . . . . . 2

MMG694 Current Issues in Management . . . . . 2

MMG800 Independent Learning Project . . . . . 3

**Core Courses** . . . . . 9 credits

MMG511 Foundations of Management. . . . . 3

MMG512 Organizational Environment. . . . . 3

MMG517 Research Methods for Managers . . . . . 3

**Concentration/Certificate Options** . . . . . 16 credits

**HEALTH CARE MANAGEMENT**

DMG605 Grant Writing *or*

MHC721 Introduction to Health Care Disparities . . . . . 1

MHC710 Risk Management in Health Care . . . . . 3

MHC720 The U.S. Health Care System . . . . . 3

MHC740 Strategic Planning in Health Care . . . . . 3

MHG741 Terrorism & Disaster Management in Health Care Setting . 3

MHC750 Health Care Policy & Ethics. . . . . 3

Elective with faculty advisor approval

MHC725 Financial Management in Health Care . . . . . 3

**HEALTH CARE INFORMATICS**

MMG522 Fundamentals of Computer Information  
Systems—required first course . . . . . 3

MHC730 Health Care & Clinical Information Systems Trends, Issues . 3

MHC732 Life Cycle of Information Systems . . . . . 3

MHC733 Data, Knowledge and Information Management . . . . . 3

MMG710 Project Management. . . . . 3

MHC735 Health Care Informatics Field Work . . . . . 1

**Admission requirements:**

- Bachelor's degree and other general requirements (see Admission).
- Health Care Management: 3-5 years of health care experience.
- Health Care Informatics: 3-5 years of health care or information technology (IT) experience.

**SKILLS ASSESSMENTS** are conducted to ensure that entering students demonstrate graduate level English language communication and writing skills, computer, and numeracy skills. **If assessments indicate need, program prerequisite coursework will be required.**

**MM55 — experienced leaders without bachelor's degree**

- Students must meet MM55 admissions and academic requirements.
- MM55 students may choose the Health Care Management concentration. Informatics requires bachelor's degree or dean's approval.

See MM55 program chart.



# Master of Management MM55

55-58 credits • 6 terms

The **MM 55 is for qualified individuals** with extensive leadership and management experience, who demonstrate readiness for graduate study, and **who do not need a bachelor's degree** to advance their careers.

The **initial coursework** enables students to sharpen the skills, competencies and knowledge needed to excel in graduate management study and managerial careers. Then students proceed to the standard MM course work.

The **Master of Management** uses an experiential, adult learning method to develop managers who are values driven and adept at working with people and organizations in a diverse global world. Students can use their new skills to improve the effectiveness of their organizations and their own opportunities for advancement. They gain comprehensive management and leadership skills including best practices, current academic and research perspectives, and proven strategies. They develop analytical, research and decision-making skills; and technology skills.

## Program Prerequisite . . . . . required if assessments indicate need

MMG501E Business Communication  
for the Global Workplace . . . . . additional 3 credits

## Managerial Competencies & Theory . . . . . 18 credits

Required **before** MM seminar & project, core and further courses

MMG504	Computer Applications for Business . . . . .	3
MMG505	Graduate Writing. . . . .	3
MMG506	Quantitative Analysis for Managers . . . . .	3
MMG507	Analysis & Communication for Managers. . . . .	3
MMG508	Information Research & Technology . . . . .	3
MMG509	Political, Social & Economic Aspects of Business . . . . .	3

MMG504, 505, and 506 may be waived based on assessment conducted at the beginning of the term, and replaced with management electives. MMG507, 506, and 508 cannot be waived.

## Management Seminar & Project . . . . . 12 credits

MMG690 Introductory Seminar . . . . . 1

**Management Seminar I-IV** —Take in sequence with same seminar leader.

MMG691	Self-Diagnosis & Goal Setting . . . . .	2
MMG692	The Manager as Team Developer & Leader . . . . .	2
MMG693	Continuous Improvement, Lifelong Learning & Enhanced Employability. . . . .	2
MMG694	Current Issues in Management . . . . .	2
MMG800	Independent Learning Project . . . . .	3

## Core Courses . . . . . 9 credits

MMG511	Foundations of Management. . . . .	3
MMG512	Organizational Environment. . . . .	3
MMG517	Research Methods for Managers . . . . .	3

## Concentration Options . . . . . 16 credits

Choose a concentration (below) or 16 credits of graduate management course work to meet career and academic goals. See Master of Management or MM/Health Care program chart for concentration requirements.

- Business
- Leadership in Human & Organizational Dynamics
- Non-Profit & Public Organization Management
- Business Negotiation & Conflict Resolution
- Health Care Management
- Small Business Development
- Technology Management

Please note: health care management courses may not be taken as electives outside the concentration.

**Admission requirements:**

- Associate's degree, professional degree or license (e.g. RN); or at least 60 undergraduate credits that meet general criteria for transfer.
- 5-10 years of proven leadership and management experience.
- *Interview, evaluation and approval* of dean or regional center director.
- Other general requirements (see Admission).

**SKILLS ASSESSMENTS** are conducted to ensure that entering students demonstrate graduate level English language communication and writing skills, computer, and numeracy skills. **If assessments indicate need, program prerequisite coursework will be required.**

**The MM55 is not a substitute for a bachelor's degree.**  
A bachelor's degree may be required of students who decide to pursue further education or obtain professional licenses. Potential new employers may require a bachelor's degree.



# Management Course Descriptions

## Directed Studies (DMG)

### **DMG506 Essentials of Accounting - 1 credit**

This course covers the fundamentals and principles of accounting. Key concepts underlying accounting systems are discussed along with use, setup and posting of balance sheets, income statements, cash flow statements, statements of retained earnings, and required SEC 10K filings. Students learn about dual entry - accrual accounting, and how to analyze key ratios derived from financial statements used in the management of organizations.

### **DMG601 Forecasting and Planning - 1 credit**

This course covers short and medium term forecasting techniques, and long term and strategic planning; quantitative and qualitative forecasting techniques are emphasized. Quantitative techniques using computer applications are presented and used for situations for which historical data is available. When no such data is available, e.g., to forecast demand or revenues for new products, qualitative techniques are used. For longer-term projections, strategic planning concepts will be utilized.

### **DMG602 Intro to Project Management - 1 credit**

This course explores the major issues and techniques of project management. It has been designed to provide the students with the basic skills and knowledge necessary to plan and manage projects within their organizations.

### **DMG603 Drafting Business Contracts - 1 credit**

This course is designed for students who have completed at least one of the following courses: MMG746, MMG747, or MMG748, and/or those who are interested in developing a basic understanding of the mechanics of creating a formal contract. When one has completed a negotiation, whether using a hardball (distributive) or an interest-based (integrative) approach, the time comes when it is necessary to analyze (memorialize) the agreement by putting it into writing in the form of a legal and binding contract. Through this directed study students will develop the skills and resources to create such a document. The focus will be on the legal elements of a contract; the ramifications, legal and otherwise, of "loopholes" within contracts; and the basic law governing contracts in the United States.

### **DMG605 Grant Writing - 1 credit**

This module for non-profit managers introduces the planning and proposal development phases of grant writing. It demystifies the process, from developing a fundable idea to identifying potential donors and structuring the technical components. Hands-on activities provide practice in the art and craft of grantsmanship.

### **DMG607 Special Topics in Mgt: Current Economy-How Should a Manager Respond - 1 credit**

This one credit course will examine the causes behind current economic problems and the impacts on managers and investors. The responses of the public, private and non-profit sectors and likely results from their actions will be discussed. The course will look at future projections for the economy and ways of evaluating those projections to provide a practical guide for managers on how they should respond to the various options presented to them. (Students should have taken MMG511 before taking this course. A prior course in economics is recommended but not required.)

### **DMG608 Emergency Management of Natural and Man-Made Disasters - 1 credit**

This course is for managers responsible for ensuring that their organizations are prepared for response, mitigation, and recovery from mass casualty disasters both natural and man-made. Emergency management is prioritized by lives and property saved by improved responses and mitigation. Cases of past and future fatalities from mass disasters are presented, with examples of lives saved and lost by emergency management. Students prepare one-page personal disaster preparedness plans for home and work sites for diverse disaster threat-and-response characteristics.

### **DMG614 Performance Management: Systematic Approach/High Performance People - 1 credit**

This course helps managers learn a more holistic approach to performance management and communicate more effectively with their employees regarding performance. It helps them understand that performance management is not just a "once-a-year" phenomenon connected to compensation, but is an ongoing process that includes a clear understanding of work goals and expectations, development of skills, knowledge and abilities, and ongoing communication. The learning methodology includes a transfer of content and knowledge that includes a performance management system as well as the use of simulations, role-plays and case studies.

### **DMG615 Developing a Business Plan - 1 credit**

Developing a Business Plan is a hands-on course that provides students with the basics of how to develop a business plan. Students learn how to describe the business, how to use a structured coaching process to write the business plan, and how to use the business plan to anticipate key issues. The course covers (1) business plan basics including: who needs to write a business plan, when to write one, how long it should be, what a business plan can and cannot do, the risks of writing a business plan, (2) the elements of a business plan, (3) how to develop the plan and (4) ways to enhance a business plan.

### **DMG621 Statistical Analysis Using Spreadsheets - 1 credit**

Previous experience with Windows and spreadsheets preferred. This course helps students use spreadsheets to develop complete analysis and presentations. Using Microsoft Excel, this course reviews the fundamentals of spreadsheet design, creation and formatting. Students learn how to create graphs and charts, and how to perform a variety of time-series, financial and statistical calculations. They learn to perform "what if" analyses and use spreadsheets for simple descriptive statistics and regression analysis."

### **DMG623 Business Solutions Using the Internet - 1 credit**

The use of Internet-based technology by business and other organizations to improve productivity and to enhance customer value is examined. Students look at evolving business models, and the implications of these technologies for individuals, organizations and the economy. Topics covered include trends in electronic commerce, the use of Web based technology, intranets and extranets, and their function in knowledge management and customer service delivery. Privacy, security, intellectual property and governance issues are also examined. Students do a final presentation on the business use of Internet technology and/or a design for an organizational Web site or intranet.

**DMG647 Negotiation in the Health Care System - 1 credit**

This course helps professionals in the health care system to develop the skills of interest-based, win-win negotiation. Students learn theory and tactics for diagnosing a conflict, planning for negotiation, and implementing a cooperative strategy within a health care setting. Students are observed through simulation and role play; a final application paper is required. Texts are *Getting to Yes* by Roger Fisher and *Renegotiating Health Care* by Leonard Marcus.

**DMG753 Introduction to Organizational Coaching - 1 credit**

This course give students the opportunity to develop and improve skills in organizational coaching. The course emphasizes performance assessment and performance management. Learners practice conducting coaching sessions and acquire critical coaching skills in active listening; giving and receiving feedback; and developing and managing performance improvement action plans. Special attention is given to cross cultural coaching, motivation, and the assessment of personal coaching styles.

## Health Care Management (MHC)

**MHC710 Risk Management in Health Care - 3 credits**

This course deals with the discipline of dealing with the possibility that some future event will cause harm. It examines a variety of contemporary issues surrounding managerial and analytical problems involved in health care risk management. It includes a historical review of the role of risk management in health care and the evolution from a reactive to a pro-active focus and discusses the planning of a pro-active, patient outcome focused risk management program.

**MHC720 The U.S. Health Care System - 3 credits**

The course will review the evolution of health care in the U. S., explore the structure of the current system, and consider the impact of emerging trends on the provision of health care in the future. Various components and stakeholders will be identified, with special attention on the diversity of care options and evolving roles of government as a funding source and regulator. Developments in national health care policy, the cost-quality-access conundrum, and the expansion of health care reimbursement options will be examined. The course also examines health care systems in other countries as a means to access alternative approaches to health care delivery issues.

**MHC721 Introduction to Health Care Disparities - Race, Ethnicity and Health - 1 credit**

This course is designed to provide students with knowledge about racial and ethnic, disparities in health and health care. The course will examine the ways in which dyadic relationships and multiple forms of discrimination contribute to racial and ethnic disparities in health. Students will examine the ways in which neighborhood and community factors and inequalities in socioeconomic status influence health behaviors, access to health care services and health status outcomes. Individual characteristics such as acculturation, patient preferences, provider congruence and cultural competence will be explored in this course.

**MHC722 Policy in Health Care Disparities and Client Services - 3 credits**

This course is designed as an in-depth review of the history and management of policies that have led to health disparities and affected client health services. Students will consider the challenges posed by an increase in multi-cultural and diverse populations seeking health

care services in an environment that has not always responded to multiple needs with appropriate policies or service delivery mechanisms. Students need to understand and accept that policy and service delivery demand that healthcare organizations use all of their resources to meet diverse and disparate health care needs. Strategic responses to policies and to planning of appropriate delivery of services are integral to health care management.

**MHC723 Unequal Treatment: Disparities in Health Care - 3 credits**

This course will examine racial and ethnic disparities in health and human services and theories as to why those disparities exist. Students will consider policies that impact quality and equity of care. Specifically we will look at Title VI of the Civil Rights Act, which states that persons will not be treated differently on the basis of race, creed or color and how this important policy has been implemented and enforced over time. The course will use as its primary text the Institute of Medicine's (IOM) report issued in 2003; *Unequal treatment: Confronting Racial and Ethnic Disparities in Health Care*. While most of the research in this area has focused on health care, we will continually look at the relevance and application to social and human services. Students will critically review current efforts to address disparities in care and will focus on cultural competence.

**MHC725 Financial Management in Health Care - 3 credits**

Prerequisite: DMG506 or equivalent. This course prepares health care managers to participate effectively in financial decision making within health care organizations. It focuses on how to use financial and program data to effectively analyze costs of programs and departments. Financial accounting, managerial accounting, and contemporary financial concepts are introduced. Special attention is given to Medicare, Medicaid, insurance, managed care, and government funding.

**MHC730 Health Care and Clinical Information Systems, Trends and Issues - 3 credits**

Prerequisite: MHC 520.

This course includes an overview of the health care information technology system as well as clinical information systems devoted to the direct management of the patient. It provides guidance for implementing, managing, and accessing clinical information systems in various health care settings. Discusses medical records, resource management and security, the importance of disaster planning, standards and regulatory issues as related to informatics. Also examines the current state and future of health care informatics, including tele-medicine and emerging technologies, and explores the new technology creation and adoption processes and the impact of rapidly evolving technologies in the health care arena.

**MHC732 Life Cycle of Information Systems in Health Care Informatics - 3 credits**

Prerequisite: MHC 520, MHC 730.

This course helps health care professionals understand the life-cycle of an information system and view it as a continuous process while maintaining the underlying support for the system. The course provides the tools needed to select a health information system based upon identified criteria in an individual health care agency and includes strategic planning, analysis, design and implementation, as well as testing and evaluation of the system.

**MHC733 Data, Knowledge and Information Management in Health Care Informatics - 3 credits**

Prerequisite: MHC 520, MHC 730.

The purpose of the course is to help health care professionals transform data into useful information for decision-making. This information

is then utilized to support administrative and clinical decision-making. Course content will include the process of decision-making, securing the right information, human factors that affect the use of information, information classifications, and the human-computer interaction in health care organizations.

**MHC734 Professional Practice, Trends, and Issues in Health Care Informatics - 3 credits**

Prerequisite: MHC 520, MHC 730.

This course is intended to provide students with a vision of future health information technology, information and its dissemination. It explores ways to advance medical technologies, information infrastructure and intellectual leadership. It examines the new technology creation and adoption process and the impact of rapidly evolving technologies in health care.

**MHC735 Health Care Informatics: Fieldwork - 1 credit**

Prerequisite: MHC 520, MHC 730.

The field work requirement provides the student with hands-on experience in a health care informatics setting. Students will be expected to complete an informatics project at a health care agency involving a total of 40 - 50 hours over a semester with an agency preceptor and under the guidance of a faculty advisor.

**MHC740 Strategic Planning in Health Care - 3 credits**

This course focuses on developing an organizational vision, mission and goals, and integrating all components of the health care organization to achieve those goals. Strategic analysis, plan development and implementation strategies are included, as well as monitoring and evaluation.

**MHC741 Terrorism and Disaster Management in a Health Care Setting - 3 credits**

This course is intended for the health care manager who is responsible for the preparedness of his or her organization in a disaster situation. It focuses on planning and preparedness with a special emphasis on issues of terrorism. It covers topics such as the legal and ethical issues surrounding disaster planning and preparedness, obtaining assistance from government and other agencies, interagency cooperation, integrating civil and military response and meeting the needs of special populations.

**MHC749 Special Issues in Health Care - 3 credits**

A special topic in health care is addressed from a health systems perspective. Financial implications, policy and ethical issues are considered. Racial, ethnic and economic dimensions of the issues are explored.

**MHC750 Health Care Policy and Ethics - 3 credits**

This course gives an overview of policy development at the organizational, local and national levels. Students assess the influence of actors, arenas, and socio-historical trends on health care policy. They explore ethical principles and how they are infused into all aspects of health care and health care management.

## Managerial Competencies and Theory: MM55 (MMG)

**MMG504 Computer Applications for Business - 3 credits**

(Formerly ACC410) This course familiarizes learners with the personal computer, Windows, word processing (Microsoft Word), spreadsheet (EXCEL), presentations (PowerPoint), E-mail and the Internet. Students get hands-on experience with these applications and an overview of personal and professional uses. Students progress from a beginning level through an intermediate level. This course is a requirement for students in the MM55 program. It may not be taken as an elective.

**MMG505 Graduate Writing - 3 credits**

(Cross-listed as CCP505; formerly ACC440)

This course concentrates on strategies and techniques for building an academic essay. Challenging readings are used to promote the kind of critical thinking and analysis that best support graduate work. Students move from initial ideas, to first drafts, to strategies for revising their papers to achieve a polished product. Through a sequence of three to four progressively longer essays, students come to understand their own writing styles, strengths and difficulties, and become competent evaluators of their own work. By giving attention to the writing process itself and its different phases, students gain awareness of how to achieve their best work. This course is a requirement for students in the MM 55 Program. It may not be taken as an elective.

**MMG506 Quantitative Analysis for Managers - 3 credits**

Students learn to think about and express business problems in quantitative terms. They examine the basics of number theory, arithmetic operations including ratios and proportions, percentages, algebraic operations, probability and statistics. Charts and graphs are created using spreadsheet software. Students learn to apply quantitative tools to solve a variety of business problems, and create and use quantitative models for real-world problems.

**MMG507 Analysis and Communication for Managers - 3 credits**

This course addresses the analytical and communication skills necessary for success in business environments. Students develop their critical thinking skills and enhance their ability to evaluate claims, evidence and assumptions and develop persuasive arguments through analysis of management case studies. The course also covers different forms of business communications including memos, reports, and oral presentations. This course is a requirement for students in the MM 55 Program. It may not be taken as an elective.

**MMG508 Information Research and Technology - 3 credits**

Prerequisite: MMG504 or equivalent.

Students gain the knowledge, skills and abilities to apply principles of information research to their academic, work and professional lives. They gain ability to analyze problems, research and select relevant information from industry and professional publications, corporate and non-profit financial statements, print and electronic sources. They will become able to create an effective presentation and publish it in print or electronic form. This course is a requirement for students in the MM 55 Program. It may not be taken as an elective.

### **MMG509 Political, Social and Economic Aspects of Business - 3 credits**

This course provides a broad liberal arts foundation to management theory and concepts. It draws upon the disciplines of economics and political science, the study of society and culture, and the tools of ethical analysis. It helps students gain a basic understanding of economic concepts and institutions, the role of government in business and the impact of political institutions and processes. Issues of interrelatedness in the global economy and polity are considered. The societal implications of business decisions, issues of multiculturalism and diversity and the use of ethical analysis to guide business decisions are addressed. This course is a requirement for students in the MM 55 Program. It may not be taken as an elective.

## Management (MMG)

### **MMG501E Business Communication for the Global Workplace - 3 credits**

This course is focused on the communication, analysis, and presentation skills necessary for success in the U.S. and global business environment. Using a variety of materials including articles from newspapers, videos and podcasts of business topics and cases, students will develop their reading listening, critical thinking and oral and written communication skills. Students will be exposed to issues facing managers in today's environment and gain a better understanding of the cultural assumptions and communication styles of the U.S. business workplace. They will learn the appropriate style of communication for different types of business situations - participating in meetings, interviewing, writing memos or reports and making oral presentations. They will learn to develop clear and persuasive arguments both orally and in writing. Students may be required to take this course based on results of their initial writing assessment. It does not count as an elective in the Master of Management program.

### **MMG511 Foundations of Management - 3 credits**

(Formerly MMG503). This course provides an overview of the field of management and establishes a foundation and common vocabulary for future course work. It emphasizes the functions of planning, organizing, directing and controlling. The course assumes students have limited academic knowledge of management theory, and some experience in real world management situations to bring into the classroom. In each session the class explores some aspects of management in theoretical terms and then focuses on application of the theory to the practical problems facing managers.

### **MMG512 Organizational Environment - 3 credits**

(Formerly MMG502). This course provides an overview of the external and internal environment of organizations. It helps students understand the resource, market, technological, economic, and socio-political context of the organization, and the impact of multiple stakeholders on its goals and decision-making processes. It examines organizational architecture and dynamics from the structural, human resource, political and symbolic perspectives. The course draws on theories and research on organizations, including topics such as motivation, leadership, and organizational change and development. The intent of the course is to provide students with the theoretical base to better understand organizational behavior, and to equip them with tools to analyze and improve upon their own managerial practice.

### **MMG517 Research Methods for Managers - 3 credits**

(Replaced MMG501) This course helps students understand the role of research in the management decision making process and in

the development of business plans and strategies. It helps students become familiar with the research process and with a variety of business research tools and techniques. Students learn how to define a problem and write good research questions, determine what tools and techniques are appropriate for different kinds of problems, find information sources and assess their reliability, and critically analyze information. They also learn how to present the results of research in appropriate output formats. This course helps students with their independent learning projects.

### **MMG519 IT Security Management Planning Procedure and Policy - 3 credits**

Security management includes identification of an organization's information assets and the development, documentation, and implementation of policies, standards, procedures, and guidelines. Students learn from a management perspective the tools required to rate system vulnerabilities. Students also define an information security strategy while prioritizing threats to information assets.

### **MMG520 Financial Accounting - 3 credits**

Financial Accounting covers the four basic financial statements and the way they are used by decision makers. Fundamentals and principles of accounting are discussed along with key concepts underlying accounting systems. Students learn the framework of debits and credits used in posting. The course has a focus on interpretation, analysis and communication of financial data. It covers balance sheets, income statements, cash flow statements, statements of retained earnings, and required SEC 10K filings. Students learn dual entry - accrual accounting with a focus on analysis of key ratios derived from financial statements for internal management. Special attention is given to accounting for assets, liabilities and owner's equity. Additional topics include Generally Accepted Accounting Principles (GAP), the Sarbanes-Oxley regulations, and ethics in accounting.

### **MMG521 Managerial Accounting - 3 credits**

Prerequisite: MMG520.

This course examines the application of accounting principles and procedures to the planning and control functions of management. The emphasis is on costs, cost-profit relationships, measures of performance, and uses of accounting in long-range planning. Topics will include cost accounting techniques, overhead allocations, standard cost, profit planning and responsibility accounting.

### **MMG520 Fundamentals of Computer Information Systems - 3 credits**

The course provides an overview of computer information systems. Students will be presented with the core information systems principles, offered an overview of the information systems discipline, and will learn about the changing role of the information systems professional. This course will enable students, regardless of their field, to understand and use fundamental information systems principles so that they can function more efficiently and effectively as workers, managers, decision makers and organizational leaders.

### **MMG525 Decision Techniques for Managers - 3 credits**

(Formerly MMG510) Prerequisites: basic spreadsheet skills and successful completion of a course in Business Mathematics (or equivalent math skills).

As today's managers face decisions, they have access to more data than ever, and risk confusion unless they can effectively screen the data for useful information. This course provides students with the knowledge and appropriate use of basic descriptive and inferential statistical procedures for management applications, and builds a foundation of analytical and quantitative skills. Topics include: data

collection, measures of location and variability, graphical procedures, index numbers, probability, estimation, hypothesis testing, times series and regression analysis. Emphasis is on understanding and applying the procedures. Spreadsheet and statistical computer programs are used in the class.

**MMG542 Effective Group Management and Team Building - 3 credits**

This course develops skills in the management and leadership of task groups. Students are introduced to group theory and human interaction as applied to management and team development within an organization. Many students are involved in work groups, leading a project team supervision a group of employees, directing a department or managing a unit. As is often the case with managers, they have limited cognizance of the impact of human interaction and group dynamics on the desired outcomes. Through this course, students learn the skills and understanding necessary to manipulate those human factors within the work group structure for the most effective completion of a task and the development of each work group member's potential.

**MMG550 Organizational Theory and Behavior - 3 credits**

This course provides the student with the opportunity to understand behavioral patterns within an organizational setting. Taken from a managerial perspective, this social system approach focuses on the use of available managerial tools to influence workers' managers. Through the use of lectures, group discussion and case analyses, particular emphasis will be placed upon classical, neoclassical and systems approaches, as well as upon motivation, behavior dimension adaptation, leadership, and organizational development.

**MMG560 Managing a Diverse Workforce - 3 credits**

Current business conditions are surveyed, and participants are introduced to the link between the business agenda and human capital. Since the workforce is critical to the success of the American business agenda, much of this course is dedicated to the development of competencies necessary to manage a diverse workforce. This course is for professionals dealing with issues of differences and diversity in contemporary organizations.

**MMG690 Introductory Seminar - 1 credit**

(Formerly MMG500) The purpose of the seminar is to introduce participants to the resources of the College, provide a coherent overview of the philosophy of the program, and review the benefits and the rationale of the academic model. The course also will focus on self-assessment and goal-setting to assist the student in developing his or her academic and professional development plan.

**MMG691 Management Seminar I: Self-Diagnosis and Goal Setting - 2 credits**

The Management Seminar serves as a learning laboratory for students to develop, integrate and demonstrate competencies in personal, professional and academic development. It provides an opportunity for students to test and apply learning in a practical and experiential context and to integrate experience and theory. In the first semester students self-diagnose their academic and managerial skills and develop academic and professional goals and plans. They also develop skills at being effective members of a learning community and explore topics and ideas for their Independent Learning Projects.

**MMG692 Management Seminar II: The Manager as Team Developer and Leader - 2 credits**

This seminar focuses on the manager as a leader and developer of people and teams. Students develop important cognitive and affective skills-developing people, peer relationships, working with others, and resolving conflict. The seminar also helps the student learn how to leverage the diversity in teams and how utilize team resources effectively.

**MMG693 Management Seminar III: Continuous Improvement, Lifelong Learning and Enhanced Employability - 2 credits**

This seminar focuses on developing and demonstrating enhanced skills and on present and future employability. Students assess their learning and benchmark them against standards in their professional field. Students learn and practice networking skills to develop and expand their connections within their professional field and learning community.

**MMG694 Management Seminar IV: Current Issues in Management - 2 credits**

This is the final seminar of the management seminar series. Students integrate their learning from courses and research and update their knowledge through the examination of topics that reflect current issues and trends in management. The seminar is conducted with the help of several guest speakers/faculty.

**MMG706 Economics - 3 credits**

The main objective of this course is to provide students with the basic concepts and analytical tools of economics and to apply them so as to understand the workings of a market economy and to increase their effectiveness as managers. After an introduction to the basic economic tools of supply and demand, and the treatment of profit maximization, we will cover the basic concepts of microeconomics for use in business decision making. Throughout the course, we will use economic theory and real world examples to analyze and understand the main issues of microeconomics and macroeconomics as they apply to the business world. Secondary course goals include improved writing and computer skills.

**MMG710 Project Management Concepts & Practice - 3 credits**

In this course, students will learn how to use the concepts, tools and techniques of project management in order to successfully manage system development projects. System development project failures are generally failures of management, not failures of technology. Good management, along with an understanding of the appropriate use of technology, is therefore essential. Students will learn, in particular, how to apply the concepts, tools and techniques of project management in today's dynamic, digital business environment, where projects must be brought to completion under increasingly compressed time frames and where decisions must be made under conditions of uncertainty.

**MMG712 Operations Management - 3 credits**

Operations refers to the process by which an organization converts inputs (facilities, equipment, labor, etc.) into outputs (services and goods). This process involves management functions such as planning, the acquisition and utilization of resources, control, evaluation, and appropriate change. This course also develops an appreciation of the distinctions and relationships between the operations function and other functions of the organization including finance and marketing.

**MMG713 Total Quality and Operations Management - 3 credits**

Operations Management is the process by which an organization converts inputs (facilities, equipment, labor, etc.) into outputs (services and goods). This conversion process involves management functions including planning, acquisition and utilization of resources, control and evaluation. Total Quality Management (TQM) is a way for businesses and organizations to improve the quality of business processes and performance. This course develops an appreciation of the TQM concept as well as the distinctions and relationships between the operations function and other functions of the organization.

**MMG715 Management Information Technology - 3 credits**

This course provides an understanding of how information technology may be efficiently and effectively used in the business environment. Students get an overview of hardware, software, file/database concepts, systems analysis and design methodologies. The complex integration of hardware, software, data, procedures and personnel that is required for managing information systems is addressed. The impact of constantly changing information technology upon the organization and the management of the firm is discussed.

**MMG716 Emerging Technologies - 3 credits**

This course focuses on future and developing technologies such as robotics, neural networks, nanotechnologies, expert systems, and the human computer interface. This course examines the rapid adoption of new technologies by organizations and their impact, future trends, and potential to transfer to businesses and society.

**MMG717 Systems Analysis & Design - 3 credits**

Prerequisite: MHC520 or MMG715 or equivalent experience. Systems analysis and design is a critical competency for information technology. This course focuses on techniques for designing information systems more effectively and efficiently, by linking the information system, business mission and purpose and technology. Students learn the core skills required by systems analysts: from gathering requirements and modeling business needs, to creating blueprints for how the system should be built and implemented in a particular organization. The course provides a concise, yet informative theory of the systems development life cycle, and touches on project management, infrastructure management, system development and system implementation with examples from a variety of industries.

**MMG718 E-Business Development for IT Managers - 3 credits**

This course provides an overview of electronic business and e-commerce development. It develops the student's understanding of the e-business environment and explores strategies, business models and approaches to leveraging the expanding world of the internet. Students learn the business strategies and technologies that go into developing a successful e-business and how to successfully expand and market a web-based business.

**MMG725 Financial Management - 3 credits**

Prerequisite: MMG520 or DMG506.

The major goal of the financial manager is to maximize the value of the firm. Accordingly, this course focuses on analysis and interpretation of financial data from the income statement, balance sheet and the statement of cash flows, for decision making. Powerful planning and control tools such as pro forma budgeting and break-even analysis are introduced, as well as the concepts of operational and financial leverage. Students learn how to estimate the amount of cash an organization will need in its operations. One key focus of the course is on

capital budgeting, based on the concepts of the time value of money. This includes calculations of future value (FV), present value (PV), net present value (NPV), internal rate of return (IRR) and payback period.

**MMG727 Budgeting and Finance for Non-Profit and Public Organizations - 3 credit**

Prerequisite: DMG 506 or equivalent skills.

This course provides an introduction to the basic financial accounting systems used in non-profit and public organizations. It also focuses on how to use the financial and program data to effectively analyze the costs associated with programs and services provided by the organization. The final area to be covered will be budget preparation and monitoring. The politics of the budgeting process will be examined. By the conclusion of the course the student will be able to effectively participate in the financial decision-making within his or her organization.

**MMG731 Business Continuity & Disaster Recovery: Principles & Practices - 3 credit**

In this course, students will learn how to use and apply the concepts, practices and techniques of business continuity. Awareness of business continuity as an integral part of corporate policies, in response to regulatory standards, and as a good business practice, is growing due to heightened threats in the world. Students will explore changes in the business climate, planning and assessment procedures from the perspective of professional practitioners, applying proven tools, tips, techniques and industry resources. Students will construct a business case for business continuity as part of a project that reflects today's increasing dependence on security, information technology, and basic business processes.

**MMG732 Global Business - 3 credits**

Prerequisite: MMG511.

The purpose of this course is to introduce students to the dominant themes and theories of global business. The course consists of a fundamental study of the nature of business and its environment. In the course of our study we will examine managerial functions and processes in a global context.

**MMG733 Marketing Management - 3 credits**

Prerequisite: MMG 511 recommended.

This course provides a basic overview of the marketing management process, oriented primarily to the non-marketing specialist. It examines the role of marketing in a variety of organizations - product/service, public/private. It introduces students to the analysis of an organization's market environment, and the development of marketing programs designed to achieve organizational goals. Topics covered include the analysis of markets, buyers and competition; the identification and selection of target markets; the design of product, pricing, distribution and communication programs appropriate to selected markets; and the planning, implementation and control of the marketing effort. The course emphasizes the practical utility of marketing tools and concepts through the use of case studies and application to the students' own work environment. The course also attempts to create a heightened awareness of the global interrelationships affecting marketing, and the societal implications of marketing decisions.

**MMG734 Business Planning - 3 credits**

This course allows students to learn about business development, new product/service planning, feasibility analysis and trends in innovation. During this course, students will learn how to test new products, forecast financial needs, and analyze market requirements. The basis of competition for new products/services, major traits of successful

new ventures, market situation analysis, opportunities for professional challenge, common pitfalls and ways to avoid them will be addressed.

**MMG735 Entrepreneurship and Small Business Management - 3 credits**

Prerequisite: MMG511.

This course examines the major characteristics of a self-employment venture and the issues facing the person starting or managing a small business. The focus is on the opportunities, risks, issues and problems facing the entrepreneur. Techniques learned in other management courses are integrated and applied to small businesses. Students prepare a business plan for a small business which defines the business concept and provides an integrated strategy for starting up or expanding a business.

**MMG740 Human Resource Management - 3 credits**

Changes in the social and legal environment, and the workforce, make it increasingly difficult for organizations to manage relations with employees. The Human Resources Manager needs to be able to formulate organization-wide human resource policies which result in competitive strategy, efficiency and effectiveness, and which are consistent with the organization's culture and environment. The interests of many stakeholders have to be reflected in such policies — employees, unions, communities and government. The course helps students identify and understand Human Resources Management issues, develop skills in diagnosing situations, discuss effective approaches to problems and assess the comparative effects of immediate action and long-term policies.

**MMG743 Models of Leadership - 3 credits**

An essential component of a successful career is an effective personal leadership style that fits appropriately within one's professional setting. Students explore the elements of individual style with the goal of increasing effectiveness. The course also examines the content of the professional setting and looks at the different strategies for achieving the most congruent fit possible. This course will be experiential, and there will be guest speakers.

**MMG744 Management Training and Development - 3 credits**

This course will explore many of the tools and techniques that are available to organizations for the use of upgrading staff. Some of those tools and techniques will include needs assessment, alternative methodologies for presenting material and evaluation techniques. Students will develop a total system for training and development within their organization or sub-unit. The course is aimed at corporate training staffs and human resource managers. The focus will be on actual situations and case analyses.

**MMG746 The Manager as Negotiator - 3 credits**

Effective managers must be able to deal successfully with limited resources, divergent interests of people, and organizational conflict. This course improves skills in negotiation and joint decision-making that students can apply immediately. Emphasis is on integrative bargaining and problem-solving. Students learn the theory and tactics for understanding and diagnosing a conflict, planning for negotiations, and implementing an effective conflict resolution strategy.

**MMG747 Conflict Management: Strategies, Tactics and Behavior - 3 credits**

This course explores different conflict management styles and situational considerations available to the individual that impact negotiations. It introduces theories and strategies that characterize the com-

petitive bargaining styles and evaluates the consequences of using each. The course also explores planning, communication, perception, cognitive biases, and the impact of power imbalance in negotiations. Emphasis is on the integration of negotiation theory, practice and behavior, including ethical considerations.

**MMG748 Multi-Party / Multi-Issues Negotiations - 3 credits**

This course focuses on the pre- and post-bargaining table influences of groups (constituents, community, opponents) on individual negotiation and conflict resolution styles. Students develop an understanding of the impact of group process on negotiation and the roles that individual group members play within the negotiation context. Students learn techniques for managing complex, multi-issue negotiations. The course includes typical third party approaches to conflict resolution.

**MMG749 Global Negotiation - 3 credits**

This course is designed for students who work in multi-cultural teams or negotiate in a multi-cultural setting. Students will learn how culture affects negotiating strategies, conflict management techniques and team effectiveness. Students will learn and apply a framework to help manage cultural differences whenever they impact business deals, disputes or team work.

**MMG750 Business, Government and Ethics - 3 credits**

Prerequisite: MMG511.

This course explores the ethical environment of business and the ongoing relationship between business, government and society. Topics include the development of government regulations and the impact of regulations and likely future developments with an emphasis on ethical considerations.

**MMG755 Organization Development and Change Management - 3 credits**

The theory and practice of organization development are introduced. Skills are developed in identifying how organizational systems operate together, including organization culture, leadership, structure, human resources, rewards, and technology. Students learn how to make effective change through dealing with an organization as a whole. Strategies are developed to help organizations adapt to new technologies, markets, and challenges, including the rate of change itself. Case studies and simulations are used throughout the class work.

**MMG757 Consulting Skills for Managers - 3 credits**

This course explores the essentials of the consulting relationship and the skills critical to the consulting process. Managers develop ability to apply consulting skills and processes in a variety of situations from working with international personnel to getting the most from cross-functional teams to dealing with external clients and vendors. Tools for assessment, analysis and implementation will be reviewed. Topics include negotiating scope, influencing expectations, overcoming resistance and giving clients feedback.

**MMG758 Mediation in the Workplace - 3 credits**

Workplace mediation supplements or replaces institutional conflict resolution processes in order to increase job satisfaction, boost productivity, reduce employee turnover and decrease the chance of legal action. The course gives students the theory and skills necessary to begin to practice mediation within their professional life. The course covers theory and models of mediation; stages of the mediation process; skill development and ethical considerations.

**MMG761 Conflict Resolution in Multi-Cultural Organizations - 3 credits**

Increasing competition and globalization magnify differences among people, and with the increasing diversity of the workforce comes potential incompatibility and conflict. Effective leaders stimulate functional conflict and prevent or resolve dysfunctional conflict. This course develops conflict resolution skills and understanding of conflict in multi-cultural organizations and its effect on innovation and productivity. The course uses a model developed by Tjosvold, which makes conflict positive and creates a conflict-positive organization.

**MMG800 Independent Learning Project - 3 credits**

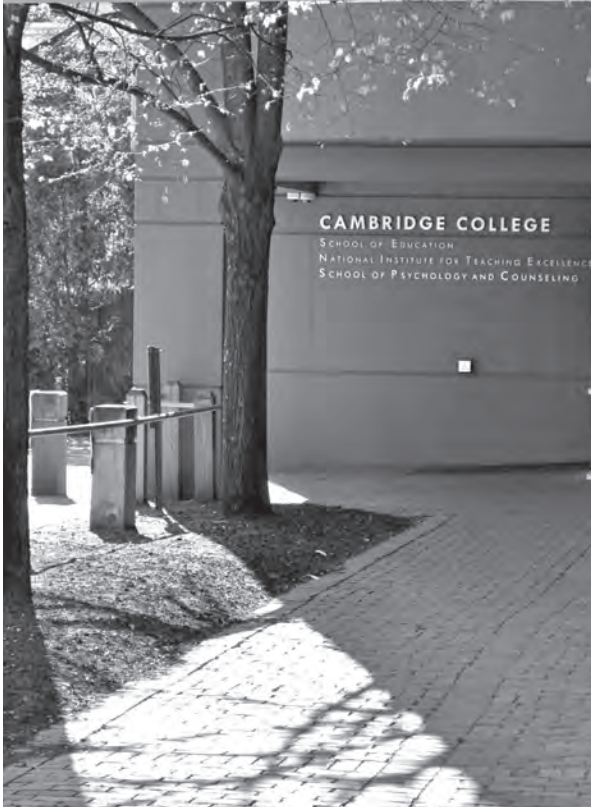
This comprehensive final project is focused on a topic in a student's concentration. The Management Seminar and the Seminar Leader provide direction and support for the project. The project demonstrates ability to define a problem, use appropriate resources, collect and analyze data, draw conclusions, and organize the written report.

**MMG801 Independent Learning Project - 3 credits**

Prerequisite MMG 800.

This course registration is required if students received an Incomplete grade for MMG 800 Independent Learning Project. Students continue the research and data analysis and finalize the report writing for their projects. Online registration is not available for this course; students must complete an ADD form and submit it to the Registrar's office. Prior approval of the faculty advisor is required.





# School of Psychology and Counseling

The School of Psychology and Counseling provides graduate programs for professional training for practicing clinicians, educators, and other human service workers as well as people changing careers or entering the work force. Typically, these individuals are older than average graduate students and have a wide range of non-traditional experience in counseling and other fields.

## **Diverse Populations and Perspectives**

Our students are highly diverse in experience, cultural background and values. Our interactive classrooms and collaborative learning bring cross-cultural perspectives to the counseling process. Counseling students serve diverse client groups typically characterized by broad differences in access to quality services across lines of race and social class in agencies with varied philosophies.

## **Licensure**

Some concentrations in Counseling Psychology prepare students for the licensure which is increasingly necessary for many counseling careers. Other concentrations are available for students whose career goals do not require licensure.

Ever-changing professional licensure standards make it necessary for the program charts in this catalog to change occasionally. Updated academic requirements and further detailed requirements for practicum/internship and licensure are available from the Counseling Psychology Office or program coordinator. Students are responsible for knowing the detailed requirements of their concentration. Students should examine updated licensing/certification requirements closely and seek advising to determine whether work sites and supervision are appropriate for the credentials sought.

## **On-going training**

After completing a master's degree, continuing graduate education is typically required to maintain licensure. Cambridge College courses and workshops can meet this on-going need for alumni.

## **Faculty**

Most faculty members are licensed professionals in their respective fields.

## Advising and Professional Seminar

**Admissions counselors** give applicants an overview of the College's academic programs and assist with the application process. Program coordinators are available for academic advising.

**Orientation** — Just before each term begins, all new students attend an Orientation/Registration session at which Professional Seminar faculty and program coordinators provide group course advising, and students receive assistance with course registration.

**PROFESSIONAL SEMINAR** — All students are required to take the three-term Professional Seminar consecutively in their first three terms, with no interruption. Seminars focus on professional issues and support professional development. Students bring the wealth of their individual experiences to the Professional Seminar and learn from the collective knowledge of all. They advise, support, and network with one another throughout their program and thereafter.

- **Seminar Leader Advising** — The Professional Seminar instructor is the students' academic adviser for the duration of the program, and schedules periodic individual meetings with students, and will explain about keeping advising notes. The Seminar is a place to get explanations of the practicum and internship, prerequisites, and obtaining placements; and to seek individual advising. The instructor also signs off on independent study, leave of absence, and graduation clearance. All questions about the academic program should be addressed to the Professional Seminar instructor.
- **Independent Research Project (IRP)** — The instructor also provides step by step instruction for creating the IRP. He or she teaches how to choose a topic for research. The course also explores the fundamentals of research and research design, and presents guidelines for completing the IRP over the three terms. The seminar leader has responsibility for supervising and approving the IRP.

**Program Coordinator Advising** — Students in licensure/certification programs are responsible to seek additional advising from their program coordinator regarding program-specific issues and field placements.

## Writing Assessment and Support

A writing assessment is conducted in the first professional seminar meeting. Results are communicated to the seminar leader, who refers students to writing courses and the Academic Support Center.

## Federal and State Regulations

**Legal status** as a U.S. citizen or lawfully admitted resident is required for a professional license from any state agency, under Title 8, U.S. Code Section 1621. This applies to teacher, administrator, and counseling licensures.

**State requirements prior to practicum/internship** — Students seeking a field experience placement in schools, mental health, or public health programs and facilities are responsible for complying with all policies and procedures of the state and facility where they seek a practicum/internship placement, including:

- Criminal Offender Record Information (CORI) check.
- Insurance.
- Immunizations.

**State Regulations Regarding Licensure Programs** — Licensure requirements are governed by each state. Cambridge College licensure programs are approved by the Massachusetts Department of Elementary and Secondary Education (MA DESE). Students are responsible for checking with the appropriate state licensure entity to determine whether Cambridge College programs are accepted for licensure in their state.

**Licensure Practicum/Internship** — Practicum/Internship students are guided and evaluated by a licensed/certified counselor in the classroom and by a licensed/certified Cambridge College supervisor. Practicum/Internship locations are subject to state regulations and are to be approved by the academic/program coordinator or regional center director. Prospective students are responsible for discussing options for licensure practicum/internship with academic/program coordinators or regional center directors prior to program enrollment.



**On-site Component** The on-site component must be successfully completed in order for students to receive credit for an internship, practicum, or clinical course. The minimum on-site component must be completed while the course is in progress; not before or after. The instructor and the site supervisor verify successful completion; the decision to award or withhold credit is made by the instructor.

The acceptability of a practicum, internship, or clinical site is determined by the program coordinator, the instructor, and the practicum/internship coordinator in accordance with current criteria.

Students are not allowed to register for a second internship course if they have an Incomplete grade in the prior term(s) of a practicum or internship.

### **Review of Progress and Practice**

Due to the impact graduates will have on clients throughout their careers, the School of Psychology and Counseling considers the training and credentialing of master's level counselors a matter of great sensitivity and importance. Consequently, faculty review and discuss students' behavior within the graduate academic program and the field work site.

The Committee on Professional Conduct has developed guidelines for students' professional behavior with which all graduate counseling students are expected to comply. The complete document and list of the guidelines is available from Counseling Psychology faculty. Students are encouraged to contact graduate faculty if they need further information.

The School reserves the right to require additional courses, field work, supervision, personal counseling and/or leave of absence. A student may be suspended or disenrolled for violation of ethical standards or lack of academic progress. The School may also recommend a change to a non-clinical major or require a student to leave the School of Psychology and Counseling.

### **Guidelines for Students' Professional Behavior**

The following guidelines apply to each student's academic performance, classroom behavior, field-site performance, and general decorum while enrolled at Cambridge College and includes interactions with peers, colleagues, supervisors, clients, other professionals, faculty, advisors, staff, and administrators. The School of Psychology and Counseling recognizes that "professional behavior" is an evolving process and that students will be developing their awareness and skills in this area as they advance in their program. Students will be offered feedback and guidance from instructors and supervisors throughout their program, but students are also responsible for initiating such input. Attitudes and attributes include but are not limited to:

1. Demonstration of the capacity to work collaboratively and respectfully with others throughout all ranges of professional training experience.
2. Sustained awareness of one's effectiveness and functioning in clinical and academic settings as well as an awareness of use-of-self and one's personal and professional impact on others.
3. Demonstration of the capacity and willingness to actively respect professional boundaries in interactions with faculty, site supervisors, and staff.
4. Demonstration of the capacity to interpret accurately and reasonably the conduct of one's self and of others.
5. Demonstration of and willingness to assume responsibility for learning by utilizing appropriate available resources to fulfill clinical and academic responsibilities (e.g., consultation, supervision, literature, etc.).
6. Demonstration of and willingness to meet academic and professional obligations in fieldwork and in the classroom in a timely and responsible manner.
7. Receptivity to constructive commentary and/or criticism from instructors to address such issues that may have been identified.
8. Demonstration of the capacity and willingness to evaluate one's self and others honestly, fairly, and sensitively (e.g., in supervision, in classroom exchanges and exercises, during conferences, etc.).
9. Ability to empathize with clients and an ability to demonstrate this quality effectively in professional role responsibilities (i.e., in both clinical and applied work as well as in general behavior within school, field, or other work settings).
10. Demonstration of recognition, appreciation, and sensitivity to individual differences and diversity in the human experience and the relevance of such understanding for the practice of counseling and marriage and family therapy.
11. Overall knowledge, appreciation, and acceptance of the ethical standards and guidelines for the practice of counseling and marriage and family therapy.
12. Demonstration of the willingness and ability to take corrective actions once a problem area has been identified.
13. Not repeating any behavior perceived as "misconduct" after being informed of this perception.
14. Full cooperation and compliance with this Council and its process is expected.



## Master of Education With Concentration and Program Options

# Counseling Psychology

**36 credits:** Core program — Pre-licensure

**42 credits:** Trauma Studies — CTS

**42 credits:** Addiction Counseling — CADAC, LADC

**51 credits:** Addiction Counseling and Trauma Studies — CADAC, LADC, CTS

**COUNSELING PSYCHOLOGY** is a pre-licensure graduate program for students planning to enter the practice of mental health or improve their skills and professional qualifications. The program has a strong commitment to an evolving multicultural society.

**Careers** — Graduates may qualify for employment or advancement in mental health agencies. They will be eligible to continue study towards mental health licensure at the CAGS level.

**Learning Outcomes** — Students learn the principles and best practices of counseling including various psychotherapeutic techniques for work with individuals, families and groups; group counseling, and consultation to organizations and communities. They study human development, dysfunctional behavior and mental illness, strategies for prevention and treatment of substance abuse and domestic violence. They become familiar with community resources for referrals. They study research design and methodology, and conduct their own research project. They become familiar with state regulations applicable to mental health practice.

### Professional Seminar & Research

credits

CCP691-693 Professional Seminar — 3 terms @ 2 credits . . . . .6

CCP800 Independent Research Project — taken with Seminar III . . .3

### Workshops (no courses may be substituted)

- *Core program:* CCP590 two workshops @ 1 credit . . . . .2
- *Addictions option:* CCP590 one workshop . . . . .1
- *Trauma option:* CCP590 one workshop . . . . .1
- *Addictions and Trauma option* — none may be taken . . . . .0

### Counseling Psychology Courses

CCP501 Introduction to Counseling . . . . .1

CCP540 Personality & Counseling Theory . . . . .3

CCP550 Basic Counseling Skills: Rogerian Therapy . . . . .3

CCP650 Group Dynamics/Group Counseling & Human Systems 3

### Practicum & Internship

Includes field experience under a qualified supervisor, conforming to Massachusetts regulations 262 CMR. See program handbook.

*Addictions option:* Must include 300 hours in an approved substance abuse treatment program with appropriate supervision in the 12 core functions.

*Trauma option:* Must include documented counseling experience related to trauma.

CCP520 Counseling Practicum/SAC Field Experience I . . . . .3

CCP641 Counseling Internship/SAC Field Experience II . . . . .3

**Three Elective Courses** — Core program only . . . . .9

Two electives must be in Counseling Psychology, one may be in a related field.

### PROGRAM OPTIONS

Core program modified as noted above, additional courses below, **and** choose Addictions or Trauma block, or both Addictions and Trauma:

credits

CCP615 Psychopathology **or**

CCP614 Child & Adolescent Psychopathology . . . . .3

CCP622 Ethics & Professional Issues for School Counselors & Mental Health Practitioners . . . . .3

**Addictions** — Professional training in substance abuse/addiction treatment, education and prevention, leading to certification or licensure.

CCP510 Ethics & Boundaries in Substance Abuse Counseling . . .1

CCP640 Addiction Disorders . . . . .3

CCP606 Family Treatment of Substance Abuse. . . . .3

CCP720 Psychopharmacology in Addictions & Mental Health Counseling. . . . .3

**Trauma** — Professional training in crisis intervention and trauma treatment, education and prevention, leading to certification.

CCP607 Disaster Mental Health . . . . .1

CCP724 Post Traumatic Stress Reactions. . . . .3

CCP727 Clinical Interventions for Combat Stress & Trauma **or**

CCP729 Trauma Intervention in School Settings . . . . .3

CCP728 Trauma-specific Interventions . . . . .3

### Addictions and Trauma

Take both Addictions and Trauma blocks, above . . . . .20

#### Cambridge College strives to cover academic requirements for:

- Certified Alcohol & Drug Abuse Counselor (CADAC) certification by MBSACC and Licensed Alcohol & Drug Counselor (LADC) licensing by the Mass. Dept. of Public Health.
- Certified Trauma Specialist (CTS), a credential from the Association of Traumatic Stress Specialists, International Certification Board (ATSS).

Regulations may change at any time. Cambridge College reserves the right to alter the program accordingly. Program coordinators are available to advise students.

**Students are responsible** for monitoring and understanding state requirements and regulations, and for ensuring that their program of study complies with all requirements for licensure/certification.



## Master of Education With Concentration and Program Options

# Mental Health Counseling

62 credits: Core program — LMHC

62 credits: Trauma Studies — LMHC, CTS

62 credits: Addiction Counseling — LMHC, CADAC, LADC

72 credits: Addiction Counseling & Trauma Studies — LMHC, CADAC, LADC, CTS

**MENTAL HEALTH COUNSELING** provides graduate level professional training for mental health counseling licensure, with a strong commitment to an evolving multicultural society.

**Learning Outcomes** — Students learn and apply the principles and best practices of counseling, including various psychotherapeutic techniques for work with individuals, couples, families and groups; group counseling, and consultation to organizations and communities. They study human development, disfunctional behavior and

mental illness. They learn to assess, diagnose and treat within the scope of the counselor's practice, and become able to utilize community resources for referrals. They learn and apply strategies for prevention and treatment of substance abuse, domestic violence, the spectrum of mental illnesses; and learn to use psychoeducational techniques aimed to prevent such disorders. They study research design and methodology, and conduct their own research project. They become familiar with state regulations applicable to mental health practice and licensure.

## YEAR 1

Professional Seminar & Research	credits
CCP691-693 Professional Seminar — 3 terms @ 2 credits . . . . .	6
CCP518 Research Design & Evaluation. . . . .	3
CCP800 Independent Research Project — taken with Seminar III . . .	3

### Workshops (no courses may be substituted)

- *Core program*: CCP590 one workshop . . . . . 1
- *Addictions and/or Trauma options* — none may be taken . . . . . 0

### Counseling Practice Courses

CCP501 Introduction to Counseling . . . . .	1
CCP540 Personality & Counseling Theory. . . . .	3
CCP550 Basic Counseling Skills: Rogerian Therapy . . . . .	3
CCP615 Psychopathology <i>or</i>	
CCP614 Child & Adolescent Psychopathology . . . . .	3
CCP630 Human Development Across the Lifespan. . . . .	3
CCP650 Group Dynamics/Group Counseling & Human Systems	3

### Practicum & Internship

Includes field experience under a qualified supervisor, conforming to Massachusetts regulations 262 CMR. See program handbook.

*Addictions option*: Must include 300 hours in an approved substance abuse treatment program with appropriate supervision in the 12 core functions.

*Trauma option*: Must include documented counseling experience related to trauma.

CCP520 Counseling Practicum/SAC Field Experience I. . . . .	3
CCP641 Counseling Internship/SAC Field Experience II. . . . .	3

## YEAR 2

Internship	credits
CCP700 Internship Seminar/SAC Field Experience III . . . . .	3
CCP701 Advanced Internship Seminar/SAC Field Experience IV . . .	3

### Professional Identity, Function & Ethics

CCP730 The Practice of Mental Health Counseling . . . . .	3
CCP622 Ethics & Professional Issues for School Counselors & Mental Health Practitioners . . . . .	3

<b>Social/Cultural</b> . . . . .	3
CCP754 Perspectives in Cross-Cultural Counseling	

### Assessment/Appraisal

CCP626 Assmt/Appraisal Proc: Projective Testing. . . . .	3
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### Special Treatment Issues — Core program only, choose one . . . . . 3

CCP616 Counseling in the Schools	
CCP617 School Adjustment Counseling/School Social Work	
CCP640 Addiction Disorders	
CCP670 Career Counseling	
CCP680 Human Sexuality	
CCP710 Marriage & Family Therapy: Basic Counseling Skills	

### Two Elective Courses — Core program only . . . . . 6

One elective must be in counseling psychology, one may be in education or a mediation course in the graduate management curriculum.

## PROGRAM OPTIONS

Core program Year 1-2 modified as noted above, *and* choose Addictions, Trauma, or both. See next page.

**Continued** → on next page



Continued

# Mental Health Counseling

## PROGRAM OPTIONS

Core program modified as noted above, **and** choose Addictions or Trauma block below, or both Addictions and Trauma:

### Addictions (includes LMHC special treatment issues)

Professional training in substance abuse/addiction treatment, education and prevention, leading to certification or licensure.

CCP510	Ethics & Boundaries in Substance Abuse Counseling . . . .	1
CCP640	Addiction Disorders . . . . .	3
CCP606	Family Treatment of Substance Abuse. . . . .	3
CCP720	Psychopharmacology in Addictions & Mental Health Counseling. . . . .	3

### Trauma (includes LMHC special treatment issues)

Professional training in crisis intervention and trauma treatment, education and prevention, leading to certification.

CCP607	Disaster Mental Health . . . . .	1
CCP724	Post Traumatic Stress Reactions. . . . .	3
CCP727	Clinical Interventions for Combat Stress & Trauma . . . . .	3
CCP728	Trauma-specific Interventions . . . . .	3

### Addictions and Trauma

Take both Addictions and Trauma blocks, above . . . . . 20

**Cambridge College strives to cover academic requirements** for the following credentials, for which graduates may apply:

- Licensed Mental Health Counselor (LMHC) licensure by the Mass. Board of Registration of Allied Mental Health Professionals. Candidates must also pass an exam and complete two years of post-master’s supervised clinical practice.
- Certified Alcohol & Drug Abuse Counselor (CADAC) certification by MBSACC and Licensed Alcohol & Drug Counselor (LADC) licensing by the Mass. Dept. of Public Health.
- Certified Trauma Specialist (CTS), a credential from the Association of Traumatic Stress Specialists, International Certification Board (ATSS).

Regulations may change at any time. Cambridge College reserves the right to alter the program accordingly. Program coordinators are available to advise students.

**Students are responsible** for monitoring and understanding state requirements and regulations, and for ensuring that their program of study complies with all requirements for licensure/certification.



Master of Education With Concentration and Program Option

# Marriage & Family Therapy

71 credits: Core program — MFT, LMHC

78 credits: with Addiction Counseling — MFT, LMHC, CADAC, LADC

**MARRIAGE & FAMILY THERAPY** provides graduate level professional training for marriage and family therapy and mental health counseling licensure. The program has a strong commitment to an evolving multicultural society. Students gain a systems-based perspective on working with traditional and non-traditional families and couples.

**Learning Outcomes** — Students learn and apply the principles and best practices of counseling, including various psychotherapeutic techniques for work with individuals, couples, families and groups; and consultation to organizations and communities. They study hu-

man development, dysfunctional behavior and mental illness. They learn to assess, diagnose and treat within the scope of the counselor's practice, and become able to utilize community resources for referrals. They learn and apply strategies for prevention and treatment of substance abuse, domestic violence, the spectrum of mental illnesses; and learn to use psychoeducational techniques aimed at preventing such disorders. They survey research design and methodology, and conduct their own research project. They become familiar with state regulations applicable to mental health practice and licensure.

## YEAR 1

Professional Seminar & Research	credits
CCP691-693 Professional Seminar — 3 terms @ 2 credits . . . . .	6
CCP518 Research Design & Evaluation. . . . .	3
CCP800 Independent Research Project — taken with Seminar III . . .	3

**Workshops** (no courses may be substituted)

- *Core program, Addictions option:* CCP590 one workshop . . . . . 1

### Counseling Practice Courses

CCP501 Introduction to Counseling . . . . .	1
CCP540 Personality & Counseling Theory. . . . .	3
CCP550 Basic Counseling Skills: Rogerian Therapy . . . . .	3
CCP615 Psychopathology <i>or</i>	
CCP614 Child & Adolescent Psychopathology . . . . .	3
CCP630 Human Development Across the Lifespan. . . . .	3
CCP650 Group Dynamics/Group Counseling & Human Systems	3

### Practicum & Internship

Includes field experience under a qualified supervisor, conforming to Massachusetts regulations 262 CMR. See program handbook.

*Addictions option:* Must include 300 hours in an approved substance abuse treatment program with appropriate supervision in the 12 core functions.

CCP520 Counseling Practicum/SAC Field Experience I. . . . .	3
CCP641 Counseling Internship/SAC Field Experience II. . . . .	3

Students must complete a minimum of 740 hours of on-site field placement time, of which 300 hours must be done in direct face-to-face client contact. Students must receive a minimum of 160 hours of supervision, which includes 55 hours of individual supervision by an approved supervisor, a minimum of 50 hours of group supervision with no more than 10 students, and 55 hours of either individual or group supervision. At least 25 hours of supervision must be done through video/audio supervision or direct observation. As this is a joint LMHC/LMFT program, students must also have 50 hours of documented LMHC supervision for licensure.

## YEAR 2

Internship	credits
CCP700 Internship Seminar/SAC Field Experience III . . . . .	3
CCP701 Advanced Internship Seminar/SAC Field Experience IV . . .	3

### Professional Identity, Function & Ethics

CCP730 The Practice of Mental Health Counseling . . . . .	3
CCP622 Ethics & Professional Issues for School Counselors & Mental Health Practitioners . . . . .	3

<b>Social/Cultural</b> . . . . .	3
CCP754 Perspectives in Cross-Cultural Counseling	

### Assessment/Appraisal

CCP626 Assmt/Appraisal Proc: Projective Testing. . . . .	3
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### Marriage & Family (includes LMHC special treatment issues)

- *Core program:* choose six courses below . . . . . 18
- *Addictions option:* choose five courses, not CCP606 . . . . . 15

CCP561 Counseling Techniques with Multi-Problem Families in Changing Communities	
CCP606 Family Treatment of Substance Abuse	
CCP625 Foundations of Couples Counseling	
CCP627 Family Assessment from a Multicultural Perspective	
CCP710 Marriage & Family Therapy: Basic Counseling Skills	
CCP721 Women in the Family: a Cross-Cultural Perspective	
CCP722 The Life of the Family in Context	
CCP723 Narrative and Collaborative Approaches to Therapy	

## PROGRAM OPTION

Core program modified as noted above, *and* choose Addictions (see next page).

**Continued** → on next page



Continued

# Marriage & Family Therapy

## PROGRAM OPTION (cont.)

Core program modified as noted above, **and** choose Addictions block below:

**Addictions** (includes LMHC special treatment issues)  
 Professional training in substance abuse/addiction treatment, education and prevention, leading to certification or licensure.

CCP510	Ethics & Boundaries in Substance Abuse Counseling . . . .	1
CCP640	Addiction Disorders . . . . .	3
CCP606	Family Treatment of Substance Abuse. . . . .	3
CCP720	Psychopharmacology in Addictions & Mental Health Counseling. . . . .	3

**Cambridge College strives to cover the academic requirements** for the following credentials, for which graduates may apply:

- LMHC licensure by the Mass. Board of Registration of Allied Mental Health Professionals. Candidates must also pass an exam and complete two years of post-master's supervised clinical practice.
- LMFT licensure by the Mass. Board of Registration. Candidates must also pass another exam. The post-master's clinical practice must be structured to meet LMFT regulations. Students will be able to use their LMHC to apply to insurance companies as independent practitioners.
- CADAC certification by MBSACC and LADC licensing by the Mass. Dept. of Public Health.

Regulations may change at any time. Cambridge College reserves the right to alter the program accordingly. Program coordinators are available to advise students.

**Students are responsible** for monitoring and understanding state requirements and regulations, and for ensuring that their program of study complies with all requirements for licensure/certification.





Master of Education With Concentration and Program Options

# School Adjustment & Mental Health Counseling

65 credits: Core program — DESE, LMHC

75 credits: Addiction Counseling — DESE, LMHC, CADAC, LADC

71 credits: Trauma Studies — DESE, LMHC, CTS

**SCHOOL ADJUSTMENT and MENTAL HEALTH COUNSELING** trains mental health professionals to work within the school culture and in clinical settings, serving the mental health needs of PreK-12 students and their families. The use of evidence-based counseling strategies when working with children and adolescents in school settings is emphasized. Students are prepared to meet the licensing standards for the Board of Allied Mental Health Providers and the Massachusetts Department of Elementary and Secondary Education.

**Learning Outcomes** — Students learn and apply the principles of therapeutic relationships; knowledge of normal and abnormal intellectual, social, and emotional development; learning disorders and emotional issues affecting student achievement. They develop working knowledge of treatments; state-of-the-art diagnostic instruments, procedures for testing, and interpreting results; medical conditions and medication related to physical disabilities and learning disorders. They learn to work with families, schools and community personnel. They learn and apply prevention and treatment strategies for substance abuse, physical and sexual abuse, and violence in PreK-12 students. They develop a working knowledge of the criminal justice system with particular reference to juvenile justice. They learn and apply laws and regulations addressing the legal rights of students and families.

## YEAR 1

### Professional Seminar & Research credits

CCP691-693 Professional Seminar — 3 terms @ 2 credits  
begin in first term . . . . . 6

Includes clinical journal, assessments, professional growth plan.

Take Communication & Literacy test (MTEL) in term 1 or 2.

CCP518 Research Design & Evaluation. . . . . 3

CCP800 Independent Research Project — on a topic related to school adjustment counseling; taken with Seminar III . . . 3

### Workshops (no courses may be substituted)

- Core program, Addictions option: CCP590 one workshop. . . . . 1
- Trauma option: none may be taken . . . . . 0

### Counseling Practice Courses

CCP501 Introduction to Counseling . . . . . 1

CCP540 Personality & Counseling Theory. . . . . 3

CCP550 Basic Counseling Skills: Rogerian Therapy . . . . . 3

CCP614 Child & Adolescent Psychopathology . . . . . 3

CCP617 School Adjustment Counseling/School Social Work . . . 3

CCP630 Human Development Across the Lifespan . . . . . 3

CCP650 Group Dynamics/Group Counseling & Human Systems 3

### Mental Health Practicum/Internship—see next page

CCP520 Counseling Practicum/SAC Field Experience I. . . . . 3

CCP641 Counseling Internship/SAC Field Experience II. . . . . 3

## PROGRAM OPTIONS

Core program Year 1-2 modified as noted on this page *and* choose Addictions or Trauma. See next page.

## YEAR 2

### Professional Identity, Function & Ethics credits

CCP730 The Practice of Mental Health Counseling . . . . . 3

CCP622 Ethics & Professional Issues for School Counselors & Mental Health Practitioners . . . . . 3

### Social/Cultural

CCP754 Perspectives in Cross-Cultural Counseling . . . . . 3

### Assessment/Appraisal

CCP624 Assmt/Appraisal Proc: Intelligence & Achiev Testing . . . 3

CCP626 Assmt/Appraisal Proc: Projective Testing. . . . . 3

### Working with Children, Families & Community — choose one . . . 3

CCP561 Counseling Techniques with Multi-Problem Families in Changing Communities

CCP715 Multicultural Counseling: Children, Adolescents in Context

### Special Treatment Issues — Core program only, choose one . . . . 3

CCP606 Family Treatment of Substance Abuse

CCP640 Addiction Disorders

CCP724 Post Traumatic Stress Reactions

### School Adjustment Field Experience—see next page

#### Prerequisites

- Pass all first-year requirements including IRP.
- SAC Pre-Practicum — 75 hours of directed field-based training in a school site . . . . . 0
- Pass all teacher tests required by your state for this license. Massachusetts: Communication & Literacy test (MTEL).
- Site approval form signed by SAC coordinator.

CCP700 Internship Seminar/SAC Field Experience III . . . . . 3

CCP701 Advanced Internship Seminar/SAC Field Experience IV . 3

CCP708 School Adjustment Counseling Exit Portfolio . . . . . 0

**Continued** → on next page



Continued

# School Adjustment & Mental Health Counseling

## School Adjustment Field Experience / Mental Health Internship

Includes field experience under a qualified supervisor, conforming to Massachusetts regulations 262 CMR. See program handbook.

The SAC supervising practitioner must have both clinical and DESE licensure, and be acting in an SAC role.

- 900 hours total (minimum); 225 hours in each of four terms in school and mental health settings.
- LMHC internship recommended in first year (CCP520 and 641),
- SAC field experience recommended in second year (CCP700-701).
  - ▶ School placement must be approved by the SAC coordinator.
  - ▶ 450 hours (minimum), completed in two sequential terms.
  - ▶ In one school setting approved by the SAC coordinator and DESE.
  - ▶ Intern must work in SAC role with children, adolescents and families.

The SAC field experience is guided and evaluated by a licensed/certified clinical counselor in the classroom and by a licensed/certified Cambridge College site visiting supervisor. Practicum/field experience locations are subject to state regulations and are to be approved by the program coordinator or regional center director.

### Prospective SAC students are responsible for:

- Checking with the appropriate state licensure entity to determine whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program coordinator or regional center director prior to enrollment.
- *Addictions option:* Must include 300 hours in an approved substance abuse treatment program with appropriate supervision in the 12 core functions.
- *Trauma option:* Must include documented counseling experience related to trauma.

Cambridge College strives to cover the academic requirements for the following credentials, for which graduates may apply:

- School Social Worker/School Adjustment Counselor (all levels) — Program approved by the Mass. Dept. of Elementary & Secondary Education as preparation for initial licensure.
- Mental health counseling licensure by the Mass. Board of Registration of Allied Mental Health Professionals. Candidates must also pass an exam and complete two years of post-master's supervised clinical practice.
- CADAC certification by MBSACC and LADC licensing by the Mass. Dept. of Public Health.
- Certified Trauma Specialist (CTS), a credential from the Association of Traumatic Stress Specialists, International Certification Board (ATSS).

## PROGRAM OPTIONS

Core program modified as noted above, **and** choose Addictions or Trauma block below:

### Addictions (includes LMHC special treatment issues)

Professional training in substance abuse/addiction treatment, education and prevention, leading to certification or licensure.

CCP510	Ethics & Boundaries in Substance Abuse Counseling . . . . .	1
CCP640	Addiction Disorders . . . . .	3
CCP606	Family Treatment of Substance Abuse. . . . .	3
CCP720	Psychopharmacology in Addictions & Mental Health Counseling. . . . .	3

### Addictions—choose one elective . . . . . 3

CCP627	Family Assessment from a Multicultural Perspective
CCP631	The Counselor in the Forensic Environment
CCP670	Career Counseling
CCP695	Counseling & Consulting Techniques Lab
CCP710	Marriage & Family Therapy: Basic Counseling Skills
CCP716	Cognitive Behavior Therapy: Theory & Practice
CCP724	Post Traumatic Stress Reactions
CCP725	Psychopharmacology

### Trauma (includes LMHC special treatment issues)

Professional training in crisis intervention and trauma treatment, education and prevention, leading to certification.

CCP607	Disaster Mental Health . . . . .	1
CCP724	Post Traumatic Stress Reactions. . . . .	3
CCP728	Trauma-specific Interventions . . . . .	3
CCP729	Trauma Intervention in School Settings . . . . .	3

Regulations may change at any time. Cambridge College reserves the right to alter the program accordingly. Program coordinators are available to advise students.

**Students are responsible** for monitoring and understanding state requirements and regulations, and for ensuring that their program of study complies with all requirements for licensure/certification.

**Admission requirements:** Bachelor's degree and other general requirements for counseling psychology and educator licensure programs apply; see Admission.



Master of Education Leading to Massachusetts INITIAL LICENSURE

# School Guidance Counseling

48 credits • 5 terms • Program approved by the Massachusetts Dept. of Elementary & Secondary Education for the preparation of school guidance counselors (PreK-8 or 5-12).

**School Guidance Counseling** is treated as professional counseling which enhances child and adolescent students' access to high quality educational and vocational experiences and facilitates their ability to make good use of opportunities. The program emphasizes the role of the school counselor as a facilitator of educational reform, reducing barriers in the multicultural 21st century: a group worker skilled in developmental guidance, a practitioner helping students find their academic niche and aiding their academic achievement, a broker of educational and community resources, an interpreter of assessment tools, and a consultant to students, parents, and staff.

**Learning Outcomes**— School Guidance students develop their professional philosophy, principles and practices for their work with students and parents, teachers and administrators. They gain and apply knowledge of research in school guidance; the psychology of learning; curriculum frameworks and student testing; normal and abnormal intellectual, social, and emotional development; diagnosis and treatment of learning and behavior disorders. They learn strategies for prevention and treatment of substance abuse, physical and sexual abuse, the spectrum of mental illnesses, and violence in PreK-12 students. They gain resources and skills to effectively help students plan for post-secondary education and careers. They become familiar with relevant federal, state, and municipal laws and regulations; group counseling, leadership and consulting techniques; and school and community resources for referral.

## FALL or Term 1

CSG691	Professional Seminar I: School Guidance Counseling & Graduate Research (Includes clinical journal, assessments, advisement, professional growth plan)*	2
Take state test(s) required for licensure.		
CCP501	Introduction to Counseling	1
CCP540	Personality & Counseling Theory	3
CCP616	Counseling in the Schools*	3
CSG695	Counseling & Consulting Techniques Lab (practicum req.)*	3
Pre-Practicum — 75 hours of directed field-based training in conjunction with each of the five Term 1 courses (practicum req.)		
.0		

## SPRING or Term 2

CSG692	Professional Seminar II*	2
CCP630	Human Development Across the Lifespan	3
CCP650	Group Dynamics/Group Counseling & Human Systems	3
CCP715	Multicultural Counseling: Children, Adolescents in Context	3
CSG789	Practicum Fieldwork & Seminar — 100 hours*	2

## SUMMER or Term 3

CSG693	Professional Seminar III*	2
CSG800	Independent Research Project in Guidance — take with Seminar III*	3
CCP622	Ethics & Professional Issues for School Counselors & Mental Health Practitioners	3
CCP624	Assmt/Appraisal Proc: Intelligence & Achiev Testing	3

### Internship Prerequisites

- *Successful practicum evaluation* by practicum supervisor.
- *Positive recommendations* by practicum/internship coordinator and practicum supervisor.
- Pass all teacher tests required by your state for this license. Massachusetts: Communication & Literacy test (MTEL).
- Complete and pass all term 1, 2 & 3 courses & CSG800.

## FALL, SPRING or Term 4

CCP670	Career Counseling	3
<b>CSG790-791 Internship Fieldwork &amp; Seminar*</b>		3
2 terms @300 hours, 600 hours total, guided and evaluated by a licensed/certified guidance counselor in the classroom and by a licensed/certified Cambridge College supervisor. Practicum locations are subject to state regulations and are to be approved by the program coordinator or regional center director.		
for <b>PreK-8:</b> register for CSG790 <b>C</b> and CSG791 <b>C</b>		
for <b>5-12:</b> register for CSG790 <b>E</b> and CSG791 <b>E</b>		

One-term 600-hour Internship option available for Massachusetts and Virginia students.

## SPRING, FALL or Term 5

Counseling or Special Education Elective; CCP613 Counseling the College Bound Student (recommended for grades 5-12)		
. . . . .3		
<b>CSG790-791 Internship Fieldwork &amp; Seminar, continued*</b>		3
for <b>PreK-8:</b> register for CSG790 <b>D</b> and CSG791 <b>D</b>		
for <b>5-12:</b> register for CSG790 <b>F</b> and CSG791 <b>F</b>		

Completed Exit Portfolio required for internship credit.

\* Core courses

**Sequence may be modified** to suit the needs of the cohort.

### Prospective students are responsible for:

- Checking with the appropriate state licensure entity to determine whether this program is accepted for licensure in their state.
- Discussing options for licensure practicum with the program coordinator or regional center director prior to enrollment.

**Admission requirements:** Bachelor's degree and other general requirements.

**Program subject to change:** As Massachusetts requirements for licensure change, the College reserves the right to alter the program.

# Massachusetts State Standards & MEd Course Work

## School Adjustment Counselor/School Social Worker

- a. Principles of therapeutic relationships . . . . . CCP501, CCP520, CCP550, CCP641, CCP650, CCP691-693, CCP700-701
- b. Theories of normal and abnormal intellectual, social, and emotional development . . . . . CCP540, CCP630, CCP614
- c. Learning disorders, including emotional issues affecting student achievement, and their treatment . . . . . CCP614, CCP617, CCP624, CCP641, CCP700-701
- d. Prevention and treatment of substance abuse, physical and sexual abuse, and violence in PreK-12 students . . . . . CCP606, CCP640, CCP641, CCP724, CCP729
- e. Knowledge of state-of-the-art diagnostic instruments; procedures for testing and interpreting results. . . . . CCP624, CCP626
- f. Techniques for communicating and working with families and school and community personnel . . . . . CCP520, CCP561, CCP617, CCP641, CCP700-701, CCP715, CCP754
- g. Knowledge of the criminal justice system with particular reference to the juvenile justice system and organizations . . . . . CCP617
- h. Knowledge of medical conditions and medication related to physical disabilities learning disorders . . . . . CCP614, CCP615, CCP725
- i. Federal and state laws and regulations addressing the legal rights of students and families. . . . . CCP510, CCP520, CCP617, CCP622, CCP715

## School Guidance Counseling

- a. Familiarity with the Curriculum Frameworks and their use in the advising responsibilities of the guidance counselor. . . . . CCP616, CSG691, CSG790-791
- b. Understanding and interpretation of Massachusetts Comprehensive Assessment System (MCAS) and other academic test results to students, teachers, and parents . . . . . CCP616, CCP624, CSG691, CSG789, CSG790-791
- c. Psychology of learning . . . . . CCP614, CCP630, CSG790-791
- d. Understanding of the diagnosis and treatment of learning and behavior disorders . . . . . CCP624, CSG790-791
- e. Theories of normal and abnormal intellectual, social, and emotional development . . . . . CCP540, CCP614, CCP630, CSG790-791
- f. Knowledge of strategies used for the prevention and treatment of substance, physical and sexual abuse, the spectrum of mental illnesses, and violence in PreK-12 students . . . . . CCP616, CSG790-791
- g. Philosophy, principles and practices in school guidance counseling . . . . . CCP501, CCP616, CSG789, CSG790-791
- h. Career counseling . . . . . CCP670, CSG790-791
- i. Federal, state, municipal, and school laws and regulations . . . . . CCP622, CCP715, CSG789, CSG790-791
- j. Resources within the school system or the community for referral . . . . . CCP616, CCP624, CCP715, CSG790-791
- k. Knowledge of statistics, research design, and research in guidance counseling . . . . . CCP691-693, CSG800
- l. Group counseling and group leadership . . . . . CCP650, CCP715, CSG790-791
- m. Development of skills for consultation with parents, teachers, and administrators . . . . . CCP613, CCP715, CSG695, CSG790-791
  - i. College counseling and use of college and other post-secondary materials (gr. 5-12) . . . . . CCP613, CSG790-791
  - ii. A practicum of 450 hours in an educational setting . . . . . CCP501, CSG691-693, CSG790-791
  - iii. Passing score on the Communication and Literacy Skills Test. . . . . CCP501, CSG691-693, CSG790-791



Master of Education With Concentration

# Psychological Studies

36 credits — Non-licensure

**PSYCHOLOGICAL STUDIES** is a non-licensure graduate program that introduces students to a broad range of psychological perspectives, with a strong commitment to an evolving multicultural society.

**Careers** — Graduates may be eligible for advancement in human service careers that do not require licensure.

**Learning Outcomes** — Students are exposed to the principles of counseling. They learn about assessment, resources, cultural and racial dynamics, roles on interdisciplinary teams, ethics and relevant laws. They learn about small group dynamics and processes and how leadership styles influence group process. Students have flexibility to choose courses to support their particular interests in the field.

Professional Seminar & Research	credits
CCP691-693 Professional Seminar — 3 terms @ 2 credits . . . . .	6
CCP800 Independent Research Project — taken with Seminar III . . .	3
<b>Workshops</b> (no courses may be substituted)	
CCP590 two workshops @ 1 credit. . . . .	2

Counseling Psychology Courses	credits
CCP501 Introduction to Counseling . . . . .	1
CCP540 Personality & Counseling Theory . . . . .	3
CCP550 Basic Counseling Skills: Rogerian Therapy . . . . .	3
CCP650 Group Dynamics/Group Counseling & Human Systems . . . . .	3

**Five 3-credit Elective Courses** . . . . . 15  
 Graduate level electives must be chosen with approval of faculty advisor/professional seminar leader. Four elective courses must be in Counseling Psychology; one may be in any field.



## Graduate Certificate Trauma Studies

16 credits • Certified Trauma Specialist • Certified Trauma Responder • Certified Trauma Service Specialist

**TRAUMA STUDIES** provides professional training in crisis intervention and trauma treatment, education and prevention, leading to certification. The program has a strong commitment to educating compassionate, ethical and effective trauma specialists. The program emphasizes the role of trauma specialists in implementing trauma-informed care across disciplines and utilizing community resources.

**Careers** — Upon completion, students will be qualified to provide trauma-specific services and work in crisis and disaster response teams. They will be academically eligible for international certification.

**Learning Outcomes** — Students will gain knowledge of crisis, trauma, post-traumatic stress reactions, trauma-specific interventions and disaster mental health in multi-cultural settings. They can apply the learned skills in trauma assessment, counseling and treatment to effectively respond to immediate and long-term needs of survivors, including war veterans, survivors of child abuse, first responders, immigrants and refugees, as well as victims of crime, disasters, domestic violence, sex trafficking and torture.

	credits
CCP615 Psychopathology <i>or</i>	
CCP614 Child & Adolescent Psychopathology . . . . .	3
CCP622 Ethics & Professional Issues for School Counselors & Mental Health Practitioners . . . . .	3
<b>Trauma</b>	
CCP607 Disaster Mental Health (no courses may be substituted) . . .	1
CCP724 Post Traumatic Stress Reactions. . . . .	3
CCP727 Clinical Interventions for Combat Stress & Trauma <i>or</i>	
CCP729 Trauma Intervention in School Settings . . . . .	3
CCP728 Trauma-specific Interventions . . . . .	3

Students who previously completed any of the listed courses shall consult with the program coordinator for substitute course work to meet the requirement of 16 credits.

### Admission requirements

- Bachelor's degree and other general requirements.
- Interview with and approval of program director.

**Transfer credit** — These courses may be taken alone as a certificate of completion or evaluated for transfer into a Cambridge College master's degree program; courses must meet current program requirements and credit limits at time of matriculation.

### CERTIFICATION OPPORTUNITIES

Depending on the highest degree completed, students may apply for the following certifications:

**Certified Trauma Specialist (CTS)** — For counselors, clinicians and treatment specialists who provide individual, group, and/or family counseling, therapy, or support groups:

- Master's degree in counseling or related field.

**Certified Trauma Responder (CTR)** — For those who provide crisis intervention and management, crisis and peer counseling, and trauma response.

- Bachelor's degree and other general requirements (see Admission).
- 40 hours of documented experience on a crisis response team.

**Certified Trauma Service Specialist (CTSS)** — For those who provide crisis intervention, crisis support, advocacy, or victim assistance.

- Bachelor's degree or high school diploma/GED.
- At least one year of experience in crisis intervention.

**Certification by ATSS** — Cambridge College strives to offer the appropriate educational requirements for certification by the Association of Traumatic Stress Specialists, International Certification Board (ATSS). Additional ATSS requirements must be met in order to be certified. The levels of certification have differing requirements. Please refer to ATSS Info or the program guide for further information. Supervised clinical practice hours may be completed through the practicum/internship placements that are part of a Cambridge College degree program.

**Students are responsible** for monitoring and understanding ATSS requirements for certification, and for ensuring that their program of study complies with all requirements.



## Graduate Certificate

# Alcohol & Drug Counseling

19 credits • Certified Alcohol & Drug Abuse Counselor (CADAC) • Licensed Alcohol & Drug Counselor (LADC)

**ADDICTIONS COUNSELING** is for students seeking professional training in substance abuse/addictions treatment, education and prevention, leading to certification or licensure.

**Careers** — Addictions counseling professionals help people through public health agencies, youth services, residential treatment programs, hospitals, outpatient substance abuse programs, and homeless shelters.

### Courses

ADC510	Ethics & Boundaries for Substance Abuse Professionals . . .	1
ADC505	Alcohol & Drugs in Society . . . . .	3
ADC611	Family Treatment of Substance Abuse. . . . .	3
ADC601	Role of the Professional in Alcohol & Drug Treatment. . .	3
ADC625	Psychopharmacology in Addictions Treatment . . . . .	3
ADC642	Addiction Counseling . . . . .	3

### Practicum

Includes 300 hours of supervised practical experience in an approved substance abuse treatment program with appropriate supervision in the 12 core functions. The experience and supervisor qualifications must meet 262 CMR criteria to be accepted into an MEd.

ADC521	Practicum Seminar in Alcohol & Drug Counseling . . . . .	3
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**Learning Outcomes** — Students become familiar with addictions counseling, its professional ethics, and its role in society. They learn the 12 core functions of an addictions counselor: screening, intake orientation, assessment, treatment planning, referrals, reports and record keeping, and consultation with other professionals. They know and apply current theory and research in their field, and gain sufficient knowledge for competent interdisciplinary counseling practice. They exhibit socially-conscious behaviors, critical thinking, and effective communication skills in their work with individuals, caregivers, families, staff, and other professionals.

### Admission requirements

- High school diploma or bachelor's degree.
- Interview with and approval of program director.

**Transfer credit** — These graduate-level certificate courses may be evaluated for transfer into a Cambridge College degree program. Courses must meet current program requirements and credit limits at time of matriculation.

- Applicants with a bachelor's degree may request transfer into a master's degree program.
- Applicants without a bachelor's degree may request portfolio evaluation of these courses for transfer toward a bachelor's degree program.

**Cambridge College strives to cover the academic requirements** for the following credentials, for which graduates may apply:

- CADAC certification by MBSACC and LADC licensing by the Mass. Dept. of Public Health.

Regulations may change at any time. Cambridge College reserves the right to alter the program accordingly. Program coordinators are available to advise students.

**Students are responsible** for monitoring and understanding state requirements and regulations, and for ensuring that their program of study complies with all requirements for licensure/certification.



Post-master's Certificate

## School Adjustment Counseling for Mental Health Counselors

24 credits • 2 terms • School Social Worker/School Adjustment Counselor (DESE)

### Counseling Practice Courses

CCP614	Child & Adolescent Psychopathology . . . . .	3
CCP617	School Adjustment Counseling/School Social Work . . . . .	3

### Assessment/Appraisal

CCP624	Assmt/Appraisal Proc: Intelligence & Achiev Testing . . . . .	3
CCP626	Assmt/Appraisal Proc: Projective Testing. . . . .	3

### Working with Children, Families & Community — choose one . . . . . 3

CCP561	Counseling Techniques with Multi-Problem Families in Changing Communities	
CCP715	Multicultural Counseling: Children, Adolescents in Context	

### Prevention & Special Treatment Issues

#### (ESE requirement) — choose one . . . . . 3

CCP606	Family Treatment of Substance Abuse	
CCP640	Addiction Disorders	
CCP724	Post Traumatic Stress Reactions	
CCP729	Trauma Intervention in School Settings	

Students who previously completed any of the listed courses shall consult with the program coordinator for substitute course work to meet the requirement of 24 credits.

### School Adjustment Field Experience

#### Prerequisites

- Pass all first-year requirements including IRP.
- SAC Pre-Practicum — 75 hours of directed field-based training in a school site . . . . . 0
- Pass all teacher tests required by your state for this license. Massachusetts: Communication & Literacy test (MTEL).
- Site approval form signed by SAC coordinator.

CCP700	Internship Seminar/SAC Field Experience III . . . . .	3
CCP701	Advanced Internship Seminar/SAC Field Experience IV . . . . .	3
CCP708	School Adjustment Counseling Exit Portfolio . . . . .	0

Field experience under a qualified supervisor, conforming to Massachusetts regulations 262 CMR. See program handbook.

The SAC supervising practitioner must have both clinical and DESE licensure, and be acting in an SAC role.

- ▶ School placement must be approved by the SAC coordinator.
- ▶ 450 hours (minimum), 225 hours/term, completed in two sequential terms .
- ▶ Intern must work in SAC role with children, adolescents and families.

**Cambridge College strives to cover the academic requirements** for the following credentials, for which graduates may apply:

- School Social Worker/School Adjustment Counselor (all levels) — Program approved by the Mass. Dept. of Elementary & Secondary Education as preparation for initial licensure.

Some licensure requirements will have been covered in the MEd in Mental Health Counseling. This program provides the remaining academic requirements.

- Licensed Mental Health Counselor (LMHC) — Candidates must also pass a competency exam and complete two years of post-master's clinical practice or be making progress toward that goal.

Regulations may change at any time. Cambridge College reserves the right to alter the program accordingly. Program coordinators are available to advise students.

**Students are responsible** for monitoring and understanding state requirements and regulations, for ensuring that their program of study complies with all requirements for licensure/certification, and for completing documentation needed for the Exit Portfolio.

#### Admission requirements:

- Completion of current Cambridge College 62-credit M.Ed. in mental health counseling or equivalent program. (Students who took an earlier version of this program, or who earned their M.Ed. at another college, may need to take additional course work to meet SAC academic requirements.)
- Interview with and approval of School Adjustment coordinator.





Post-master's Certificate

## Mental Health Counseling for School Guidance Counselors

24 credits • 4 terms • Licensed Mental Health Counselor (LMHC) • School Guidance PROFESSIONAL LICENSURE (DESE)

### Counseling Practice Courses

CCP550	Basic Counseling Skills: Rogerian Therapy . . . . .	3
CCP615	Psychopathology <b>or</b>	
CCP614	Child & Adolescent Psychopathology . . . . .	3

### Assessment/Appraisal

CCP626	Assmt/Appraisal Proc: Projective Testing. . . . .	3
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### Social/Cultural

CCP754	Perspectives in Cross-Cultural Counseling . . . . .	3
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If students have completed CCP754 as part of their School Guidance Counseling program, they **must** take CCP715 Multicultural Counseling Children & Adolescents in Context.

Students who previously completed any of the listed courses shall consult with the program coordinator for substitute course work to meet the requirement of 24 credits.

### Practicum & Internship — 4 terms

Includes field experience under a qualified supervisor, conforming to Massachusetts regulations 262 CMR. See program handbook.

CCP520	Counseling Practicum/SAC Field Experience I. . . . .	3
CCP641	Counseling Internship/SAC Field Experience II. . . . .	3
CCP700	Internship Seminar/SAC Field Experience III . . . . .	3
CCP701	Advanced Internship Seminar/SAC Field Experience IV .	3

**Cambridge College strives to cover the academic requirements** for the following credentials, for which graduates may apply:

- LMHC licensure by the Mass. Board of Registration of Allied Mental Health Professionals. Some licensure requirements will have been covered in the MEd in School Guidance Counseling. This program provides the remaining academic requirements. Candidates must also pass an exam and complete two years of post-master's supervised clinical practice.
- School Guidance Counselor Professional Licensure. Students are expected to get their initial license once they have completed the M.Ed. in School Guidance Counseling. This further certificate will provide the academic requirements for professional licensure.

Regulations may change at any time. Cambridge College reserves the right to alter the program accordingly. Program coordinators are available to advise students.

**Students are responsible** for monitoring and understanding state requirements and regulations, and for ensuring that their program of study complies with all requirements for licensure/certification.

### Admission requirements:

- Completion of current Cambridge College 48-credit M.Ed. in school guidance counseling or equivalent program; official transcript required if from another college.
- Initial license as a school guidance counselor (photocopy).
- Interview with and approval of School Guidance coordinator.



## Post-master's Certificate

# School Adjustment & Mental Health Counseling for School Guidance Counselors

30 credits • 4 terms • School Social Worker/School Adjustment Counselor (DESE) • Licensed Mental Health Counselor (LMHC)

### Counseling Practice Courses

CCP550	Basic Counseling Skills: Rogerian Therapy . . . . .	3
CCP614	Child & Adolescent Psychopathology . . . . .	3
CCP617	School Adjustment Counseling/School Social Work . . . . .	3

### Assessment/Appraisal

CCP626	Assmt/Appraisal Proc: Projective Testing. . . . .	3
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### Working with Children, Families & Community — choose one . . . . .3

CCP561	Counseling Techniques with Multi-Problem Families in Changing Communities	
CCP715	Multicultural Counseling: Children, Adolescents in Context	

If students completed the 48-credit M.Ed. in School Guidance Counseling at Cambridge College, this subject area has been covered and a course in this section is not required. Other students may need to take one of these courses depending upon transcript review by program coordinator.

### Social/Cultural\*

CCP754	Perspectives in Cross-Cultural Counseling . . . . .	3
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\*Must also be taken if student has not completed CCP754 or equivalent. (Program will total 33 credits).

### Special Treatment Issues — choose one . . . . .3

CCP606	Family Treatment of Substance Abuse	
CCP640	Addiction Disorders	
CCP724	Post Traumatic Stress Reactions	
CCP729	Trauma Intervention in School Settings	

Students who previously completed any of the listed courses shall consult with the program coordinator for substitute course work to meet the requirement of 30 credits.

### Mental Health Practicum/Internship—terms 1-2—see below

CCP520	Counseling Practicum/SAC Field Experience I. . . . .	3
CCP641	Counseling Internship/SAC Field Experience II. . . . .	3

### School Adjustment Field Experience—terms 3-4—see below

#### Prerequisites

- SAC Pre-Practicum — 75 hours of directed field-based training in a school site . . . . .0
- Pass all teacher tests required by your state for this license. Massachusetts: Communication & Literacy test (MTEL).
- Site approval form signed by SAC coordinator.

CCP700	Internship Seminar/SAC Field Experience III . . . . .	3
CCP701	Advanced Internship Seminar/SAC Field Experience IV . . . . .	3
CCP708	School Adjustment Counseling Exit Portfolio . . . . .	0

### School Adjustment Field Experience / Mental Health Internship

Includes field experience under a qualified supervisor, conforming to Massachusetts regulations 262 CMR. See program handbook.

The SAC supervising practitioner must have both clinical and DESE licensure, and be acting in an SAC role.

- 900 hours total (minimum); 225 hours in each of four terms in school and mental health settings.
- LMHC internship recommended in first year (CCP520 and 641),
- SAC field experience recommended in second year (CCP700-701).
  - ▶ School placement must be approved by the SAC coordinator.
  - ▶ 450 hours (minimum), completed in two sequential terms.
  - ▶ Intern must work in SAC role with children, adolescents and families.

Cambridge College strives to cover the academic requirements for the following credentials, for which graduates may apply:

- School Social Worker/School Adjustment Counselor (all levels) — Program approved by the Mass. Dept. of Elementary & Secondary Education as preparation for initial licensure.
- LMHC licensure by the Mass. Board of Registration of Allied Mental Health Professionals. Some licensure requirements will have been covered in the MEd in School Guidance Counseling. This program provides the remaining academic requirements. Candidates must also pass an exam and complete two years of post-master's supervised clinical practice.

Regulations may change at any time. Cambridge College reserves the right to alter the program accordingly. Program coordinators are available to advise students.

Students are responsible for monitoring and understanding state requirements and regulations, for ensuring that their program of study complies with all requirements for licensure/certification, and for completing documentation needed for CCP708 Exit Portfolio.

#### Admission requirements:

- Completion of current Cambridge College 48-credit M.Ed. in school guidance counseling or equivalent program. (Students who took an earlier version of this program, or who earned their MEd at another college, may need to take additional course work to meet LMHC and SAC academic requirements.)
- Initial license as a school guidance counselor.
- Interview with and approval of School Guidance coordinator.



Certificate of Advanced Graduate Studies with Program Options

# CAGS in Mental Health Counseling

36 credits: Core program — LMHC, LMFT, DESE

43 credits: Trauma Studies — CTS

43 credits: Addiction Counseling — CADAC, LADC

**The CAGS in Mental Health Counseling** is an advanced, post-master's certificate program. Students will increase their expertise, add a new credential and area of competency, or upgrade their credentials in order to meet requirements for licensure.

**A Flexible, Individualized Program** — Each student meets with an advisor to plan an individualized academic program and establish a learning contract. Students meet periodically with their advisor to review educational and career goals. Course choices must be considered carefully in consultation with the program coordinator.

## Professional Seminar & Research ..... credits

CCA801	Professional Seminar I: Foundations of Social Science Research . . . . .	3
CCA802	Professional Seminar II: Research Project . . . . .	3
CCA804	Advanced Research Project — taken with CCA802 . . . . .	3

## Internship

Includes field experience under a qualified supervisor, conforming to Massachusetts regulations 262 CMR. See program handbook. May be individually designed to support licensure requirements. See also M.Ed. program charts.

*Addictions option:* Must include 300 hours in an approved substance abuse treatment program with appropriate supervision in the 12 core functions.

*Trauma option:* Must include documented counseling experience related to trauma.

CCA820	Counseling Internship Seminar . . . . .	3
CCA821	Advanced Internship Seminar . . . . .	3

(If a third term is needed, CCA823, Counseling Internship Seminar III, may be taken as an elective.)

## Course Work

CAGS-level, 3-credit courses must be chosen with approval of faculty advisor/professional seminar leader.

- *Core program* . . . . . 21
- *Trauma or Addictions option* . . . . . 18

**To meet licensure requirements**, please refer to M.Ed. program charts and take CAGS-level courses with the same title. If you have taken any of the courses at master's level, repetition *may* not be necessary.

## PROGRAM OPTIONS ..... 10 credits

Core program modified as noted above, **and** choose Addictions or Trauma block below:

**Addictions** — Certified Alcohol & Drug Abuse Counselor or Licensed Alcohol & Drug Counselor (CADAC/LADC).

CCA(new)	Ethics & Boundaries in Substance Abuse Counseling . . . . .	1
CCA768	Addiction Disorders . . . . .	3
CCA756	Substance Abuse in the Family . . . . .	3
CCA720	Psychopharmacology in Addictions & Mental Health Counseling. . . . .	3

## Trauma

CCA703	Disaster Mental Health . . . . .	1
CCA724	Post Traumatic Stress Reactions. . . . .	3
CCA727	Clinical Interventions for Combat Stress & Trauma <b>or</b>	
CCA729	Trauma Intervention in School Settings . . . . .	3
CCA728	Trauma-specific Interventions . . . . .	3

**Cambridge College strives to cover the academic requirements** for the following credentials, for which graduates may apply:

- LMHC licensure by the Mass. Board of Registration of Allied Mental Health Professionals. Candidates must also pass an exam and complete two years of post-master's supervised clinical practice.
- CADAC certification by MBSACC and LADC licensing by the Mass. Dept. of Public Health.
- Certified Trauma Specialist (CTS), a credential from the Association of Traumatic Stress Specialists, International Certification Board (ATSS).

Regulations may change at any time. Cambridge College reserves the right to alter the program accordingly. Program coordinators are available to advise students.

**Students are responsible** for monitoring and understanding state requirements and regulations, and for ensuring that their program of study complies with all requirements for licensure/certification.

**Admission requirements:** Master's degree in counseling or closely related field, interview with program coordinator, and other general requirements; see Admission.

# Course Descriptions — M.Ed.

## Alcohol & Drug Counseling (ADC)

### **ADC505 Alcohol and Drugs in Society - 3 credits**

This course provides an overview of alcohol and other drugs of abuse in our society today. The common drugs of abuse will be named and their actions based on substance, setting and individual psychological set will be described and examined. We will explore the consequences of abuse and dependence to the individual, the family, and society at large. Historical approaches to this issue including understanding etiological factors, as well as scientific methods of treatment, rehabilitation and prevention will be covered. Bio-psychosocial assessment and related interventions will be identified, including medications, counseling, 12 Step support and other psychological methods.

### **ADC510 Ethics and Boundaries for Substance Abuse Professionals - 1 credit**

This course allows students to review ethical standards and raise awareness and standards. The course also addresses and educates participants in some of the common mistakes made by counselors in the substance abuse treatment field. Students studying to be substance abuse counselors are advised of certification requirements related to ethics.

### **ADC521 Practicum Seminar in Alcohol and Drug Counseling - 3 credits**

Enrollment limited to 10. This course is for students beginning their alcohol and drug counseling program fieldwork. Counselor trainees become familiar with the following: basic professional counseling skills and behaviors; working with agencies/systems; the use of supervision; beginning diagnostic skills; and DSM-IV TR. The 300 hour practical supervised experience takes place in a facility or agency licensed to provide counseling services. An opportunity to provide 10 hours in each of the "12 core functions" will be part of this experiential placement. Participants complete case presentations, case scripts, process notes and take an active part in the didactic and demonstration parts of the class. Readings and active discussion are required. The Commonwealth of Massachusetts specifies that this practicum be supervised by an "approved supervisor" as described in (CMR) 262, in order for students to meet requirements for licensure as an LMHC. Requirements for those not seeking a mental health license will be provided by the program director or your advisor.

### **ADC601 Role of the Professional in Alcohol and Drug Treatment - 3 credits**

This course introduces students to the role of the professional in alcohol and drug treatment. The historical development of treatment services and the various professionals associated with the field. The development of treatment modalities, the influence of the federal government and private facilities in developing standards and credentials for counselors and other professionals as well as certification, licensing standards, the institution of organizations and agencies designed to promote appropriate and evidence based treatment for alcohol and drug abuse/dependency will all be explored. The language and descriptors of treatment, The patient placement criteria of the American Society of Addiction Medicine and other instruments will be demonstrated. The "12 core functions" for substance abuse counselors, five domains and 46 global criteria of the international Certification Consortium will be presented and demonstrated. Levels of care and various settings of treatment programs will be explored.

### **ADC611 The Family Treatment of Substance Abuse - 3 credits**

This course bridges the gap between substance abuse counseling and family therapy. It examines the specific interactional patterns that help to maintain addictive behavior within the family. Case examples illustrate how to intervene in addictive families. The following topics are covered: a systemic perspective on addictive behavior; assessing substance abuse and setting treatment goals; the over responsibility/under responsibility dynamic in families; the Family Intervention Model; treatment needs of young children and adult children of addictive families; and facilitating family adjustment to sobriety. Course requirements include class attendance, reading, participation in experiential exercises and role play.

### **ADC625 Psychopharmacology in Addictions Treatment - 3 credits**

The use of medications in the treatment of alcohol and drug dependence has often been controversial. Recent times have seen the advent of more and different types of medications to address addiction directly. Agonist and antagonist drugs are designed to have a direct impact on the neurochemistry of addiction. The use of other psychotropic drugs can be contra-indicated in persons with addictive disorders. Because psycho-pharmacology treatment depends on diagnosis, this course will review the medical model's analytical mode, differential diagnosis. A brief review of relevant neuroanatomy and neurophysiology will then set the stage for an examination of the major psychotropic medications: anti-psychotics, anti-depressants, mood stabilizers and anti-anxiety agents. The course will be grounded throughout in clinical material, and case histories will be discussed during each class. Requirements will include one topical presentation. We will also share responsibility for presenting cases.

### **ADC642 Addiction Counseling - 3 credits**

Designed for counselors with some knowledge in treating and educating substance abusers and their families, this course offers an in-depth examination of special populations and specific issues related to substance abuse treatment. Topics include: working with dual diagnosis clients; adolescent substance abuse; women treatment issues; working with diverse client populations including HIV positive clients; cultural competency; infectious diseases; tobacco cessation; relapse prevention; the use of strategic and paradoxical interventions; and certification of substance abuse counselors. Evidence based treatment from psychodynamic to motivational enhancement as well as modern approaches to relapse prevention will be explored.

## Psychology & Counseling (CCP)

### CCP501 Introduction to Counseling - 1 credit

This course introduces the field of counseling. It orients students to the field and enables them to make optimum use of practicum, internship requirements, and academic experiences. The course addresses counseling assessment, learning resources, cultural and racial factors, roles on the interdisciplinary team, elements of professional training, professional issues (including ethics and relevant laws), credentialing including levels in school counseling, state licensing tests, professional associations (ACA, ASCA), making the best use of supervision and consultation, supervisor and agency expectations of intern behavior, personal survival and growth, therapeutic relationships, and basic guidelines for documentation of casework. This is a content-rich survey course that exposes participants to the expectations, ground rules, resources and responsibilities which are associated with master's level training in counseling. The course presents an overview and resources for further reference. A deeper examination of the issues presented is found in later courses.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: a: Principles of therapeutic relationships.

This course addresses the following Massachusetts State Standards for School Guidance Counseling: m. (ii.) a practicum of 450 hours in an educational setting. (Cambridge requires Practicum fieldwork of 100 contact hours and Internship fieldwork of 600 contact hours) and m. (iii.) a passing score on the Communication and Literacy Skills test, g. philosophy, principles and practices in school guidance counseling

### CCP510 Ethics and Boundaries in Substance Abuse Counseling - 1 credit

This course allows students to review ethical standards and raise awareness and standards. The course also addresses federal and state laws and regulations, the legal rights of students and families, and educates participants in some of the common mistakes made by counselors in the substance abuse treatment field. Students studying to be substance abuse counselors are advised of certification requirements related to ethics.

This course addresses the following Massachusetts State Standards for School Adjustment Counselor/School Social Worker: Standard i: Federal and state regulations addressing the legal rights of students and families.

### CCP518 Research Design & Evaluation - 3 credits

This course provides students with a foundation in research and evaluation methodologies and strategies, program evaluation and needs assessment. Students will gain an understanding of different types of research and research design, procedures for data collection and analysis, analysis of both hard and soft data, and ethical and legal considerations associated with research. Students will leave the course prepared to conduct and be discriminating consumers of research.

### CCP520 Counseling Practicum and SAC Field Experience I - 3 credits

The Commonwealth of Massachusetts specifies that this practicum be supervised by an "approved Supervisor" as described in (CMR) 262 in order for students to meet requirements for licensure.

(Enrollment limited to 10) This course is intended for students beginning their master's program fieldwork. Counselor trainees

become familiar with following: review the principles of therapeutic relationships and basic professional counseling skills and behaviors; developing techniques for communicating and working with families, agencies/systems, and school and community personnel.; the use of supervision; beginning diagnostic skills; and DSM-IV-TR. Participants complete case presentations, process notes, and treatment planning. Students take an active part in the didactic and demonstration parts of the class. This course will stress philosophy, principles, and practice of mental health/school adjustment counseling; therapeutic relationships; and federal, state, municipal and school laws. One contact hour of weekly supervision is required.

For SAC students in school sites: Onsite training supervised by a state-approved licensed/certified school adjustment counselor who also has clinical licensure as an LMHC, LICSW, LMFT, clinical psychologist or psychiatrist is required. SAC students in school sites must pass MTEL Communication and Literacy Tests before entry.

This course addresses the following Massachusetts State Standards for School Adjustment Counseling: 3: A practicum of 900 hours, 450 of which must be working with children, adolescents, and families in an educational setting. (Cambridge requires Practicum fieldwork of 100 contact hours and Internship fieldwork of 600 contact hours). (Cambridge College recommends that students in the SAC track have 225 site hours for each of the four field experiences). 4: A passing score on the Communication and Literacy Skills test. Standard a: Principles of therapeutic relationships. Standard f: Techniques for communicating and working with families and school and community personnel. Standard i: Federal and state regulations addressing the legal rights of students and families.

### CCP540 Personality and Counseling Theory - 3 credits

This course explores personality theory and counseling theory, identifying strengths and weaknesses in each theory. Cultural elements are stressed as well. The theories are approached from an eclectic standpoint, exploring established counseling theories in depth, including normal and abnormal, social, intellectual, and emotional development. Students are encouraged to identify an approach or approaches which are compatible with their history, current philosophy, clients and counseling setting. We also explore modern notions of cultural and family identity, increasing our ability to adapt counseling theory to the strengths and needs of individuals in our contemporary, diverse client population.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: b: Theories of normal and abnormal intellectual, social, and emotional development.

This course addresses the following Massachusetts State Standard for School Guidance Counseling: e. Theories of normal and abnormal intellectual, social, and emotional development.

### CCP550 Rogerian Person-Centered Therapy: Basic Counseling Skills - 3 credits

The basis of therapeutic relationships is seen in Carl Rogers' theory of personality with its stress of self-actualization, development of the self, phenomenological field, validation, and conditions of worth is the basis for the techniques that are taught, practiced and modeled in this course. These techniques are empathic understanding, unconditional positive regard, and consequence. These techniques are central to any effective relationship from any theoretical perspective. The student will become practiced at these and related aspects of person-centered theory.

This course addresses the following Massachusetts State Standards for School Adjustment Counselor/School Social Worker: Standard a: Principles of therapeutic relationships.

**CCP561 Counseling Techniques with Multi-Problem Families in Changing Communities - 3 credits**

It is strongly recommended that students participate in a practicum/ internship while enrolled in this course. This course is for those beginning work with "multi-problem" families, and for those with some experience who wish to adopt a systemic, strengths-focused model of counseling. Techniques for communicating and working with families in school and community settings are emphasized. Instructor and student generated case studies are supported by role-playing and outside readings. Students go step-by-step through assessment, contracting, and counseling processes. They learn how to evaluate resources and needs, how to identify and collaborate with outside helpers and agencies, and how to deal with conflicts between the needs of family members. Issues relating to family violence, substance abuse and the use of home visiting are also discussed. In addition to class participation and readings, two papers analyzing families and the counseling process are required. This course emphasizes approaches which honor the socioeconomic, linguistic and cultural differences which may affect families and relationship between the family and therapist.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: f: Techniques for communicating and working with families and school and community personnel.

**CCP590 Theory and Practice of Counseling - 1 credit each**

These workshops represent an opportunity for students to gain either a new understanding or deeper understanding of current topics in the field of mental health. Offered in the fall and spring semester, faculty members present workshops on topics relevant to the clinician practitioner. A list of modules being offered is generated prior to the start of the semester and selected during the registration process. Please note that different programs have different requirements for the number of credits needed.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: varies according to workshops offered each term.

**CCP600 Biopsychosocial Dimensions of Aging - 3 credits**

Students explore the biology, psychology and sociology of aging. Topics include: physical changes with aging, major medical conditions, physical impairment, psychological changes, common psychiatric problems, and psychological impairment. Family dynamics are explored as well as the economic burdens of aging. Discrimination, abuse and neglect are confronted. Client management needs are identified. Ethical and legal issues associated with elder care are explored.

**CCP606 Family Treatment of Substance Abuse - 3 credits**

This course bridges the gap between substance abuse counseling and family therapy. It examines the specific interactional patterns that help to maintain addictive behavior within the family. Case examples illustrate how to intervene in addictive families. The following topics are covered: a systemic perspective on addictive behavior; assessing substance abuse and setting treatment goals; the over-responsibility/under-responsibility dynamic in families; the Family Intervention Model; treatment needs of young children and adult children of addictive

families; and facilitating family adjustment to sobriety. Course requirements include class attendance, reading, participation in experiential exercises and role play.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: d: Prevention and treatment of substance abuse, physical and sexual abuse, and violence in PreK-12 students.

**CCP607 Disaster Mental Health - 1 credit**

Open only to students in Trauma Studies (certificate or degree program option); other students require program coordinator's approval. The trauma counselor works in a variety of settings and under a wide range of circumstances. These settings may include crisis counseling of the disaster survivors, victims of mass violence or terrorist attacks, and the refugees. Issues such as psychological and physiological reactions to the large-scale disaster, psychological first aid, community resources, referral systems, cultural competencies and ethical dilemmas will be covered. The course presents the scope and limitations of disaster mental health services and identifies key questions agencies and counselors should consider when deciding whether to refer an individual to mental health treatment services. A practical discussion on a range of mental health interventions appropriate in the wake of a disaster helps effectively prepare to respond to a disaster.

**CCP609 Counseling for Grief and Loss - 3 credits**

This course examines a broad range of topics within the scope of grief and loss, including Kubler-Ross' stages of grief and William Worden's task model. Students explore personal beliefs concerning grief and loss as the class examines the beliefs, death rituals and practices of a variety of cultures. This class addresses counseling challenges presented by clients who are experiencing loss. Students learn a current bereavement counseling model, then practice related techniques in classroom exercises. The class explores issues related to death and dying in contemporary society, including suicide, assisted suicide and capital punishment. Guest speakers may address special topics.

**CCP613 Counseling College Bound Students - 3 credits**

This course will explore the college admissions process, with emphasis on current issues confronting school counselors, application and admissions criteria for various types of colleges and college counseling for special student populations. Students will gain an understanding of the consultation process and of the resources available to counselors in the college admissions process including print material, software, web sites and organizations. They will develop strategies to effectively work with students, parents, and college admissions personnel. Topics will include the college search process, understanding testing and financial aid, development of a classroom guidance curriculum, supporting parents and outreach to students of all backgrounds.

This course addresses the following Massachusetts State Standards for School Guidance Counseling: m. Development of skills for consultation with parents, teachers and administrators. (m) i. College counseling and use of college and other post-secondary resource materials (grades 5-12).

**CCP614 Child and Adolescent Psychopathology - 3 credits**

This course deals with the nature of normal and abnormal intellectual, social, and emotional development and learning in childhood and adolescence. Particular attention is given to ego-defensive, adaptive and socio-cultural aspects of behavior, and ways in which adaptive

behavior becomes symptomatic. This course organizes disorders according to DSM IV. Learning disorders, including the emotional issues affecting student achievement and their treatments are explored. Case studies provide experience in classifying, diagnosing and categorizing various mental and emotional disorders common to children and adolescents. Attention is focused on differential diagnosis, treatment planning and best practices in applied settings. Discussions focus on psychopharmacology, knowledge of medical conditions and medication related to physical disabilities and learning disorders, prevalent psychotherapies, theories of normal and abnormal behavior and development, and current research findings that can assist the school counselor with consultation and developing a plan of action for referral and treatment.

This course addresses the following Massachusetts State Standards for School Adjustment Counselor/School Social Worker: b: Learn and be able to apply theories of normal and abnormal intellectual, social and emotional development. c: Learning disorders, including emotional issues affecting student achievement, and their treatment. h: Knowledge of medical conditions and medication related to physical disabilities and learning disorders.

This course addresses the following Massachusetts State Standards for School Guidance Counseling: e. Theories of normal and abnormal intellectual, social, and emotional development. c. Psychology of learning.

#### **CCP615 Psychopathology - 3 credits**

This course deals with the nature of neurotic behavior, abnormal behavior and the psychoses. Particular attention is given to ego-defensive, adaptive and socio-cultural aspects of behavior and ways in which adaptive behavior becomes symptomatic. This historical contexts in which psychopathology has been diagnosed and viewed historically from early medical concepts through the currently used Diagnostic Criteria, DSM-IV TR, are presented. Discussions focus on psychopharmacology, knowledge of medical conditions and medication related to physical disabilities and learning disorders, prevalent psychotherapies, and theories of abnormal behavior and development. Case studies provide experience in classifying, diagnosing and categorizing various mental disorders. Discussions of treatment of mental illness include psychopharmacology, prevalent psychotherapies used in individual, family, couple and group psychotherapy and current research findings related to treatment. This course utilizes films, tapes, case studies, class presentations, lectures, and group discussions.

This course the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: h: Knowledge of medical conditions and medication related to physical disabilities and learning disorders.

#### **CCP616 Counseling in the Schools - 3 credits**

This course explores the world of the school counselor. . Topics include professional roles and practices, student counseling, group work, assessment, classroom guidance and a variety of traditional and developmental/ preventive guidance approaches. The course is presented in a manner which reflects individual and group counseling, plus consultative perspectives. There is a strong emphasis on developing skills which allow professionals to help children through intervening with important figures and organizations in their lives. A major part of the course will deal with consultation to teachers, parents and administrators. Another focus will explore liaison with important individuals from the non-school community, and the roles of peer group in children's and adolescents' lives. The course discusses

prevention and treatment of substance abuse, physical and sexual abuse of students, mental illness and school violence.

This course addresses the following Massachusetts State Standards for School Guidance Counseling: f. Knowledge of strategies used for the prevention and treatment of substance, physical and sexual abuse, the spectrum of mental illnesses, and violence in PreK-12 students. g. philosophy, principles and practices in school guidance counseling. j. resources within the school system or the community for referral.

#### **CCP617 School Adjustment Counseling/School Social Work - 3 credits**

Offered in Fall and Summer only. This course explores the roles and functions of school adjustment counselors with students identified as having emotional, behavioral, and social problems. This course operates on the assumption that such students are best served using personal, systems, family and group counseling approaches, with strong emphasis on identifying, assessing and utilizing community and family resources. Techniques for working with families, school and community personnel are emphasized. Clinical school counseling and systems issues are explored as well as: consultation, harm prevention and reduction, and the evaluation and utilization of community resources. Assessments such as genograms, biopsychosocial assessments, functional behavior assessments and behavior intervention plans, will be taught as well as treatment planning and goal writing.

The understanding of the diagnosis and treatment of learning, emotional and behavioral disorders, when to recommend an IEP, when a 504 is most appropriate, and when students do not qualify for services is emphasized. Knowledge of IEP/special education time lines is conveyed. The referral process for students and their families to obtain services and supports in the community is a focus of discussion, as well as advocating and facilitating relationships with community and government agencies. The course addresses a working knowledge of the juvenile justice system with regard to criminal justice, child protection, CHINS laws and regulations, as well as federal and state regulations addressing the legal rights of students and their families.

This course addresses the following Massachusetts State Standards for School Adjustment Counselor/School Social Worker: c: Learning disorders, including emotional issues affecting student achievement, and their treatment. f: Techniques for communicating and working with families and school and community personnel. g: Knowledge of the criminal justice system with particular reference to the juvenile justice system and organizations. i: Federal and state regulations addressing the legal rights of students and families.

#### **CCP622 Ethics and Professional Issues for School Counselors and Mental Health Practitioners - 3 credits**

This course explores several models of school counseling and mental health counseling and the relationship to relevant ethics, federal, state, municipal, state laws, and standards and regulations. The course emphasizes daily best practices and strategies for dealing with ethical and legal dilemmas. Guidance, clinical school counseling and systems models are examined along with consultation, harm prevention and reduction, and the evaluation and utilization of community resources. Focal areas include professional roles and functions, ethical standards including accountability, responsibility, client/student welfare, emotional health, laws and regulations, institutional policies, cross cultural, cross social class practices and their impact on mental health and school counseling.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: i: Federal and state laws and regulations addressing the legal rights of students and families.

This course addresses the following Massachusetts State Standard for School Guidance Counseling: i. Federal, state, municipal, and school laws and regulations.

**CCP624 Assessment/Appraisal Process: Intelligence and Achievement Testing - 3 credits**

Students learn about the administration, scoring and interpretation of the Wechsler Scales. Test reliability, validity, standard deviations, scaled scores, percentiles and the interpretation of significant differences are taught. Use of alternative, non-language-based tests to assess intelligence and state of the art diagnostic instruments are also discussed. Achievement testing and use of the WIAT (*Wechsler Individual Achievement Test*) as part of a test battery is utilized. Achievement-ability discrepancy analysis is included in the understanding of how a student qualifies for an IEP or a 504. This class also explores the MCAS (*Massachusetts Comprehensive Assessment System*) or other state competency tests with regard to interpretation to students, teachers and parents, and discusses factors related to school achievement and state-approved curriculum frameworks. Students develop an understanding of the importance of intelligence testing in a school/clinic setting and how it fits into a complete assessment including achievement and modality testing.

The referral process as it relates to professionals in guidance/school adjustment counseling, school psychologists and licensed psychologists is a focus of discussion. This includes understanding of the diagnosis and treatment of learning and behavioral disorders, when to recommend an IEP, when a 504 is most appropriate, and when students do not qualify for services. Knowledge of IEP/special education time lines is conveyed.

This course addresses the following Massachusetts State Standards for School Adjustment Counselor/School Social Worker: c: Learning disorders, including emotional issues affecting student achievement, and their treatment. e: Knowledge of state of the art diagnostic instruments; procedures for testing and interpreting results.

This course addresses the following Massachusetts State Standards for School Guidance Counseling: b. Understanding and interpretation of Massachusetts Comprehensive Assessment System (MCAS) and other academic test results to students, teachers, and parents. d. Understanding of the diagnosis and treatment of learning and behavior disorders. j. Resources within the school system or the community for referral.

**CCP625 Foundations of Couples Counseling - 3 credits**

Designed for beginning counselors working with couples, this course will cover the basic approaches to couples counseling. Presentations and discussions of key topics will be accompanied by videotapes and experiential exercises. Therapy techniques such as family sculpture, doubling, and psychodrama will be presented. Special topics in couples counseling such as divorce, violence, and alcoholism will be discussed. The goals of the course are to help students learn how to: (1) assess the couples' presenting problem; (2) develop appropriate counseling plans; and (3) evaluate counseling as it proceeds. Course requirements include class attendance, readings, active participation, and two five-page papers.

**CCP626 Assessment/Appraisal Process: Projective Testing - 3 credits**

Offered in the spring and fall only. This course focuses on reviewing projective testing techniques for individuals and group administration of tests for understanding personality development and pathology. Basic administration and diagnostic skill development is demonstrated in the use of such techniques as the TAT, MMPI, Rorschach and other state-of-the-art diagnostic instruments, which will be taught as viable adjuncts to special issue interviewing, understanding cognitive style and character development. Emphasis is on practice techniques, clinical integration of the testing materials, useful intervention strategies, and recommendations for the counselor, treatment team, and/or referral agent.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: e: Knowledge of state of the art diagnostic instruments; procedures for testing and interpreting results.

**CCP627 Family Assessment from a Multicultural Perspective - 3 credits**

This course will address methods of family assessment in relation to a range of ethnic groups. We will study cultural attitudes regarding problems and seeking help. We will look at the advantages and disadvantages of each method of assessment from the perspectives of different ethnic groups. Students will practice the skills of bridging cultural differences.

**CCP630 Human Development Across the Lifespan - 3 credits**

This course will address all aspects of human development from conception through childhood, adolescence, early adulthood, mid-life and aging. psychological, biological. Familial, environmental and cultural factors will be explored as they impact the development of people across the continuum of life. Theory will combine with application related to physical, emotional, intellectual, learning, social, normal and abnormal development; plus cognitive, moral, and vocational adjustment. The processes of physical and psychological development including ethnic and gender differences will be studied.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: b: Theories of normal and abnormal intellectual, social, and emotional development.

This course addresses the following Massachusetts State Standards for School Guidance Counseling: c. psychology of learning, and e. theories of normal and abnormal, intellectual, social, and emotional development.

**CCP631 The Counselor in the Forensic Environment - 3 credits**

This course explores forensic settings, the counselor's roles within these settings, and appropriate counseling and systems skills. It introduces concepts of addiction, relapse prevention, and stages of personal change, as they relate to forensic counseling. Students are introduced to the continuum of forensic settings including court clinics, juvenile detention and rehabilitation facilities, houses of correction, jails, prisons, pre-release and post-release centers. Students explore the stages of the judicial process, legal and procedural issues during incarceration, the offender's transition to release and community life, and the dynamic tension between the goals of rehabilitation and punishment. Students then survey counseling and systems skills appropriate to such settings and engage in realistic role-plays in order to



develop or improve their skills. The course then surveys approaches to addiction, relapse prevention, and stages of personal change, with an overview of appropriate counseling techniques.

#### **CCP640    Addiction Disorders - 3 credits**

Designed for beginning and intermediate clinicians, this course provides a thorough foundation in substance abuse treatment. The prevention and treatment of substance abuse in people of all ages will be explored, as well as the relationship between substance use, violence, and physical and sexual abuse. Topics include: theories of etiology of addiction; pharmacology of psycho-active drugs; cultural factors that influence substance use; assessment and intervention with substance abusers and their families. Emphasis is put on diagnosis, treatment planning and referral to appropriate resources including self-help groups. Students will have the opportunity to participate in simulated interviews and experiential exercises.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: Standard d: Prevention and treatment of substance abuse, physical and sexual abuse, and violence in PreK-12 students.

#### **CCP641    Counseling Internship/SAC Field Experience II - 3 credits**

Prerequisite: CCP520. (Enrollment limited to 10). This course provides a real life experience of providing mental health counseling services to clients/students. A minimum of 200 hours of field placement (225 for SAC students in school placements) gives the student intern an opportunity to learn, apply and sharpen diagnostic, treatment planning, counseling and consultation skills under the supervision of a qualified on-site field supervisor and overseen by a Cambridge College internship facilitator. (Students in SAC placements are also visited three times over the course of 2 sequential semesters by the Cambridge College visiting site supervisor).

Coursework integrates the practice of mental health counseling from screening through aftercare planning and discharge from treatment, with content areas necessary for appropriate client/student treatment including but not limited to: review the principles of therapeutic relationships, developing techniques for communicating with and working with families, agencies/systems, and school and community personnel.; the use of supervision; diagnosis and application of DSMIV-TR treatment planning, application of appropriate counseling theories and related clinical interventions, methods and techniques, documentation of progress, referral and collaboration and treatment of treatment professionals and families. Case presentations, biopsychosocial histories, progress notes and other relevant documentation of the field placement will be presented in class. The diagnosis and treatment of learning and behavioral disorders, when to recommend an educational evaluation, an IEP or a 504 will also be discussed. SAC Interns will learn to develop plans for the prevention, treatment and referral of students engaged in legal or illegal substances, school violence, school crises and other situations. Students will share experiences with their internship seminar cohort. This internship must conform with Massachusetts regulations 262 CMR.

For SAC students in school sites: Onsite training supervised by a state-approved licensed/certified school adjustment counselor who also has clinical licensure as an LMHC, LICSW, LMFT, clinical psychologist or psychiatrist is required. SAC students in school sites must pass MTEL Communication and Literacy Tests before entry.

The fieldwork experiences in this course address the following Massachusetts State Standards for School Adjustment Counselors: 3: A

practicum of 900 hours, 450 of which must be working with children, adolescents, and families in an educational setting. (Cambridge requires practicum fieldwork of 100 contact hours and internship fieldwork of 600 contact hours). (Cambridge College recommends that students in the SAC track have 225 site hours for each of the four field experiences). 4: A passing score on the Communication and Literacy Skills test. Standard a: Principles of therapeutic relationships. c: Learning disorders, including emotional issues affecting student achievement, and their treatment. d: Prevention and treatment of substance abuse, physical and sexual abuse, and violence in PreK-12 students. f: Techniques for communicating and working with families and school and community personnel.

#### **CCP650    Group Dynamics/Group Counseling and Human Systems - 3 credits**

This course involves the study of the dynamics common to all small groups, through examining their structural and interactional properties and learning the bases for understanding groups as therapeutic, organizational, social, psychological, and collective phenomena. The class will be divided into two groups. All students will participate in an experiential, interactional group for one half of the term and observe another interactional group for one half of the term. Each experiential phase of a group will be followed by a didactic analysis of the process. The instructor will demonstrate various techniques as leader of all experiential sessions. Leadership styles will be examined as they influence group process. Students are required to write journal analyses of group sessions, complete assigned readings, and attend every session. (No one will be admitted to the course in the event of failure to attend the first session.)

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: a: Principles of therapeutic relationships.

This course addresses the following Massachusetts State Standard for School Guidance Counseling: l. group counseling and group leadership.

#### **CCP658    Expressive and Activity Therapies - 3 credits**

Through demonstration, experience, lecture, and discussion, students explore creative approaches to counseling and effective education appropriate to clients, students, and trainees of all ages. Methods include the use of art materials, imagery, physical activity, group and paring games, music and play in counseling, school and training settings. Program design and applications are also explored in class. Students are expected to participate in experimentation with expressive and other active techniques, using their own life experiences as a base. Students are expected to develop an activity/expressive action plan to suit a particular client's, student's, family's or group's needs. The course has a strong orientation toward the utilization of family, group and cultural strengths in counseling and educational interventions. All sessions of this intermediate level course must be attended in order to receive credit.

#### **CCP670    Career Counseling - 3 credits**

This course provides an experiential approach to analyzing the stages responsible for successful career development. The course enables students to identify, assess, and act upon data pertinent to career fulfillment and success in group counseling settings. Topics examined include job values and interests, experiences and skills, specification of career targets, research and analysis of career targets, and developing a comprehensive plan of action. Students can apply such information to develop and assess career goals and to make use of

appropriate career resource materials. Course experiences include worksheets, sub-grouping, completion and study of interest inventories (including an examination of basic psychometric issues and discussion of strengths and weaknesses of standardized instruments), and discussion of computer resources which enhance the career guidance process. Students should have access to the book *What Color is Your Parachute? or How to Create a Picture of Your Ideal Job or Next Career*. The course stresses a practical approach to career development; underlying career development theory is discussed.

This course addresses the following Massachusetts State Standard for School Guidance Counseling: h. Career counseling.

### **CCP680 Human Sexuality - 3 credits**

Sensitization to sexual issues and exploration of how a therapist's perceptions of such issues affects her/his work with clients is explored in this course. Introduction to the theory and practice of sex therapy, including information about sexual function and dysfunction and appropriate intervention methods is presented. Emphasis is on the relationship system and the dynamics of sexual functioning within that system.

### **CCP691 Professional Seminar I: Counseling Psychology - 2 credits**

Professional Seminar I is the first of three required seminars focusing on student skills, abilities, interests and goals. Students collaborate with each other sharing experiences, thoughts and ideas, and working together as a cohort group to begin formulating their individual research projects. Students' perspectives are broadened as they integrate theory and practice with personal ideas—their own and their classmates'. Preparation for field placement in moving from the classroom to the clinic or school counseling setting is examined with a focus on necessary core counseling functions including assessment, record keeping and the establishment of goals and objectives in counseling as well as a review of the principles of therapeutic relationships. Throughout the three terms students discuss current trends in counseling, ethical considerations surrounding these trends, and presenting didactic information to their classmates. Specific agenda items are selected by identified student needs in collaboration with the seminar leader.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: a: Principles of therapeutic relationships.

### **CCP692 Professional Seminar II: Counseling Psychology - 2 credits**

Students must be continuously enrolled in the three-term Professional Seminar sequence through completion to continue to remain eligible for federal financial aid. This, the second term of Professional Seminar provides a further understanding of research design and statistical procedures to be used as tools for developing an independent research project (IRP). These tools, along with the student's ideas, knowledge and skills, come together to form an independent research project. In addition, concepts and dilemmas regarding the principles of therapeutic relationships will be discussed.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: a: Principles of therapeutic relationships.

### **CCP693 Professional Seminar III: Counseling Psychology - 2 credits**

Students must be continuously enrolled in the three-term Professional Seminar sequence through completion to continue to remain eligible for federal financial aid. The final term of the Professional Seminar examines professional requirements in relation to individuals' career paths and goals. Students are encouraged to express challenges to current themes in order to strengthen and continue their growth in flexible thinking and tolerating differences. Class discussions include reflections on the experiences of the prior year, including the applications of the principles of therapeutic relationships, group dynamics, observations and assessments of students' learning experiences.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: a: Principles of therapeutic relationships.

### **CCP700 Internship Seminar and SAC Field Experience III - 3 credits**

This course is restricted to students who have completed and received credit for their Independent Research Project (IRP). Exceptions require approval of the Dean of the School of Psychology and Counseling.

Prerequisites: CCP520 and CCP641, (Enrollment limited to 10). This course focuses on students' counseling practice which is conducted in the field from week-to-week during the course. A minimum of 200 hours of internship experience (225 hour minimum for SAC track students in school sites) are required under the supervision of a qualified supervisor (Massachusetts Regulations 262 CMR). (Supervisors of School Adjustment Counseling students in school sites must also have DESE licensure as a School Adjustment Counselor.) Goals for each student will be established with their College internship facilitator at the beginning of the experience. A self-assessment of these appropriate learning goals will be conducted by the student and their college internship facilitator throughout the term. Casework, note taking diagnostic and treatment planning will be analyzed and explored in the classroom with a focus on enhancing students' clinical skills in these areas, as well as a review of the principles of therapeutic relationships, developing techniques for communicating with and working with families, agencies/systems, and school and community personnel.; and the use of supervision. The diagnosis and treatment of learning and behavioral disorders, when to recommend an educational evaluation, an IEP or a 504 will also be discussed. SAC Interns will learn to develop plans for the prevention, treatment and referral of students engaged in legal or illegal substances, school violence, school crises and other situations. This course may be combined with CCP701. The internship must conform to Massachusetts Regulations 262 CMR.

For SAC students in school sites: Onsite training supervised by a state-approved licensed/certified school adjustment counselor who also has clinical licensure as an LMHC, LICSW, LMFT, clinical psychologist or psychiatrist is required. SAC students in school sites Students pass MTEL Communication and Literacy before entry.

The fieldwork experiences in this course address the following Massachusetts State Standards for School Adjustment Counselors: 3: A practicum of 900 hours, 450 of which must be working with children, adolescents, and families in an educational setting. (Cambridge requires practicum fieldwork of 100 contact hours and internship fieldwork of 600 contact hours). (Cambridge College recommends that students in the SAC track have 225 site hours for each of the

four field experiences.) 4: A passing score on the Communication and Literacy Skills test. Standard a: Principles of therapeutic relationships. c: Learning disorders, including emotional issues affecting student achievement, and their treatment. d: Prevention and treatment of substance abuse, physical and sexual abuse, and violence in PreK-12 students. f: Techniques for communicating and working with families and school and community personnel.

**CCP701 Advanced Internship Seminar/SAC Field Experience IV - 3 credits**

Prerequisites: CCP520, CCP641 and CCP700; (Enrollment limited to 10). The course focuses on students' counseling practice which is conducted in the field from week-to-week during the course. A minimum of 200 hours of internship experience (225 hour minimum for SAC program students in school sites) are required under the supervision of a qualified supervisor (Massachusetts Regulations 262 CMR). Supervisors of School Adjustment Counseling students in school sites must also have DESE licensure as a School Adjustment Counselor. Goals for each student will be established with their College internship facilitator at the beginning of the experience. A self-assessment of these appropriate learning goals will be conducted by the student and their college internship facilitator throughout the term. Casework, note taking diagnostic and treatment planning will be analyzed and explored in the classroom with a focus on enhancing students' clinical skills in these areas; as well as a review the principles of therapeutic relationships, developing techniques for communicating with and working with families, agencies/systems, and school and community personnel; and the use of supervision. The diagnosis and treatment of

learning and behavioral disorders, when to recommend an educational evaluation, an IEP or a 504 will also be discussed. SAC Interns will learn to develop plans for the prevention, treatment and referral of students engaged in legal or illegal substances, school violence, school crises and other situations. The completion of a portfolio demonstrating student's advancement through their program of study is required in this course. This course may be cross listed with CCP700.

For SAC students in school sites: Onsite training supervised by a state-approved licensed/certified school adjustment counselor who also has clinical licensure as an LMHC, LICSW, LMFT, clinical psychologist or psychiatrist is required. SAC students in school sites Students pass MTEL Communication and Literacy before entry.

The fieldwork experiences in this course address the following Massachusetts State Standards for School Adjustment Counselors: 3: A practicum of 900 hours, 450 of which must be working with children, adolescents, and families in an educational setting. (Cambridge requires practicum fieldwork of 100 contact hours and internship fieldwork of 600 contact hours). (Cambridge College recommends that students in the SAC track have 225 site hours for each of the four field experiences.) 4: A passing score on the Communication and Literacy Skills test. Standard a: Principles of therapeutic relationships. c: Learning disorders, including emotional issues affecting student achievement, and their treatment. d: Prevention and treatment of substance abuse, physical and sexual abuse, and violence in PreK-12 students. f: Techniques for communicating and working with families and school and community personnel.

**CCP710 Marriage and Family Therapy: Basic Counseling Skills - 3 credits**

This course will cover the theories behind marital and family therapy and provide a practical integration of interests and skills. The course is designed to meet the needs of both beginning and experienced therapists. Beginning students will have the opportunity to build a

sound theoretical foundation for marital and family therapy while more advanced students can refine technique and explore emerging treatment approaches. Written assignments will be similarly tailored. One basic counseling skills course is required in each counseling program. The course stresses development of counseling skills which are essential to a particular area of training and practice. One or more active teaching methods, such as role-play, live or videotaped demonstration, or other experiential exercises form a significant part of the course experience.

**CCP715 Multicultural Counseling: Children and Adolescents in Context: Basic Counseling Skills - 3 credits**

This course explores the counseling process with children and adolescents from two perspectives: first from the experiential world of the child or adolescent, and secondly, from an ecological/systems perspectives, with strong emphasis on cultural strengths and concerns. Topics include: the world of the child, exceptionality, techniques for communicating and working with families and school and community personnel, play/activity techniques, group work; Also: assessment; diagnosis; gathering and communicating information; relevant state, municipal and school laws and regulations; ethics; ethnic, linguistic, racial, gender and religious diversity; interviewing; dealing with research; resources and referrals within schools and community; hazards and problems of normal development; communicating with children and adolescents of different ages.

This course addresses the following Massachusetts State Standards for School Adjustment Counselor/School Social Worker: f: Techniques for communicating and working with families and school and community personnel. i: Federal and state laws and regulations addressing the legal rights of students and families.

This course addresses the following Massachusetts State Standards for School Guidance Counseling: i. Federal, state, municipal, and school laws and regulations. j. Resources within the school system or the community for referral. m. Development of skills for consultation with parents, teachers, and administrators.

**CCP716 Cognitive Behavior Therapy: Theory and Practice - 3 credits**

This course reviews operant conditioning, classical conditioning and social learning theory, especially as they relate to the development and current practice of cognitive behavior therapy. Special attention is paid to dialectical behavior therapy as the most recent research based application of behavioral treatment, in combination with Eastern theories and practice. The primary focus of the course is on the actual practice in class of the most relevant behavioral techniques including: deep muscle relaxation, mindfulness meditation, systemic desensitization, covert sensitization, thought stopping, covert reinforcement, behavioral rehearsal, behavioral analysis, and behavior shaping. Ethical issues are specially considered as we progress through these and other techniques.

**CCP720 Psychopharmacology in Addictions and Mental Health Counseling - 3 credits**

The use of medications in the treatment of alcohol and drug dependence and their co-occurring disorders has historically been controversial. Newer medications with less potential for addiction are increasingly being used, including agonist and antagonist drugs designed to have a direct impact on the neurochemistry of addiction. Finding the balance between treating dependence and co-occurring depression, anxiety, trauma and other disorders poses a special challenge, and it appears that addressing these issues concurrently shows the most success. This course will review current clinical mod-

els of intervention and differential diagnosis. A brief review of relevant neuroanatomy and neurophysiology will set the stage for an examination of major psychotropic medications, including antipsychotics, antidepressants, mood stabilizers and anti-anxiety medications, as well as newer medications for addictions treatment. This course will be grounded in clinical material and frequent presentation of case material. Requirements will minimally include one topical presentation. Responsibility will be shared for presenting material throughout the class.

**CCP721 Women in the Family: a Cross-Cultural Perspective - 3 credits**

This course addresses new findings in women's psychology and internal experience, the conflicts and expectations women experience in various environments, with specific focus on the family. A family systems perspective is the framework within which women's roles and status are analyzed. The course considers the ways in which the gender experience has been understood and researched and how this can be helpful to counselors. Topics include gender differences, cultural roles, the myths about motherhood and sexuality, and new psychologies of women. Students are expected to complete assigned readings, participate actively in class discussions and role plays, do a class presentation and submit a paper.

**CCP722 The Life of the Family in Context - 3 credits**

(Prerequisite: CCP710) This course examines the evolution of the family in the context of the social environment in which it exists. Traditional family values and structures are examined as well as more modern and nontraditional situations that may include: the divorced family, the gay/lesbian family, families of war, immigrant families, religious families, foster/alternative family environments, families of abuse, grandparent/grandchild families, culturally blended families, addicted families, and families experiencing mental illness. An exploration of personal and professional experiences and the lenses through which we view families as well as challenges to traditional family concepts will be considered.

**CCP723 Narrative and Collaborative Approaches to Therapy - 3 credits**

Postmodern therapy is a radical shift in both the stance of the therapist and in how therapy is conducted. For example: the therapist is the participant/manager of the conversation, not the 'expert.' Language, rather than interactional pattern, is the system; meaning and understanding are achievable through continued efforts; difficulties are constructed in the language system and can be 'dissolved' through language; and change occurs through development of new language. In this course, students will have their assumptions challenged and play an active role in co-creating a postmodern experience of meaning-making in the classroom. Ideas will be practiced both in and out of class, so students are strongly encouraged take this course concurrently with their internship.

**CCP724 Post Traumatic Stress Reactions - 3 credits**

This course focuses on theory, research and practice of trauma by addressing systemic and cultural aspects of diagnostic, assessment, dynamics, and trauma treatment issues; acute stress disorder, post traumatic stress disorder and complex PTSD, as well as dual diagnoses. Various types of traumatization and special populations will be explored: child, substance, sexual and physical abuse; natural disasters; war; workplace violence and grief; individual and collective trauma; and trauma in adults, children and families. Other topics include sources of resilience, natural courses of coping; trans-generational issues and life span perspectives on trauma.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: d: Prevention and treatment of substance abuse, physical and sexual abuse, and violence in PreK-12 students.

**CCP725 Psychopharmacology - 3 credits**

(Formerly CCP504) Because psychopharmacology treatment depends on diagnosis, this course will review the medical model's analytical mode, differential diagnosis. A brief review of relevant neuroanatomy and neurophysiology will then set the stage for an examination of the major psychotropic medications; antipsychotics, antidepressants, mood stabilizers and anti-anxiety agents. Medication related to physical disabilities and learning disorders will also be discussed. The course will be grounded throughout in clinical material, and case histories will be discussed during each class. Requirements will include one topical presentation. We will also share responsibility for presenting cases.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: h: Knowledge of medical conditions and medication related to physical disabilities and learning disorders.

**CCP727 Clinical Interventions for Combat Stress and Trauma - 3 credits**

The content and design of this course is to familiarize students with the history, diagnosis and treatment of combat stress and trauma (CST) in the lives of primarily military people, but also the effects of CST on civilian populations exposed to war operations. The course will further provide information concerning the effects of CST on veterans' families. Through lecture, class discussion, directed readings and case studies, students will become acquainted with causes and effective treatments of CST. Emphasis will be placed on diagnosis, treatment, referral resources and the support systems. Students will gain knowledge of: 1) the prevalence and complexity of combat stress and trauma; 2) counseling and treatment methods for returning veterans and their families; and 3) referral resources for veterans. Students will demonstrate proficiency in understanding the nature and complexity of combat stress and trauma.

**CCP728 Trauma Specific Interventions - 3 credits**

Prerequisite: CCP724 or permission of program coordinator. The objective of the course is for students to learn about the most recent developments in trauma-specific treatments and counseling approaches. The students will gain knowledge of theory and practice of psychological first aid, crisis intervention and crisis counseling. They will become familiar with major approaches in trauma treatment: individual and group trauma counseling, cognitive behavioral, psychodynamic, and exposure therapies, psychopharmacological treatments, newly emerging approaches. The acquired knowledge and skills can be applied in brief or long term interventions, counseling of survivors of sexual abuse, war trauma, torture, disasters and workplace violence and others. The ethics of trauma work will be thoroughly covered.

**CCP729 Trauma Intervention in Schools - 3 credits**

This course is taught in the Spring Term only. Trauma, chronic fear and stress impact children's neurobiological development which affects critical brain functions (memory, language, problem-solving, higher order thinking, and executive function skills). The support a child/adolescent receives from those around them and the communities they inhabit heavily influences the trauma response and forward

growth. Schools are children's communities. This course will explore the impact of trauma on the child/adolescent's neurobiological development, relationships, behavior, learning and academic performance. Trauma sensitive approaches in schools are described, including prevention and treatment of physical, sexual and substance abuse, as well as clinical interventions related to stabilization and the development of coping and social skills.

School and system-wide crisis prevention, intervention and postvention planning and implementation will also be reviewed.

This course addresses the following Massachusetts State Standard for School Adjustment Counselor/School Social Worker: d: Prevention and treatment of substance abuse, physical and sexual abuse, and violence in PreK-12 students.

**CCP730 The Practice of Mental Health Counseling - 3 credits**

(Offered in spring and fall terms only.) This course looks at issues in the practice of mental health counseling, including: history and trends; specialized roles related to young people and schools (school social worker/school adjustment counselor, guardian ad litem, juvenile court clinician); roles, settings and special populations in mental health counseling practice; specialized treatment planning, assessment, and documentation for managed care. (The course does not focus on basic clinical skills.) Particular emphasis is given to professional identity and ethics, mental health consultation, the roles of members of an interdisciplinary team, developing a process for professional self assessment and continuing education planning, using appropriate language for managed care assessment and treatment, and developing a disclosure statement to introduce clients to the counseling relationship.

**CCP740 Substance Abuse: Advanced Clinical Methods - 3 credits**

Designed for counselors experienced in working with substance abusers, this course offers an in-depth examination of special populations and specific issues related to substance abuse treatment. Topics include: working with dual diagnosis clients; adolescent substance abuse; women treatment issues; working with diverse client populations including HIV positive clients; relapse prevention; the use of strategic and paradoxical interventions; and certification of substance abuse counselors.

**CCP754 Perspectives in Cross-Cultural Counseling - 3 credits**

This course focuses on the role of culture in the development of psychological health and in psychopathology. Variations among diverse cultures in defining mental health and deviant behavior are discussed. The importance of understanding the cultural context is emphasized, both in the prevention and in the resolution of psychological problems. Students become aware of their own cultural beliefs regarding mental health issues, and the impact of their perspective in working with culturally different people. Techniques for working with families and schools are also discussed.

This course addresses the following Massachusetts State Standards for School Adjustment Counselor/School Social Worker: Standard f: Techniques for communicating and working with families and school and community personnel.

**CCP800 Independent Research Project - 3 credits**

Over a year's time, this course provides students with an overview of

approaches to research in their chosen program area. With consistent faculty instruction, advice and review, students develop a research proposal, engage in supervised research activities, produce faculty-critiqued drafts and finally complete a formal project document called the Independent Research Project. This thesis document describes their inquiry, critical thinking and conclusions.

## School Guidance (CSG)

**CSG691 Professional Seminar: School Guidance and Graduate Research I - 2 credits**

Students must be continuously enrolled in the three-term Professional Seminar sequence through completion to continue to remain eligible for federal financial aid.

This seminar focuses on the development of research skills, and on students' current abilities, interests and goals. Students are introduced to the Independent Research Structure (IRP), quantitative and qualitative analysis, research design, statistical analysis (descriptive statistics), and the construction of a research proposal. Students collaborate in a cohort with one another, sharing interests, completed work, and critical comments. The cohort also functions as a resource and support group, with open agenda time for discussion of members' current struggles in project development, academic courses, management of work and family issues, and the like. The implications of technology on school guidance counseling program development are also discussed. A final proposal is required that describes the complete IRP project in outline form. The advisory piece of this course discusses Practicum and Internship requirements, the teacher test for licensure, the Massachusetts State Testing System and the Massachusetts Curriculum Frameworks and their use in the advising responsibilities of the school guidance counselor.

This course addresses the following Massachusetts State Standards for School Guidance Counseling: a. Familiarity with the curriculum frameworks and their use in the advising responsibilities of the guidance counselor, b. Understanding and interpretation of Massachusetts Comprehensive Assessment System (MCAS) and other academic test results to students, teachers, and parents, k. Knowledge of statistics, research design, and research in guidance counseling, (m) ii. A practicum of 450 hours in an educational setting (Cambridge College requires 600 hours), (m) iii. Passing score on the communication and literacy test (Massachusetts).

**CSG692 Professional Seminar: School Guidance and Graduate Research II - 2 credits**

Students must be continuously enrolled in the three-term Professional Seminar sequence through completion to continue to remain eligible for federal financial aid.

The second term of Professional Seminar provides a further understanding of research design and statistical procedures to be used as tools for developing an independent research project (IRP). Students define their research into narrow topics that fit a quantitative or qualitative design. They study differential statistics and application to analyzing and reporting data. With assistance from the instructor, students are expected to complete their Review of Literature and Methodology sections in this term. Students continue to share their struggles and successes concerning the completion of the project as they exchange encouragement, advice and critical comment.

Completion of the Review of Literature and Methodology sections are required. The advisory piece of this course discusses Practicum and Internship requirements, the teacher test for licensure, and presentations and discussion of school violence.

This course addresses the following Massachusetts State Standards for School Guidance Counseling: k. Knowledge of statistics, research design, and research in guidance counseling, (m) ii. A practicum of 450 hours in an educational setting (Cambridge College requirements are 600 hours), (m) iii. Passing score on the communication and literacy test (Massachusetts), f. Knowledge of strategies used for the prevention and treatment of substance, physical and sexual abuse, the spectrum of mental illnesses, and violence in schools

### **CSG693 Professional Seminar: School Guidance and Graduate Research III - 2 credits**

Students must be continuously enrolled in the three-term Professional Seminar sequence through completion to continue to remain eligible for federal financial aid.

The final term of Professional Seminar continues the emphasis on completion of the IRP. Students finalize the collection of their data or information and analyze it with the use of an appropriate statistical format. They then construct their Results, Conclusions and Recommendations sections, as well as the demographic pages of the IRP. In Professional Seminar III students continue to share their struggles and successes concerning the completion of the project as they exchange encouragement, advice and critical comment. The advisory piece includes discussion of Practicum and Internship requirements, and passing the state test for entrance into Internship, and a presentation and discussion on strategies for treatment for physical, substance, sexual abuse.

This course addresses the following Massachusetts State Standards for School Guidance Counseling: f. Knowledge of strategies used for the prevention and treatment of substance, physical and sexual abuse, the spectrum of mental illnesses, and violence in schools, k. Knowledge of statistics, research design, and research in guidance counseling, (m) ii. A practicum of 450 hours in an educational setting (Cambridge College requirements are 600 hours), (m) iii. Passing score on the communication and literacy test (Massachusetts).

### **CSG695 Counseling and Consulting Techniques Laboratory - 3 credits**

Counseling skills such as interviewing, open invitation to talk, reflection, summarization, concreteness, magic questioning, thinking out loud, and building relationships will be covered in this course. The course will also teach techniques for identifying and focusing on problem behaviors. In addition, solution focused school counseling, reality therapy, and other models of counseling will be explored. The model of solution focused consultation will also be taught. The course will employ role playing, lecture, video, audio, presentations, readings and demonstrations.

This course addresses the following Massachusetts State Standard for School Guidance Counseling: m. Development of skills for consultation with parents, teachers, and administrators.

### **CSG789 School Guidance Practicum and Seminar – 2 credits**

Prerequisites: Pre Practicum, CSG695 and near completion of IRP.

Includes 100 clock hours of school-based fieldwork and attendance at a seminar. Fieldwork includes 40 hours of direct service providing individual, group, classroom developmental guidance, co-leading a

workshop or training seminar. The remaining 60 hours are considered indirect service and include observation and other on-site activities assigned by a counseling supervisor. Seminar will stress philosophy, principles, and practice of school guidance; federal, state, municipal and school laws; role taking, modeling, demonstration of basic counseling techniques; understanding and interpretation of the Massachusetts Comprehensive Assessment System (MCAS) and other test results to students, teachers, and parents; evaluation of audio and video tapes or presentations of case studies. One contact hour of weekly supervision is required. Practicum evaluation and a minimum passing score of 55/80, and completion of all prerequisites is required to move into the Internship phase of the school counseling program.

This course addresses the following Massachusetts State Standards for School Guidance Counseling: b. Understanding and interpretation of Massachusetts Comprehensive Assessment System (MCAS) and other academic test results to students, teachers, and parents, g. Philosophy, principles and practices in school guidance counseling: i. Federal, state, municipal, and school laws and regulations.

### **CSG790 School Guidance Fieldwork (600 clock hours) Prek-8 or 5-12 - 3 credits**

Class preparation and assignments reflect levels prek-8 and 5-12 depending on fieldwork level and license level sought.

Onsite training supervised by a state-approved licensed/certified school guidance counselor at the level sought is required; currently, 600 contact hours minimum, 240 of which must be in direct service with students, and 360 hours of indirect service (per CACREP National Standards). Entry requires approval from School Guidance Counseling Coordinator. Students must pass required parts of MTEL (Massachusetts) or other state tests before entry.

This experience is for school guidance counselor interns engaged in the role of school counselor. Interns work with children and adolescents under supervision of a licensed school guidance counselor. They engage in individual and group counseling; use technology in the counseling process; apply counseling principles to career, social, personal, and, academic development of students, and students with normal and abnormal behavior. They will work with special education teams in understanding diagnosis of learning and behavior disorders. Interns will be introduced to resources within the school district and community for referral. They will learn to develop plans for the prevention, treatment and referral for students engaged in legal or illegal substances, personal, physical, and sexual abuse, school violence, school crises and other situations. They also engage in consultation with parents, staff, and administration; community resources; developmental classroom guidance; and the special education referral process. They become familiar with MCAS administration and the State Curriculum frameworks. Students will share experiences with their internship seminar cohort.

The fieldwork experiences in this course address all of the Massachusetts State Standards for School Guidance Counseling (except standard k).

### **CSG791 School Guidance Internship - 3 credits**

Class preparation and assignments reflect levels Prek-8 and 5-12 depending on fieldwork level and license level sought. Students must pass required state tests before entry.

This is primarily a group supervision seminar taught by a licensed school counselor. Various issues are addressed that reflect but not

limited to the following: Curriculum frameworks and the advising responsibilities of the school counselor, MCAS and other test results, principles of learning, behavior disorders and learning, abnormal and normal behavior, substance, sexual, and physical abuse, mental illness, school violence, practices of school guidance counseling, career guidance, school laws and regulations, researching and school guidance, group work, using consultation skills and college planning. Students also address the process of developing a developmental guidance plan for classroom use.

This course touches on the all of the Massachusetts State Standards for School Guidance Counseling (except standard k).

**CSG800 Independent Research Project in School Guidance - 3 credits**

Over a year's time, this course provides students with an overview of approaches to research in school guidance counseling. With consistent faculty instruction, advice and review, students develop a research proposal, engage in supervised research activities, produce faculty-critiqued drafts and apply their knowledge of statistics and research design in creating a complete formal project document called the Independent Research Project. This thesis document describes their inquiry, critical thinking, statistical analysis, and conclusions.

This addresses the following Massachusetts State Standard for School Guidance Counseling: k. Knowledge of statistics, research design, and research in guidance counseling.

# Course Descriptions — CAGS

## **CCA(new) Ethics and Boundaries in Substance Abuse Counseling - 1 credit**

This course is intended for the advanced student seeking education regarding ethical and legal issues in the field of addictions counseling. This course includes such topics as the role of the substance abuse professional, values, client's rights and responsibilities, ethics and cultural sensitivity, and professional competency training.

## **CCA(new) Research Design & Evaluation - 3 credits**

This course provides students with a foundation in research and evaluation methodologies and strategies, program evaluation and needs assessment. Students will gain an understanding of different types of research and research design, procedures for data collection and analysis, analysis of both hard and soft data, and ethical and legal considerations associated with research. Students will leave the course prepared to conduct and be discriminating consumers of research.

## **CCA703 Disaster Mental Health - 1 credit**

The trauma counselor works in a variety of settings and under a wide range of circumstances. These settings may include crisis counseling of the disaster survivors, victims of mass violence or terrorist attacks, and the refugees. Issues such as psychological and physiological reactions to the large-scale disaster, psychological first aid, community resources, referral systems, cultural competencies and ethical dilemmas will be covered. The course presents the scope and limitations of disaster mental health services and identifies key questions agencies and counselors should consider when deciding whether to refer an individual to mental health treatment services.

A practical discussion on a range of mental health interventions appropriate in the wake of a disaster helps effectively prepare to respond to a disaster.

## **CCA704 Psychopharmacology - 3 credits**

This course will assume a significant level of proficiency in differential diagnosis as well as a basic understanding of neuroanatomy, neurophysiology and the major psycho-tropic medications. The main thrust of this course will be the development of a fuller appreciation of antipsychotics, antidepressants, mood stabilizers and anti-anxiety agents as they relate to the client's clinical picture. There will also be a strong consideration of side effects: e.g. tardive dyskinesia, ethical issues and current research of treatment outcome.

## **CCA705 Human Sexuality - 3 credits**

Basic understanding of sexual function, sexual dysfunction and appropriate intervention methods are reviewed, and this course goes beyond that point. Students are expected to develop expertise in relevant DSM IV categories and best practices in this very important aspect of counseling. Throughout the course students are directed to focus on relevant transference and counter-transference issues.

## **CCA708 Counseling Techniques with Multi-Problem Families in Changing Communities - 3 credits**

This course takes special notice of the diversity of those seeking counseling services and emphasizes approaches which honor the socio-economic, linguistic, and cultural differences which may affect families in working with a therapist. Techniques for communicating and working with families in school and community settings are

highlighted. The emphasis is on a systemic, strength-based model that the instructor and student can practice applying and further developing through classroom feedback. To this end, it is strongly recommended that students participate in practicum/internship while taking this course.

## **CCA709 Basic Counseling Skills: Rogerian - 3 credits**

This course is presented as a foundation for any counseling work that the student would be involved in. Carl Rogers theory of personality with its stress of self-actualization, development of the self, phenomenological field, validation, and conditions of worth is the basis for the techniques that are taught, practiced and modeled in this course. These techniques are empathic understanding, unconditional positive regard, and consequence. These techniques are central to any effective relationship from any theoretical perspective. The student will become practiced at these and related aspects of person-centered theory.

## **CCA710 Child and Adolescent Human Development - 3 credits**

In providing counseling services to those seeking such services – especially the child and adolescent – it is critical that the counselor have a thorough understanding of normal as well as abnormal development. This course meets that need for those developmental issues from birth through young adulthood. The student taking this course is looking at theory and the application of issues such as physical, intellectual, learning, social, moral, normal and abnormal development, plus cognitive, moral and vocational adjustment. The processes of physical and psychological development including ethnic and gender differences will be studied.

## **CCA715 Counseling Children and Adolescents in Context - 3 credits**

The emphasis in this course is on diversity as it affects children and adolescents. Diversity is looked at along ethnic, religious, spiritual, linguistic, racial, and gender dimensions. The student learns to look at the world from the client's perspective; both empathically and systemically. Topics include: the world of the child, exceptionality, techniques for communicating and working with families in school and community settings, play/activity techniques, group work; Also: assessment; diagnosis; gathering and communicating information; relevant state, municipal and school laws and regulations; ethics; ethnic, linguistic, racial, gender and religious diversity; interviewing; dealing with research; resources and referrals within schools and community; hazards and problems of normal development; communicating with children and adolescents of different ages. The students are expected to apply this learning to their own personal and professional spheres and share their responses to this in class for feedback.

## **CCA716 Child and Adolescent Psychopathology - 3 credits**

This course assumes a basic understanding of the DSM-IV TR axes and the classification systems as they apply to children and adolescents. Learning disorders, including emotional issues affecting student achievement and their treatment are explored. This course will explore a wide range of problems across a range of developmental milestones and levels of severity. Further attention is focused on differential diagnosis, treatment planning and best practices in applied settings. Discussions focus on psychopharmacology, knowledge of medical conditions and medication related to physical disabilities and



learning disorders, and prevalent treatments. This course utilizes actual sites and cases of the students to practice the usage of principles covered. Confidentiality and other relevant ethical issues are considered throughout the course.

**CCA720 Psychopharmacology in Addictions and Mental Health Counseling - 3 credits**

The use of medications in the treatment of alcohol and drug dependence and their co-occurring disorders has historically been controversial. Newer medications with less potential for addiction are increasingly being used, including agonist and antagonist drugs designed to have a direct impact on the neurochemistry of addiction. Finding the balance between treating dependence and co-occurring depression, anxiety, trauma and other disorders poses a special challenge, and it appears that addressing these issues concurrently shows the most success. This course will review current clinical models of intervention and differential diagnosis. A brief review of relevant neuroanatomy and neurophysiology will set the stage for an examination of major psychotropic medications, including antipsychotics, antidepressants, mood stabilizers and anti-anxiety medications, as well as newer medications for addictions treatment. This course will be grounded in clinical material and frequent presentation of case material. Requirements will minimally include one topical presentation. Students will be expected to have a working knowledge of addiction disorders and dual diagnosis, and will develop a proposal for advanced individualized research with their instructor.

**CCA721 Women in the Family: a Cross-cultural Perspective - 3 credits**

In exploring this topic, culture is looked at from a variety of perspectives. Those perspectives include gender, ethnicity, race, family norms and roles, myths about motherhood and sexuality, and the new psychologies of women. Students are expected to take an active role in illustrating these issues from their own experience as well as research and to share their reactions to applying their learning in their professional practice.

**CCA723 Narrative and Collaborative Approaches to Therapy - 3 credits**

Post-modern therapy is a radical shift in both the stance of the therapist and in how therapy is conducted. For example: the therapist is the participant-manager of the conversation, not the 'expert': language, rather than interactional pattern, is the system; meaning and understanding are achievable through continued efforts; difficulties are constructed in the language system and can be 'dissolved' through language; and change occurs through development of new language. In this course, students will have their assumptions challenged and play an active role in co-creating a post-modern experience of meaning-making in the classroom. Ideas will be practiced both in and out of class, so it is strongly encouraged that students take this course concurrent with their internship.

**CCA724 Post Traumatic Stress Reactions - 3 credits**

This course focuses on advanced considerations and current findings and controversies in the theory, research and practice of trauma. It addresses systemic and cultural aspects of trauma in addition to diagnostic, assessment, dynamics, and treatment issues, acute stress disorder, post traumatic stress disorder and complex PTSD, and dual diagnoses. Various types of traumatization and special populations will be explored: child abuse, natural disasters, war, workplace violence and grief; individual and collective trauma; and trauma in adults, children and families. Other topics include sources of resilience, natural courses of coping; trans-generational issues and life span perspectives on trauma.

**CCA727 Clinical Interventions for Combat Stress and Trauma - 3 credits**

The content and design of this course is to familiarize students with the history, diagnosis and treatment of combat stress and trauma (CST) in the lives of primarily military people, but also the effects of CST on civilian populations exposed to war operations. The course will further provide advanced information concerning the effects of CST on veterans' families. Through lecture, class discussion, directed readings and case studies, students will become acquainted with causes and effective treatments of CST. Emphasis will be placed on diagnosis, treatment, referral resources and the support systems. CAGS students will gain advanced knowledge of: 1) the prevalence and complexity of combat stress and trauma; 2) counseling and treatment methods for returning veterans and their families; and 3) referral resources for veterans. Students will demonstrate proficiency in understanding the nature and complexity of combat stress and trauma.

**CCA728 Trauma-specific Interventions - 3 credits**

Prerequisite: CCA724 or permission of program coordinator.

The objective of the course is for students to learn about the most recent developments in trauma counseling and trauma-specific treatments, and to become aware about the existing controversies. The students will gain knowledge of theory and practice of psychological first aid, crisis intervention and crisis counseling. They will become familiar with major approaches in trauma treatment: individual and group trauma counseling, cognitive behavioral, psychodynamic, and exposure therapies, psychopharmacological treatments, newly emerging approaches. The acquired knowledge and skills can be applied in brief or long term interventions, counseling and therapy of survivors of sexual abuse, war trauma, torture, disasters and workplace violence and others. The ethics of trauma work will be thoroughly covered.

**CCA729 Trauma Interventions in Schools - 3 credits**

This course is taught in the Spring Term only. This course explores the impact of trauma and the child/adolescent's neurobiological development, relationships, behavior, learning, and academic performance. Traumatic experiences from violence, disasters, war, physical and sexual abuse, and traumatic grief all impact a child's ability to function in school. Trauma sensitive approaches in schools will be introduced, as well as clinical interventions related to stabilization and the development of coping and social skills. School and system-wide crisis prevention, intervention and postvention planning and implementation will also be reviewed.

**CCA730 The Practice of Mental Health Counseling - 3 credits**

This course focuses on the role of mental health counselors and their professional identity. That identity is explored regarding clients, agencies, and social systems. Other issues explored include practice standards, ethical issues, career and employment options, and managed health care organizations. The students are expected to contribute to the classroom discussion by looking at their roles as consultants or supervisors and to develop a relevant personal model for assessment and intervention in one or both of these roles.

**CCA731 The Counselor in the Forensic Environment - 3 credits**

This course explores forensic settings, the counselor's roles within these settings, and appropriate counseling and systems skills. It also introduces concepts of addiction, relapse prevention, and stages of personal change, as they relate to forensic counseling. Students are introduced to the continuum of forensic settings including court clinics, juvenile detention and rehabilitation facilities, houses of correction,

jails, prisons, pre-release and post-release centers. Students explore the stages of the judicial process, legal and procedural issues during incarceration, the offender's transition to release and community life, and the dynamic tension between the goals of rehabilitation and punishment. Students then survey counseling and systems skills appropriate to such settings and engage in realistic role-plays in order to develop or improve their skills. The course then surveys approaches to addiction, relapse prevention, and stages of personal change, with an overview of appropriate counseling techniques.

**CCA746 Marriage & Family Therapy: Basic Counseling Skills - 3 credits**

This course will cover the theories behind marital and family therapy and provide a practical integration of interests and skills. The course is designed to meet the needs of both beginning and experienced therapists. Beginning students will have the opportunity to build a sound theoretical foundation for marital and family therapy while more advanced students can refine technique and explore emerging treatment approaches. Written assignments will be similarly tailored. One basic counseling skills course is required in each counseling program. The course stresses development of counseling skills which are essential to a particular area of training and practice. One or more active teaching methods, such as role-play, live or videotaped demonstration, or other experiential exercises form a significant part of the course experience.

**CCA754 Perspectives in Cross-Cultural Counseling - 3 credits**

This course focuses on the role of culture in the development of psychological health and in psychopathology. Variations among diverse cultures in defining mental health and deviant behavior are discussed. Additionally, the importance of understanding the cultural context when communicating and working with families within school and community settings is emphasized, both in the prevention and resolution of psychological problems. Students become aware of their own cultural beliefs regarding mental health issues, and the impact of their perspective in working with culturally different people.

**CCA756 Substance Abuse in the Family - 3 credits**

This course looks at substance abuse counseling in the context of the family. The systems perspective tells us to assess the function of addictions, codependency, scapegoating and sobriety, and other related issues in the family. The prevention and treatment of substance abuse, and the relationship between substance use and violence, physical and sexual abuse within the context of the family is discussed. This course helps the advanced student to develop his or her own model of assessment and intervention in this area. Students are expected to apply these skills in their professional life and share with the class their reframing of past experiences from their new perspective.

**CCA766 Cultural and Religious Issues in Counseling and Family Therapy - 3 credits**

This course expects students to look at cultural and religious issues at both personal and professional levels. Students look at their transference/counter transference potential around aspects of culture, religion, spirituality, race and related topics. Further, students look at these same issues in the workplace and develop a better understanding of the institutionalization of myths related to these areas and develop personal action plans to help themselves to avoid the attendant pitfalls.

**CCA768 Addiction Disorders - 3 credits**

Designed for beginning and intermediate clinicians, this course provides a thorough foundation in substance abuse treatment. The prevention and treatment of substance abuse in people of all ages will be explored, as well as the relationship between substance use, violence, and physical and sexual abuse. Topics include: theories of etiology of addiction; pharmacology of psychoactive drugs; cultural factors that influence substance use; assessment and intervention with substance abusers and their families. Emphasis is put on diagnosis, treatment planning and referral to appropriate resources including self-help groups. Students will have the opportunity to participate in simulated interviews and experiential exercises.

**CCA771 Professional Issues and Ethics in Counseling and Family Therapy - 3 credits**

Students develop their own written manuals and action plans for responding to professional issues and ethics as counselors. The concerns addressed include: professional roles and functions, goals and objectives, ethical and legal standards, cross-cultural and cross-social class practice, professional liability, professional organizations and associations, professional history and trends, standards for supervision and independent practice, and preparation standards and credentialing.

**CCA772 Psychopathology - 3 credits**

This course assumes a basic understanding of the DSM-IV TR Axes and classification of the various disorders that encompass a wide range of problems across a spectrum of developmental milestones and levels of severity. Special attention is paid to the relationship between Axis I clinical syndromes and Axis II personality disorders and features. Further attention is focused on differential diagnosis, treatment planning and best practices in applied settings. Discussions of treatment of mental illness include psychopharmacology, prevalent psychotherapies used in individual, family, couple and group psychotherapy and current research findings related to treatment. This course utilizes actual sites and cases of the students to practice the usage of principles covered. Confidentiality and other related ethical issues are considerations throughout the course.

**CCA773 Group Dynamics/Group Counseling and Human Systems - 3 credits**

This course involves the study of the dynamics common to all small groups, through examining their structural and interactional properties and learning the bases for understanding groups as therapeutic, organizational, social, psychological, and collective phenomena. The class will be divided into two groups. All students will participate in an experiential, interactional group for one half of the term and observe another interactional group for one half of the term. Each experiential phase of a group will be followed by a didactic analysis of the process. The instructor will demonstrate various techniques as leader of all experiential sessions. Leadership styles will be examined as they influence group process. Students are required to write journal analyses of group sessions, complete assigned readings, and attend every session. (No one will be admitted to the course in the event of failure to attend the first session.)

**CCA774 Biological Bases of Behavior - 3 credits**

This course explores neurological, biological, chemical, developmental and disease-related phenomena which influence human behavior. The course includes the interactive effects of mental illness, coping skills and physical health as well as the effects of medication and other agents on human behavior.

**CCA775 Substance Abuse: Advanced Clinical Methods - 3 credits**

This course requires students to develop a written manual of assessment and intervention theory and technique for working with substance abusers. Topics covered include working with dual diagnosis clients, adolescent substance abusers, women's treatment issues, working with diverse client populations including HIV-positive clients, relapse preventions, the use of strategic and paradoxical interventions, and certification of substance abuse counselors.

**CCA776 Basic Techniques in Brief Therapy - 3 credits**

This course requires students to develop their own "action manual" for brief therapy practice. It will include the theory behind this approach, criteria for when to use it, sample treatment plans, catalog of techniques for treatment and termination, and a listing of relevant ethical concerns. Course format includes lecture, discussion, demonstration, and participatory exercises. Students share their own cases for discussion and analysis.

**CCA777 Cognitive Behavior Therapy - 3 credits**

This course will review operant conditioning, classical conditioning, and social learning theory especially as they relate to the development and current practice of cognitive behavior therapy. Special attention will be paid to dialectical behavior therapy (DBT) as the most recent research-based application of behavioral treatment in combination with Eastern theories and practice. The primary focus of the course, however, will be on the actual practice in class of the most relevant behavioral techniques. Those techniques will include deep muscle relaxation, mindfulness, meditation, systematic desensitization, covert sensitization, thought stopping, covert reinforcement, behavioral rehearsal, behavioral analysis, and behavior shaping. Ethical issues will be a special consideration as we progress through these and other techniques.

**CCA778 Assessment/Appraisal Process: Intelligence and Achievement Testing - 3 credits**

This course focuses on the application and interpretation of standardized tests used in cognitive and academic assessments. Test reliability, validity, standard deviations, scaled scores, percentiles and the interpretation of significant differences are taught. In addition to the Wechsler Scales and other cognitive tests, use of alternative, non-language-based tests to assess intelligence is also discussed. Achievement testing and use of the WIAT (*Wechsler Individual Achievement Test*) as part of a test battery is utilized. Achievement-ability discrepancy analysis is included in the understanding of how a student qualifies for an IEP or a 504. This class also explores the MCAS (*Massachusetts Comprehensive Assessment System*) or other state competency tests with regard to interpretation to students, teachers and parents, and discusses factors related to school achievement and state-approved curriculum frameworks. Students develop an understanding of the importance of intelligence testing in a school/clinic setting and how it fits into a complete assessment including achievement and modality testing. Students explore the use and misuse of standardized tests with minority groups, the diagnosis of learning and behavioral disorders, and how to prepare reports that are easy to understand for non-specialists, parents, members of a diagnostic team or school personnel.

The referral process as it relates to professionals in guidance/school adjustment counseling, school psychologists and licensed psychologists is a focus of discussion. This includes understanding of the diagnosis and treatment of learning and behavioral disorders, when to recommend an IEP, when a 504 is most appropriate, and when stu-

dents do not qualify for services. Knowledge of IEP/Special Education time lines is conveyed.

**CCA779 Assessment/Appraisal Process: Projective Testing - 3 credits**

This course requires the student to demonstrate an understanding of the theory behind and administration of a variety of state of the art projective tests. The tests concentrated on are the TAT (Thematic Apperception Test), MMPI (Minnesota Multiphasic Personality Inventory), and the Rorschach. The student will learn how to integrate this approach into clinical practice, how to frame a referral question, and how to write a report. Special emphasis will be placed on clarity of recommendations in that report and how to write for different audiences, e.g., courts, teachers, parents and other professionals.

**CCA780 Foundations of Couples Counseling - 3 credits**

This course provides experienced counselors with a format for working with couples in treatment. Students survey a variety of theoretical approaches and then focus upon one for the remainder of the class. Therapy techniques are learned such as family structure, doubling, role playing, use of homework, and paradoxical interventions. Special topics in couples work are covered such as domestic violence, divorce and substance abuse. Assessment, treatment planning, and termination are also addressed.

**CCA781 Foundations in HIV/AIDS Education and Counseling - 3 credits**

This course gives an overview of medical and psychosocial issues confronting HIV-positive clients and their significant others. It reviews the purpose and procedures of conventional interventions, alternative treatments, and social service modalities. Social, cultural and political forces that impact client acceptance, adjustment, and adaptation processes are examined. Training, supervision and respite concerns of educators and counselors are also considered.

**CCA782 School Adjustment Counseling/School Social Work - 3 credits**

Offered in Fall and Summer only. This course explores the roles and functions of school adjustment counselors with students identified as having emotional, behavioral, and social problems. This course operates on the assumption that such students are best served using personal, systems, family and group counseling approaches, with strong emphasis on identifying, assessing and utilizing community and family resources. Techniques for working with families, school and community personnel are emphasized. Clinical school counseling and systems issues are explored as well as consultation; harm prevention and reduction; and the evaluation and utilization of community resources. Assessments such as genograms, biopsychosocial assessments, functional behavior assessments and behavior intervention plans will be taught, as well as treatment planning and goal writing. Understanding of the diagnosis and treatment of learning, emotional and behavioral disorders, when to recommend an IEP, when a 504 is most appropriate, and when students do not qualify for services, is emphasized. Knowledge of IEP/special education time lines is conveyed. The referral process for students and their families to obtain services and supports in the community is a focus of discussion, as well as advocating and facilitating relationships with community and government agencies. The course addresses a working knowledge of the juvenile justice system with regard to criminal justice, child protection, CHINS laws and regulations, as well as federal and state regulations addressing the legal rights of students and their families.

**CCA783 Career Counseling - 3 credits**

This course is intended to help the experienced professional to understand the theory behind career counseling by looking at how they arrived at this point in their own development. It will also focus on when to refer someone to career counseling, what to expect, and what can be learned from interest inventories. This course stresses a practical approach to career development. Students should have access to the book *What Color is Your Parachute?* or *How to Create a Picture of Your Ideal Job or Next Career*.

**CCA785 Human Psychological Development - 3 credits**

While the practicing clinician, educator, or related human services professional is facing the daunting task of working with the process of human development gone awry, not all aspects of the physical, emotional, cognitive, moral, and vocational aspects present are problematic. This issue can be further complicated by ethnic, gender, and other cultural differences. This course seeks to explicate the issues of "normal" versus "abnormal" development and, in fact, will also focus on the adaptive aspect of these supposedly abnormal responses to very stressful and often traumatic life situations.

**CCA791 Ethics & Professional Issues for School Counselors /Mental Health Practitioners - 3 credits**

This course explores several models of school counseling and mental health counseling and the relationship to relevant ethics, federal, state, municipal, state laws, and standards and regulations. The course emphasizes daily best practices and strategies for dealing with ethical and legal dilemmas. Guidance, clinical school counseling and systems models are examined along with consultation, harm prevention and reduction, and the evaluation and utilization of community resources. Focal areas include professional roles and functions, ethical standards including accountability, responsibility, client/student welfare, emotional health, laws and regulations, institutional policies, cross cultural, cross social class practices and their impact on mental health and school counseling.

**CCA792 Counseling in the Schools - 3 credits**

A major part of this course will focus on how to consult with teachers, parents, and administrators in a variety of school settings. There will also be a focus on how to liaison with important individuals from the non-school community. Students will also develop a thorough understanding of the role of school counselor and the functions of counseling in the school system.

**CCA796 Personality and Counseling Theory - 3 credits**

This course focuses on students having a thorough understanding of psychoanalytical, behavioral, and personality-centered approaches to personality theory. Theories of normal, abnormal and emotional development are explored in relationship with personality theory. Various theories are placed in relationship to these anchor points. Students practice applying these to cases in classes and then write a paper focusing on a particular individual. There is also strong emphasis on understanding the importance of personality theory in both differential diagnosis and in developing best practices. These three approaches are then looked at as they relate to recent advances in neurobiological research.

**CCA801 Professional Seminar I: Foundations of Social Science Research - 3 credits**

This seminar covers the basic concepts and methodology of qualitative and quantitative research in the social sciences, with particular emphasis on program evaluation, needs assessment, and the efficacy of intervention. Students learn the rationale for program evaluation and commonly used research designs. In addition, the ethics of social

intervention research are discussed. Students develop their individual research proposals in the first term, conduct their research in the second term, and complete their projects in the third term. Students present the results of their work at a department colloquium.

**CCA802 Professional Seminar II: Research Project - 3 credits**

This seminar covers the basic concepts and methodology of qualitative and quantitative research in the social sciences, with particular emphasis on program evaluation, needs assessment, and the efficacy of intervention. Students learn the rationale for program evaluation and commonly used research designs. In addition, the ethics of social intervention research are discussed. Students develop their individual research proposals in the first term, conduct their research in the second term, and complete their projects in the third term. Students present the results of their work at a department colloquium.

**CCA804 Advanced Research Project - 3 credits**

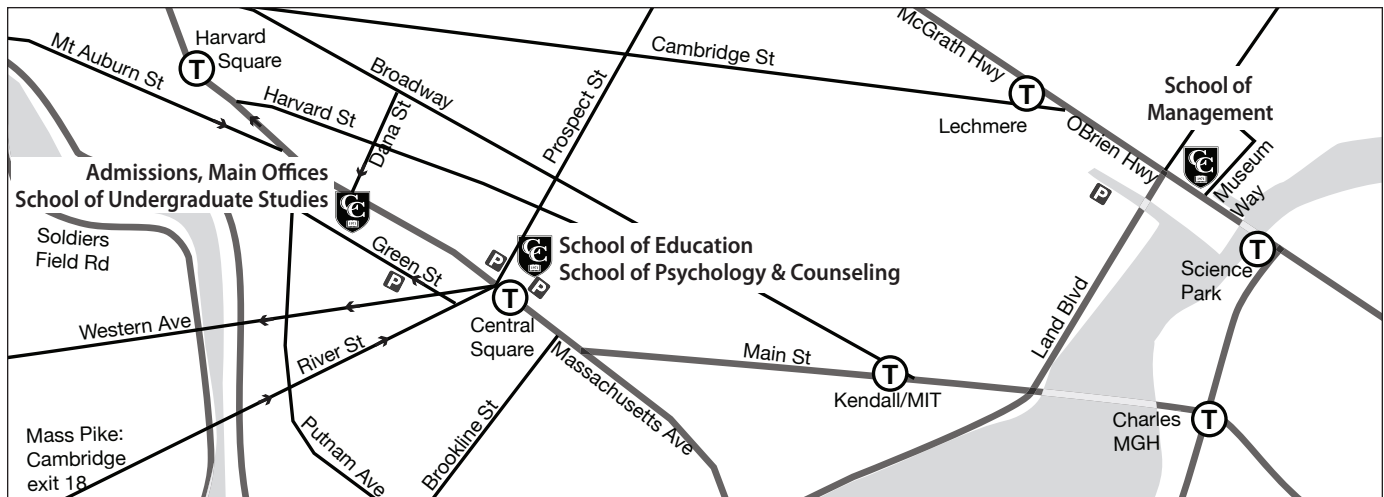
(Replaces CCA803). (Prerequisite: CCA801, Co-requisite: CCA802) Over two terms time, this course provides students with an overview of approaches to research in counseling and psychology at the CAGS level. Based on American Psychological Association standards and with consistent faculty instructions, advice, and review, students will develop a research proposal, engage in supervised research activities, produce faculty-critiqued drafts, and finally complete a formal piece of publishable research based on a topic relevant to mental health and an area of interest specific to the student. This thesis document will be evaluated by the instructor and presented to colleagues in a final CCA802 Professional Seminar session. Students must register for CCA804 in the same term they register for CCA802.

**CCA820 Counseling Internship Seminar - 3 credits**

Students' current practice is in mental health counseling (or School Adjustment Counseling). Field experience is supervised on-site by a supervisor who meets the relevant Board of Registration requirements. Students complete at least 13.5 hours of supervised practice each week and at least 189 hours each term. At least 80 of these hours must be providing direct, face-to-face services on-site. A total of 700 hours, including 280 hours of direct service are required for licensure. A review of the principles of therapeutic relationships, developing techniques for communicating with and working with families, agencies/systems, and school and community personnel; the use of supervision will be explored.

**CCA823 Counseling Internship Seminar III - 3 credits**

Prerequisites: CCA820-821. This is a third term of Advanced Internship available to students in the CAGS program, needing to complete the hours required for licensure or for students seeking to gain additional licensure hours that may be required for other states. Field experience is supervised on-site by a supervisor who meets the relevant Board of Registration requirements. Students complete at least 13.5 hours of supervised practice each week and at least 189 hours each term. At least 80 of these hours must be providing direct, face-to-face services on-site. A total of 700 hours, including 280 hours of direct service are required for licensure in the state of Massachusetts, divided into 100 hours of practicum experience and 600 hours of internship experience.



## Cambridge College

# Main Campus

The main campus consists of three buildings located in the heart of Cambridge. The central administration building at 1000 Massachusetts Avenue is the location of the School of Undergraduate Studies, Executive Administration Offices, Admissions, Enrollment Services, Registrar, Financial Aid, Student Accounts, Admissions Records Office and Student Services. Locations of the School of Psychology and Counseling, the School of Education and the School of Management follow:

**School of Education** Located in Central Square at 80 Prospect Street.

**School of Psychology & Counseling** Located in Central Square at 80 Prospect Street.

**School of Management** Located at 17 O'Brien Highway, across from the Museum of Science parking garage.

- Hospital/Medical locations for Health Care Management courses offered at selected hospital/medical locations, subject to sufficient enrollment — Cape Cod Hospital (Falmouth), Cape Cod Hospital (Hyannis), Children's Hospital Boston at Waltham, Good Samaritan Medical Center (Brockton), Jordan Hospital (Plymouth), Kindred Hospital (Stoughton), Massachusetts Eye & Ear Infirmary, Massachusetts General Hospital, Merrimack Valley Hospital (Haverhill), Morton Hospital, Newton Wellesley Hospital, Radius Specialty Hospital (Boston), Spaulding Rehabilitation Hospital (Boston).

**School of Undergraduate Studies** Located at 1000 Massachusetts Avenue, between Harvard Square and Central Square, in the central administration building.

**Location and Facilities** Located in the historic urban setting of Cambridge, accessible by subway and close to many city resources, each school houses the academic offices of its deans, program coordinators and faculty. Each building contains technologically equipped classrooms, study environments, and computer labs. Additionally, there are lounges and vending machines for student convenience, but no cafeterias. (There are public eating places nearby.) Our students are commuters, not in need of housing except when enrolled in our summer residential programs (NITE)

**Library Services** **Cambridge College Online Library** — This full-featured online library is easily accessed from any internet-enabled computer. Go to [www.cambridgecollege.edu/library/](http://www.cambridgecollege.edu/library/).

**Academic & Public Libraries** — Gutman Library at the Graduate School of Education at Harvard University is available to Cambridge College students doing research in education and counseling. For guides to Gutman Library and other academic and public libraries in the Boston metro area, go to [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

**Academic Support and Learning Assessment** Cambridge College offers assessment and tutoring opportunities to assist students to achieve their academic goals. Assessment activities are available primarily to undergraduate students. All students can readily find information about assessment and course advising or make appointments with writing and math tutors through the Office of Student Affairs.

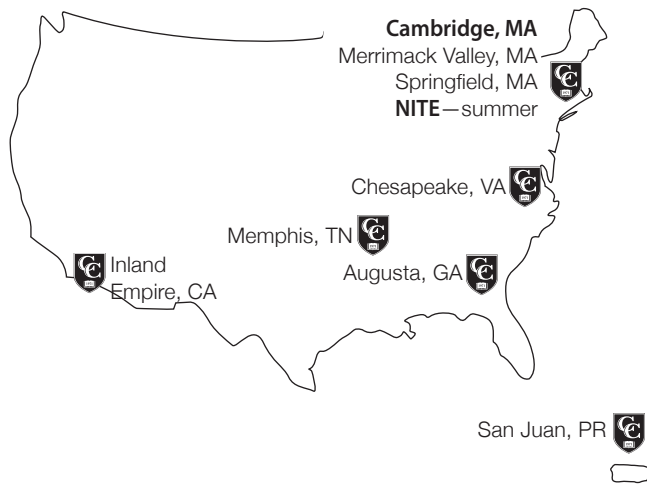
**Computer Labs and IT Support** The College supports wireless technology throughout the three buildings of the Cambridge main campus. The Information Technology Department maintains staff and computer labs at all buildings (with extended operating hours) and help desk support through phone and e-mail contact.

**Disability Support** The College provides disability support and education accommodations for students through the Office of Student Affairs. The facilities are handicapped-accessible and meet the requirements of the Americans with Disabilities Act.

**Emergency Contact** 617-873-0656

**Weather Closings**

- Local radio and television station announcements.
  - TV:** WBZ-TV Channel 4, WCVB-TV Channel 5, 7News-TV Channel 7, CW56 Channel 56, WFXT-TV Channel 25
  - Radio:** WBZ 1030 AM
- [www.cambridgecollege.edu/](http://www.cambridgecollege.edu/), click on MyCC web portal.
- 617-868-1000



## Cambridge College Regional Centers

Cambridge College maintains seven regional centers across the Commonwealth of Massachusetts, and the United States offering undergraduate, graduate and post-graduate degrees and certificate programs.

- Augusta Regional Center, Augusta, GA
- Chesapeake Regional Center, Chesapeake, VA
- Memphis Regional Center, Cordova, TN
- Merrimack Valley Regional Center, Lawrence, MA
- Puerto Rico Regional Center, San Juan, PR
- Inland Empire Regional Center, Rancho Cucamonga, CA
- Springfield Regional Center, Springfield, MA

Cambridge College is accredited by the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education. Additionally, Cambridge College has sought and received state approval and authorization to operate in states in which the regional centers are located. Through these accreditation and approval processes and through compliance with the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement, students receive degrees and educator licenses from their home state following successful program completion at Cambridge College.

All College programs are evaluated for consistency and quality control throughout the main campus and regional centers by the Office of Academic Affairs and Deans of the Schools. Educator programs are reviewed for approval on a cyclical basis by the Department of Elementary and Secondary Education, Malden, Massachusetts.

### Regional Center Oversight and Communications

The Provost/Vice President of Academic Affairs Office maintains oversight of the Cambridge College regional centers. Regional center directors represent the College policies and procedures to students and local agencies and act as the local authority in the chain of communications. Administrative, academic and operations offices at the main campus engage with the regional centers for purposes of strategic planning, information sharing, and problem solving. Directors conference weekly and are part of the monthly Senate and Senior Team meetings at the main campus. Regional center directors, academic coordinators and faculty are the first choices when students have information needs or concerns. The main campus offices collaborate with the regional centers in supporting the needs of our students throughout the nation.

# Augusta, GA Regional Center

753 Broad Street, Suite 1000, Augusta, GA 30901 • 706-821-3965 • [www.cambridgecollege.edu/augusta](http://www.cambridgecollege.edu/augusta)

Welcome to Cambridge College, Georgia Regional Center located in Augusta, Georgia on the banks of the scenic Savannah River. Our location on the boundary between Georgia and South Carolina makes our location ideal for students in the Southeastern states. We offer a variety of programs at both master's and Certificate of Advanced Graduate Studies (C.A.G.S.) levels. Come join us in Georgia!

## Location and Facilities

Located in the historic Lamar Building on Broad Street, the classrooms and offices are updated with technology-supported classrooms and learning environments. The center provides study areas, student lounges and vending machines for student convenience, although no cafeteria. Public eating places, bookstores, and parking are available nearby.

## Accreditation and Authorization

**Regional Accreditation** — Cambridge College is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.

**Georgia** — Cambridge College is authorized under the Nonpublic Postsecondary Educational Institutions Act of 1990. The College meets the requirements of the Nonpublic Postsecondary Education Commission to offer selected programs in the state of Georgia.

## Programs of Study

**Georgia students** entering the field of teaching may take selected programs for initial licensure: Elementary Teacher, School Guidance, Special Education/Moderate Disabilities. Licensed teachers may not take these licensure programs for upgrades. State regulatory information may be obtained by contacting the Cambridge College Augusta Regional Center.

**South Carolina students** may take selected programs for licensure: Elementary Teacher, School Administration (M.Ed. and C.A.G.S.), School Guidance, Special Education/Moderate Disabilities, Special Education Administration. Other programs may be taken for upgrades.

### Master of Education

Autism/Behavior Analyst • Autism Specialist  
Elementary Teacher (initial)  
Instructional Technology  
Library Teacher  
School Administration  
School Guidance Counselor  
Special Education/Moderate Disabilities (initial)  
Teaching Skills & Methodologies

### Certificate of Advanced Graduate Studies

Education Specialist in Curriculum & Instruction  
School Administration  
Special Education Administration

## Library Services

**Cambridge College Online Library** — This full-featured online library is easily accessed from any internet-enabled computer. Go to [www.cambridgecollege.edu/library/](http://www.cambridgecollege.edu/library/).

**Georgia Academic & Public Libraries** — For a guide to academic, public and online library resources available to Georgia residents, go to [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

## Academic Support

Center administrators and faculty as well as the Office of the Dean for Student Affairs provides academic and student support services for the Augusta Regional Center.

## Computer Lab and IT Support

The College supports wireless technology within the regional center. The Center maintains a computer lab with extended operating hours with a computer technician to assist students. The IT help desk also provides support through e-mail and phone contact.





**Disability Support** The Georgia Regional Center provides disability support and education accommodations for students through the Office of Student Affairs. The facilities are handicapped-accessible and meet the requirements of the Americans with Disabilities Act.

**Emergency Contact** 706-821-3965.

**Directions** **Come into Augusta on Interstate 20.** From I-20, take Exit 200. At the first light, go left onto River Watch Parkway. Go through one stoplight and as you continue through the second stoplight, River Watch Parkway turns into Jones Road. Continue on Jones Road until the road dead ends at the stop sign. This is 10th Street; turn left. At the first stoplight, turn right onto Reynolds Street. After you pass through the second stoplight, the parking lot for Cambridge College will be on your right. This is the 16-story Lamar Building. Enter through the back or front doors. We are on the 10th floor.

**Parking** is available on weekends when classes are in session, behind the Lamar Building.

**Weather Closing**

- 706-821-3965. If the College is closed when you call, information will be available by phone.
- MyCC web portal.
- E-mail announcements sent from the College.

## Chesapeake, VA Regional Center

1403 Greenbrier Parkway, Suite 300, Chesapeake, VA 23320 • 757-424-0333 • [www.cambridgecollege.edu/chesapeake](http://www.cambridgecollege.edu/chesapeake)

Cambridge College Chesapeake Regional Center serves the diverse communities of the Virginia peninsula, Virginia's Hampton Roads region, and northeastern North Carolina. It has been located in the Greenbrier area of Chesapeake since 2002.

**Location and Facilities** The Chesapeake Center is located in a suburban office building on the main route into the City of Chesapeake. The classrooms and offices are updated with technology-supported classrooms and learning environments. The Center provides study areas, student lounges and vending machines for student convenience, although no cafeteria. Public eating places, bookstores and parking are available nearby.

**Accreditation and Authorization** **Regional Accreditation** — Cambridge College is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.

**Virginia** — Cambridge College is certified by the State Council of Higher Education for Virginia (SCHEV) to operate as an institution of higher education and to confer degrees at 1403 Greenbrier Parkway, Suite 300, Chesapeake, VA, with approved programs as follows:

**Programs of Study**

Program options	_____	Licensure	_____	Professional advancement
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**Undergraduate**

Bachelor of Arts in Multidisciplinary Studies ..... ●

**Master of Education**

Autism Specialist ..... ●

Autism/Behavior Analyst (MEd or certificate)..... **BCBA certification**

Early Childhood Teacher..... ●

Early Education & Child Care (start in fall only) ..... ●

Elementary Teacher..... ●

English as a Second Language ..... ●

Interdisciplinary Studies..... ●

School Administration ..... ●

Special Education/Moderate Disabilities (initial) ..... ●



Program options	Licensure	Professional advancement
<b>Graduate Certificate</b>		
Student Success Certificate .....		●
<b>Master of Education—Counseling</b>		
Psychological Studies .....		●
School Guidance Counselor .....	●	
<b>Certificate of Advanced Graduate Studies</b>		
School Administration .....	●	●
<b>Master of Management — MM37 and MM55</b>		
General Business (blended learning) .....	n/a	

**Library Services**

**Cambridge College Online Library** — This full-featured online library is easily accessed from any internet-enabled computer. Go to [www.cambridgecollege.edu/library/](http://www.cambridgecollege.edu/library/).

**Academic & Public Libraries** — For a guide to academic, public and online library resources available to residents of Virginia, go to [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

**Academic Support**

Center administrators and faculty as well as the Office of the Dean for Student Affairs provides academic and student support services for the Chesapeake Regional Center.

**Computer Labs and IT Support**

The College supports wireless technology within the Regional Center. The Center maintains two classroom computer labs for technology and research classes. Additionally, there is a separate computer lab available during the day and classroom hours. The Chesapeake Center maintains a computer technician to assist students, as well as the College IT Help Desk which supports students through e-mail and phone contact.

**Disability Support**

The Chesapeake Center provides disability support and education accommodations for students through the Office of Student Affairs. The Center facilities are handicapped-accessible and meet the requirements of the Americans with Disabilities Act.

**Emergency Contact**

757-424-0333 x6193.

**Directions**

**From I-64** take the Greenbrier Parkway South Exit (289B). At the third traffic light (Eden Way North), turn left. On your left you will see a five-story gray office building (1403 Greenbrier Parkway). Take the next left into the mall. Take the next left into our parking lot. We are on the third floor.

**Parking** is free of charge in an adjoining open parking lot.

**Weather Closing**

- Local radio and television station announcements:  
**TV:** WVEC Channel 13 • LNC-5 • Channel 5  
**Radio:** WNIS AM 790 • WTAR AM 850 • 96X • 93.7 BOB FM
- MyCC web portal.
- E-mail announcements sent from the College.

# Inland Empire, CA Regional Center

8686 Haven Avenue, Rancho Cucamonga, CA 91730 • 909-635-0250 • [www.cambridgecollege.edu/inlandempire](http://www.cambridgecollege.edu/inlandempire)

The Cambridge College Inland Empire Regional Center, serving southern California, re-located in April 2011 from Ontario, CA to nearby Rancho Cucamonga. The Center is proud to serve a diverse population of professional working adults since 2005. The Center collaborates and partners with local community colleges, organizations and agencies to offer academic programs that meet the educational and professional growth needs of students and employees. Students have chosen to come to Cambridge College from as far away as northern California and Nevada for its flexible schedule, affordable tuition and its exceptional learning experience.

## Location and Facilities

The Inland Empire Regional Center is located in a suburban office building with technology-supported classrooms and learning environments. The Center provides study areas, student lounge and vending machines for student convenience, although no cafeteria. Public eating places, bookstores and parking are available nearby.

## Accreditation and Authorization

**Regional Accreditation** — Cambridge College is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.

**California** — Under the California Private Post-secondary Education Act of 2009, Cambridge College is approved based on its regional accreditation (see above).

## Programs of Study

### Undergraduate

Bachelor of Arts in Multidisciplinary Studies

Concentration options:

Early Education and Care

Family Studies

Bachelor of Arts in Psychology

Bachelor of Science in Management Studies

### Master of Education

Autism Specialist

Autism/Behavior Analyst (M.Ed. or post-master's certificate with approved BCBA course sequence)

Interdisciplinary Studies

Teaching Skills & Methodologies

### Master of Management

Concentration options:

Business

Health Care Management



## Library Services

**Cambridge College Online Library** — This full-featured online library is easily accessed from any internet-enabled computer. Go to [www.cambridgecollege.edu/library/](http://www.cambridgecollege.edu/library/).

**Academic & Public Libraries** — For a guide to academic, public and online library resources available to Inland Empire Regional Center students, go to [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

## Academic Support

**Writing** — Tutorial appointments are available on weekends when classes are in session. Our writing faculty provide assistance to undergraduate and graduate students, with all aspects of the writing process. Students can get help with everything from starting a paper to the final editing and proofreading of a final project.

## Computer Lab and IT Support

The College supports wireless technology within the regional center. The Center maintains a computer lab available during the day and classroom hours. The College IT Help Desk supports students through e-mail and phone contact.

## Disability Support

The Center provides disability support and education accommodations for students through the Office of Student Affairs. The facilities are handicapped-accessible and meet the requirements of the Americans with Disabilities Act.

## Collaborations

University of California, Riverside Extension and San Joaquin Valley College.

## Emergency Contact

760-985-0099.

**Directions** **From the East:** From the East: Take I-10 West. Take the Have Ave. exit. Turn Right on Haven Ave. Continue to Arrow Ave. Make a U-Turn on Arrow Ave. Cambridge College is on the right

**From the West:** Take I-10 East. Take the Have Ave. exit. Turn Left on Haven Ave. Continue to Arrow Ave. Make a U-Turn on Arrow Ave. Cambridge College is on the right.

**Weather Closings**

- 760-985-0099. If the College is closed when you call, information will be available by phone.
- MyCC web portal.
- E-mail announcements sent from the College.

**Student Tuition Recovery Fund**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money, from having prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1027-10th Street, Fourth Floor, Sacramento, CA 95814-3517, telephone number (916) 445-3427.

# Merrimack Valley, MA Regional Center

60 Island Street, Lawrence, MA 01841 • 978-738-0502 • [www.cambridgecollege.edu/merrimackvalley](http://www.cambridgecollege.edu/merrimackvalley)

Cambridge College Merrimack Valley Regional Center serves communities throughout the Merrimack Valley and beyond. Through program offerings and certificate courses that enhance the career advancement of community members, the Center is a model for higher education services supporting diverse local needs.

## Location and Facilities

Located in the historic mill district on the banks of the Merrimack River in Lawrence, the Merrimack Valley Regional Center has a beautifully renovated interior with technology-supported classrooms and learning environments. The Center provides study areas, student lounges and vending machines for student convenience, although no cafeteria. Public eating places, bookstores and parking are available nearby.

## Programs of Study

### Undergraduate

Bachelor of Arts in Multidisciplinary Studies

Early Education & Care (concentration)

Education (concentration)

Bachelor of Arts in Psychology

Bachelor of Science in Human Services

Bachelor of Science in Management Studies

### Master of Management (blended learning)

General Business

Leadership in Human and Organizational Dynamics

### Community Program

Ladder to Language (ESL)

### Master of Education

Early Childhood Teacher

Elementary Teacher

English as a Second Language

Interdisciplinary Studies

Special Education/Moderate Disabilities

### School of Psychology & Counseling

Mental Health Counseling — Master of Education for LMHC licensure

Trauma Studies — certificate

Alcohol & Drug Counseling — certificate



## Library Services

**Cambridge College Online Library** — This full-featured online library is easily accessed from any internet-enabled computer. Go to [www.cambridgecollege.edu/library/](http://www.cambridgecollege.edu/library/).

**Academic & Public Libraries** — For a guide to academic, public and online libraries resources for Lawrence Regional Center students, go to [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

## Academic Support

Math and writing tutor services are available by appointment at the Lawrence Regional Center. Additionally the Center is a certified test administration center for ETS (Educational Testing Service) and TOEFL (Test of English as a Foreign Language), and College Board CLEP ## (College-Level Examination Program).

## Ladder to Language

The Ladder to Language program is an intensive and innovative three-term course that provides intermediate to advanced English to speakers of other languages. The program focuses on improving the students' English skills in the areas of speaking, listening, reading, writing, and comprehension. The program provides six to nine hours of classroom instruction each week over a 13-week term during the spring and fall, and 11 weeks during the summer.

The Ladder to Language program, through its personalized three-term course of study, helps talented non-native English speakers access better job opportunities, help their children with homework, and/or pursue college education.

**Ladder to Language benefits three groups of students:**

- Students who applied to Cambridge College but did not pass the writing assessments.
- Immigrant professionals who have been stymied by the language barrier from transferring their home countries' credentials into similar careers in America.
- Immigrants who need to further their English skills to advance in their jobs, get a degree in the U.S., or just to become better citizens.

**The three-term non-credit certificate program:**

- Term one begins with a complete ESL grammar review and beginning writing skills. ESL, newspaper and English books immerse students in an English-only environment.
- In term two, students test out of ESL and move into academic English preparation, including beginning writing, American literature and individual goal-setting.
- In term three, students take a professional seminar, Ladder to Writing, which prepares for possible entry into a degree program at Cambridge College or elsewhere. Students compile a portfolio that showcases their studies and final goals.

**Computer Lab and IT Support**

The College supports wireless technology within the regional center. The Center maintains a computer lab available during the day and classroom hours and provides a computer technician to assist students. The College also makes available to all enrolled students an online IT Help Desk which supports students through e-mail and phone contact.

**Library Services**

**Cambridge College Online Library** — This full-featured online library is easily accessed from any internet-enabled computer. Go to [www.cambridgecollege.edu/library/](http://www.cambridgecollege.edu/library/).

**Academic & Public Libraries** — For a guide to academic, public and online libraries resources for Merrimack Valley Regional Center students, go to [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

**Disability Support**

The Merrimack Valley Regional Center provides disability support and education accommodations for students through the Office of Student Affairs. The facilities are handicapped-accessible and meet the requirements of the Americans with Disabilities Act.

**Emergency Contact**

978-738-0502.

**Directions**

**From greater Boston:** Take Rte. I-93 North to Rte. 495 North (Exit 44A). From Rte. 495, take Exit 44-45 (Marston St.). Take a left onto Marston Street (Lawrence), turn left onto Canal Street, turn left onto Union Street, and take an immediate left onto Island Street.

**From the North:** Take Rte. 495 South to Exit 44-45 (Marston St.) and follow directions above.

**Parking** is available next to the Merrimack Valley Regional Center, across the street, and behind the building. A security guard is available to escort students to the parking lot in the evenings, if needed.

**Weather Closing**

- Local radio and television station announcements.  
**TV:** WBZ • WHDH • WCBV  
**Radio:** WBZ AM
- MyCC web portal.
- E-mail announcements sent from the College.

# Memphis, TN Regional Center

Oak Ridge Building, Suite 401, 8000 Centerview Parkway, Cordova, TN 38018 • 901-755-9399 • [www.cambridgecollege.edu/memphis](http://www.cambridgecollege.edu/memphis)

An able partner with local community agencies, the Memphis Regional Center offers the working adult population educator programs to meet the needs for professional teachers in public education throughout the region.

## Location and Facilities

Cambridge College Memphis Regional Center is located in Cordova, a suburb of Memphis, in Germantown Park, off of Germantown Road.

## Accreditation and Authorization

**Regional Accreditation** — Cambridge College is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.

**Tennessee** — Cambridge College is authorized for operation as a post-secondary educational institution by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. (Tennessee Higher Education Commission: [www.state.tn.us/thec/](http://www.state.tn.us/thec/)).

In order to view detailed job placement and completion information on the programs offered by Cambridge College Memphis Regional Center, please visit [www.state.tn.us/thec](http://www.state.tn.us/thec) and click on the Authorized Institutions Data button.

Tennessee student grievances — Any grievance not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, 615-741-5293.

The following programs are authorized:

## Programs of Study

### Master of Education

Elementary Teacher  
Mathematics (1-6, 5-8, 8-12)  
School Administration  
School Guidance Counselor  
Special Education/Moderate Disabilities  
Teaching Skills & Methodologies

### Certificate of Advanced Graduate Studies

School Administration  
Education Specialist in Curriculum & Instruction



## Library Services

**Cambridge College Online Library** — This full-featured online library is easily accessed from any internet-enabled computer. Go to [www.cambridgecollege.edu/library/](http://www.cambridgecollege.edu/library/).

**Tennessee Academic & Public Libraries** — For a guide to academic, public and online library resources available to Tennessee residents, go to [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

## Academic Support

Center administrators and faculty as well as the Office of the Dean for Student Affairs provides academic support services for the Chesapeake Regional Center.

## Computer Lab and IT Support

The College supports wireless technology within the regional center. The Center maintains a computer lab available during the day and classroom hours. The College IT Help Desk supports students through e-mail and phone contact.

## Disability Support

The Memphis Center provides disability support and education accommodations for students through the Office of Student Affairs. The facilities are handicapped-accessible and meet the requirements of the Americans with Disabilities Act.

## Emergency Contact

901-755-9399.

## Directions

**From I-240** take the Walnut Grove Road Exit (Exit 13). Follow Walnut Grove Road past Shelby Farms to Germantown Road. Take a right onto Germantown Road. Take the next left onto Centerview Parkway.

Parking is free of charge in an adjoining open parking lot.

## Weather Closing

- 901-755-9399.
- MyCC web portal.
- E-mail announcements sent from the College.

# Puerto Rico Regional Center

The Hato Rey Center Bldg, Suite 1400, 268 Ponce de León Avenue, San Juan PR 00918  
787-296-1101 • [www.cambridgecollege.edu/puertorico](http://www.cambridgecollege.edu/puertorico)

The Puerto Rico Center serves professional adults who come from every corner of the island seeking the flexibility and instructional quality that our master's programs have to offer. Located at the heart of educational and business activity in the Metro area of San Juan, Cambridge College provides the best opportunities for contextual and practical learning, in a motivating and inclusive environment.

## Location and Facilities

Cambridge College Puerto Rico Regional Center is centrally located in the Hato Rey area of San Juan, known as the Golden Mile for its banking, education, and business activity.

## Accreditation and Authorization

Cambridge College is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.

The Puerto Rico Council on Higher Education ([www.gobierno.pr/cespr/inicio](http://www.gobierno.pr/cespr/inicio)) has authorized Cambridge College to offer the following programs:

## Programs of Study

### Master of Education

Autism Specialist  
Elementary Education, 4-6  
English as a Second Language  
Health, Family and Consumer Sciences  
Library Teacher  
Mathematics Education  
School Administration  
Special Education  
Marriage & Family Counseling

### Master of Management

Business  
Technology Management



## Library Services

**Cambridge College Online Library** — This full-featured online library is easily accessed from any internet-enabled computer. Go to [www.cambridgecollege.edu/library/](http://www.cambridgecollege.edu/library/).

**Academic & Public Libraries** — For a guide to academic, public and online libraries resources available to Puerto Rico residents go to [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

## Academic Support

**Writing** — Spanish writing skills of all new students are assessed by specialists who, based on student's performance, recommend workshops to improve organization, grammar, critical thinking and APA style skills.

## Computer Lab and IT Support

The College supports wireless technology within the regional center. The Center maintains a computer lab available during the day and classroom hours. The College IT Help Desk supports students through e-mail and phone contact.

## Disability Support

The Puerto Rico Center provides disability support and education accommodations for students through the Office of Student Affairs. The facilities are handicapped-accessible and meet the requirements of the Americans with Disabilities Act.

## Emergency Contact

787-296-1101.

## Directions

We are located across from Western Bank on Ponce de León Avenue, two blocks from the Roosevelt Avenue train station.

**Parking** — Park at Banco Popular on Saturday-Sunday 7:00 a.m. to 5:00 p.m. Scotiabank parking is available on Saturdays only, 8:00 a.m. to 5:00 p.m.

## Weather Closings

- 787-296-1101. If the College is closed when you call, information will be available by phone.
- MyCC web portal.
- E-mail announcements sent from the College.



# Springfield, MA Regional Center

570 Cottage Street, Springfield, MA 01104 • 413-747-0204 • [www.cambridgecollege.edu/springfield](http://www.cambridgecollege.edu/springfield)

Cambridge College Springfield is located close to Rtes. 91, 291 and the Massachusetts Turnpike, convenient for students in western Massachusetts and Connecticut. The Springfield Regional Center has a long history of supplying higher education degree and certificate programs to meet the needs of Connecticut Valley students. Known for our diverse education environment, experienced faculty, affordable programs and flexible scheduling, the Springfield Regional Center focuses on working adults, and helps them to advance in a changing world.

## Location and Facilities

The classrooms and offices are updated with technology-supported classrooms and learning environments. The Center provides study areas, student lounges and vending machines for student convenience, although no cafeteria. Public eating places, bookstores and parking are available nearby.

## Programs of Study

### Undergraduate

Bachelor of Arts in Multidisciplinary Studies  
 Bachelor of Science in Human Services  
 Bachelor of Science in Management Studies  
 Early Education & Care (concentration)

### Master of Education

Autism  
 Early Childhood Teacher  
 Elementary Teacher  
 Interdisciplinary Studies  
 Special Education/Moderate Disabilities

### Master of Management (blended learning)

General Business  
 Health Care Management  
 MM-55 (for qualified students without bachelor's;  
 approval required)

### Master of Education—Psychology & Counseling

Counseling Psychology . . . . . (pre-licensure)  
 Mental Health Counseling . . . . . (LMHC)  
 Marriage & Family Therapy . . . . . (LMFT, LMHC)  
 Psychological Studies . . . . . (non-licensure)  
 School Adjustment Counseling . . . (DESE, LMHC)  
 School Guidance Counseling . . . . (DESE initial)

### Certificate of Advanced Graduate Studies

Mental Health Counseling . . . . . (LMHC, LMFT)

### Program option that may be added:

Addiction Counseling . . . . . (CADAC, LADC)

## Library Services

**Cambridge College Online Library** — This full-featured online library is easily accessed from any internet-enabled computer. Go to [www.cambridgecollege.edu/library/](http://www.cambridgecollege.edu/library/).

**Babson Library** — Students at Cambridge College Springfield have complete borrowing and services access to Babson Library at Springfield College. For more information, go to [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

**Other Academic & Public Libraries** — For a guide to academic, public and online libraries resources in western Massachusetts and adjacent Connecticut, go to [www.cambridgecollege.edu/library/traditional\\_libraries.cfm/](http://www.cambridgecollege.edu/library/traditional_libraries.cfm/).

## Academic Support

**Writing Center** — The Center offers tutorial services Tuesdays and Saturdays. Our writing tutor provides assistance to undergraduate and graduate students, with all aspects of the writing and research process. Students can get help with everything from starting a paper, to library research using the Cambridge College Online Library, to the final editing. Call x6610 for an appointment.

## Computer Lab and IT Support

The College supports wireless technology within the regional center. The Center maintains a computer lab available during the day and classroom hours and provides a computer technician to assist students. The College also makes available to all enrolled students an online IT Help Desk which supports students through e-mail and phone contact.

## Disability Support

The Springfield Center provides disability support and education accommodations for students through the Office of Student Affairs. The facilities are handicapped-accessible and meet the requirements of the Americans with Disabilities Act.



**Collaborations** Cambridge College Springfield has articulation agreements with two area community colleges. Graduates of Asnuntuck Community College and Holyoke Community College may transfer their completed associate's degree in to a Cambridge College bachelor's degree program.

**Emergency Contact** 413-747-0204 x6610.

**Directions** **From the Massachusetts Turnpike:** Take exit 6. Turn left onto Rte. 291 West. Go 1/2 mile to exit 5. At end of ramp turn left onto Page Blvd. Stay in far right lane to traffic light. Turn right onto Robbins Rd. (railroad tracks). At next traffic light turn left onto Cottage St. The College is 1/2 mile on the left.

**From Rte. 91 North or South:** Take exit 8 to Rte. 291 East (Mass Pike/Ludlow). Take Rte. 291 East to exit 5A (East Springfield/ Indian Orchard). Stay in far right lane and go to traffic light. Turn right onto Robbins Rd. (railroad tracks). At next traffic light turn left onto Cottage St. The College is 1/2 mile on the left.

**Free parking** is available on campus.

**Weather Closing**

- Local radio and television station announcements:
  - TV:** [wwwlp.com](http://wwwlp.com) Channel 22 • [wgggb.com](http://wgggb.com) • Channel 30 NBC Connecticut
  - Radio:** WTIC AM • WTIC FM • WRCH • WZMX
- MyCC web portal.
- E-mail announcements sent from the College to your Cambridge College e-mail.



# Compliance and Community Policies

## Access to and Confidentiality of Student Information (FERPA)

In compliance with the Family Education Rights and Privacy Act (FERPA) of 1974, as amended, the College does not permit the release of personally identifiable information in student records without the written consent of the student, except as specifically allowed by FERPA statute or regulation. The College has decided that personally identifiable information is not considered directory information. The Registrar controls access to and disclosure of student education records and maintains safeguards against unlawful disclosure.

Students have the right to inspect and review all College records, files, and data directly related to themselves with certain exceptions such as financial records of the student's parents, confidential recommendations which were received before Jan. 1, 1975, or records to which students have waived their right of access. Official records and data related to a student are incorporated into his/her file, kept in the Registrar's Office.

FERPA requires colleges to respect the privacy of education records and provides them the right to make public, at their discretion and without prior authorization from individual students, the following personally identifiable information which is considered directory information: current student name, class year, home address and telephone number, date and place of birth, dates of attendance at Cambridge College, occupation, program status/major, degrees, honors, and awards received, high school and any college previously attended. Students may limit the release of the above information by filing a special form with the Registrar's Office each year.

FERPA does not apply to the records of applicants for admission who are denied acceptance, nor does it apply to applicants who are accepted but choose not to attend Cambridge College. Admitted students are covered by FERPA once they have enrolled. A student is considered enrolled on the first day of classes.

FERPA defines *student* as any individual who is or has been in attendance at an educational agency or institution and regarding whom the agency or institution maintains education records. 34 CFR § 99.3. In interpreting this definition with respect to application materials, Cambridge College has generally taken the position that records sent by the student to the college are not protected as education records unless/until the student matriculates.

If students take exception to anything in their folders on the grounds that it is inaccurate, misleading, or otherwise inappropriate, they have the right to challenge its inclusion and seek to have it corrected or deleted. A written request must be submitted to the Registrar for a joint meeting with the Vice President for Academic Affairs, the Registrar, and any other appropriate person to discuss the matter.

If the College fails to comply with FERPA requirements, written complaints may be submitted to the Family Policy and Regulations Office, U.S. Department of Education, Washington, DC, 20202.

**Children at the College**

In order to protect the safety and security of your children, as well as the educational environment, children under the age of 18 are not allowed to accompany parents or guardians to class. Children may accompany their parents or guardians when visiting the College for non-academic reasons, for example: registering for classes, paying bills, etc. Children must never be left unattended by the parent or guardian on the College's property.

Please arrange childcare off-site during class time, tutoring, etc. Parents/guardians are responsible for childcare and supervision at all times. Cambridge College is not responsible for children unattended by the parent or guardian.

**College Name**

Cambridge College's name and marks are copyrighted. Any use of the name or marks without the College's written consent is prohibited. All external marketing materials must have the name and marks attached unless otherwise noted.

**Complaints, Grievances and Appeals**

Resolution of complaints or grievances usually begins with an informal discussion with the person or office immediately concerned. Your academic advisor, program director, center director, or the Dean of Student Affairs can suggest the appropriate channel for resolving particular complaints, and may assist you with the resolution.

This appeals process resolves differences internally. It is not a legal forum. Please make every effort to resolve an issue at levels one and two. Do not proceed to subsequent steps unless no adequate resolution has been achieved.

**STEPS students can take to appeal and resolve FINANCIAL and other ADMINISTRATIVE issues:**

1. Discuss issue with administrator immediately concerned.
2. Discuss issue with your academic advisor or Dean of Student Affairs, and act upon their suggestions.
3. Meet with administrator's supervisor and all concerned. Supervisor makes final decision.
4. Make final appeal to the College officer who investigates and makes a final decision:
  - the Chief Financial Officer (financial cases) or
  - the Executive Vice President (other cases).

**STEPS students can take to appeal and resolve ACADEMIC decisions:**

1. Discuss issue with faculty or staff immediately concerned.
2. Notify the appropriate dean or center director, and meet with your academic advisor.
3. Request meeting with dean and/or center director and all concerned. Dean/director gathers facts and seeks resolution.
4. Make final appeal to the Provost, who investigates and makes a final decision.

**Disenrollment and Reinstatement**

Students may be disenrolled for sufficient academic, financial, or disciplinary reasons. Students may appeal. When all requirements have been met, reinstatement may be possible.

**Reasons may include:**

- Required documentation is still missing from the admissions file at the end of the student's first term.
- Failure to fulfill financial obligations; see also Payment and Refunds.
- Consistent failure to complete courses and/or practica in an appropriate and timely manner, in the judgment of the appropriate dean.
- Additional course work or field work may be required of students who do not satisfy the established requirements of their academic program; students will bear any additional costs.
- Three No Credit or No Credit/Incomplete courses. Students have 30 days to appeal.
- Behavior disruptive to the educational process or in violation of the rights of others.
- Violation of ethical standards of the profession or unethical academic practices (such as plagiarism or cheating; see Academic Integrity).
- Violation of information technology policies, including but not limited to: computers, College network, electronic resources, intellectual property, software, computer lab.

**Consequences:**

- Course registration and attendance are not permitted.
- Official academic transcripts, diplomas, and certificates are withheld.
- Students remain financially liable to Cambridge College for all outstanding debts.
- American Student Assistance is notified of the disenrollment of students with federal student loans.
- The admissions file must be completed (see requirements in the admission booklet). Any issues preventing release of transcripts by other colleges must be resolved, and all official transcripts must be received by Cambridge College.
- The student must send a letter to the Registrar's Office requesting reinstatement.
- All outstanding charges must be paid in full and satisfactory arrangements for the upcoming term's charges must be made.
- Financial aid applications must be resubmitted.
- Students disenrolled for academic reasons must satisfy the faculty concerned and the appropriate dean that they have completed what is required to place them in good academic standing.
- Students disenrolled for ethical or behavioral reasons may be denied readmittance as determined by the appropriate dean or dean of student affairs.

**Drug and Alcohol Policies**

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Cambridge College prohibits the unlawful use, manufacture, distribution, dispensation, sale and possession of drugs and alcohol by students, administrators, faculty, staff and all others on its property or in any of its activities.

The College will take disciplinary action against violators, consistent with federal, state, and local laws. Such action may include requiring satisfactory participation in a substance abuse treatment, counseling or education program as a condition of reinstatement. Students may face expulsion, disenrollment, or probation with contingencies for reinstatement. Students may also face criminal prosecution.

Effective July 1, 2000, the 1998 Amendments to the Higher Education Act mandate the suspension of eligibility for financial aid for students convicted of drug related offenses.

As a member of the Cambridge College community, it is your responsibility to know and abide by all campus rules and regulations, to understand the risks associated with the use and abuse of alcohol and illegal drugs, and to assist in creating an environment that promotes health-enhancing attitudes and activities.

At the main campus, a list of counseling resources is available from the Dean of Student Affairs:

- Drug and alcohol counseling rehabilitation programs.
- Local agencies and/or private practitioners who provide assistance in the areas of alcohol and substance abuse.

At regional centers, this information is available from the director.

**Equal Opportunity**

(Reference Cambridge College policy on Non-discrimination and Sexual Harassment)

Cambridge College is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, citizenship, religion, marital status, gender, sexual identity, sexual orientation, genetic information, veteran's status, pregnancy, disability, age, or any other legally protected status in admission to, access to, or treatment in the educational programs which it conducts, nor in its practices, procedures and activities. Other questions and concerns may be directed to the Provost.

Inquiries concerning equal opportunity may be referred to:

*The United States Equal Employment Opportunity Commission (EEOC)* John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 • 617-565-3200. EEOC offices nationwide are listed online at [www.eeoc.gov/](http://www.eeoc.gov/).

*Massachusetts Commission Against Discrimination (MCAD)*

One Ashburton Place, Sixth Floor, Room 601  
Boston, MA 02108 • 617-994-6000 • [www.mass.gov](http://www.mass.gov)

436 Dwight Street, Second Floor, Room 220  
Springfield, MA 01103 • 413-739-2145

## Firearms and Weapons

All firearms, knives, and all objects that can be used as weapons are forbidden at all Cambridge College locations at all times. Discovery of any such item in any person's possession is grounds for immediate disenrollment.

## Harassment and Sexual Harassment

(Reference Cambridge College policy on Non-discrimination and Sexual Harassment)

Conduct that subjects a person to offensive or unsafe treatment and any implicit or explicit sexual conduct that diminishes, offends, or abuses another member of the College community will not be tolerated. Sexual harassment and harassment based on race, color, national origin, citizenship, religion, marital status, gender, sexual identity, sexual orientation, genetic information, veteran's status, pregnancy, disability, age, or any other legally protected status is recognized as violations of law and are strictly prohibited at Cambridge College.

The summary legal **definition of sexual harassment** is broad, including sexually oriented conduct that is not welcomed and is perceived as hostile, offensive, intimidating, or humiliating. Such conduct may constitute sexual harassment, depending upon the circumstances, including the severity of the conduct and its pervasiveness.

**Resolution** — Every effort is made to resolve all complaints expeditiously and with confidentiality, fairness, and safety.

Questions, complaints and problems regarding harassment should be discussed promptly with your academic advisor and the appropriate College administrator. If you are not comfortable with the recommended referral channel, any responsible College administrator may be consulted. Pressing complaints may be directed to the Vice President for Academic Affairs.

The resolution process may proceed to informal discussion, investigation, and, if possible, an informal solution that satisfies those involved. If informal procedures fail to provide a satisfactory resolution, a more formal resolution process may be initiated.

If you believe you have been subjected to harassment or sexual harassment, you may also file a formal complaint with the government agencies listed below. Claims must be filed within a short time period (EEOC - 180 days; MCAD - 300 days).

*The United States Equal Employment Opportunity Commission (EEOC)* John F. Kennedy Federal Building,  
475 Government Center, Boston, MA 02203 • 617-565-3200.  
EEOC offices nationwide are listed online at [www.eeoc.gov/](http://www.eeoc.gov/).

*Massachusetts Commission Against Discrimination (MCAD)*  
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436 Dwight Street, Second Floor, Room 220  
Springfield, MA 01103 • 413-739-2145

Retaliation of any kind against an individual who uses these resolution procedures is prohibited and will be regarded as a violation of this policy.

## Hazing Policy

In 1985, the Massachusetts House of Representatives passed legislation that prohibits any form of hazing on campuses throughout the Commonwealth. The College, as well as the Commonwealth of Massachusetts, forbids the hazing or harassment of any student on or off the campus. Any student who organizes or participates in hazing will be subject to dismissal from the College.

From Massachusetts General Law:

### **269:17. Hazing; organizing or participating; hazing defined.**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars (\$3,000) or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under the action.

### **269:18. Failure to report hazing.**

Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and it at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (\$1,000).

## Health Policies and Insurance

See Student Affairs.

### Housing

To assist students in attending classes, Cambridge College may make room block arrangements with local hotels near College locations to provide housing that may be billed to a student's account. Charges for housing (and meals if offered/selected) must be paid prior to the start of a term or arrangements made for financial aid with the charges being paid prior to the distribution of student refunds. Cambridge summer programs may provide housing with the same payment requirements.

Only current and active students taking classes at each particular site are eligible to request housing.

### **Housing Requests, Changes, Cancellations**

All housing requests must be submitted on a "Housing Request" form provided each term in a housing packet from the Office of Events and Logistics. This is the only method by which housing arrangements will be made by the College. "Walk-in" reservations are not permitted.

Housing requests are on a "first come, first served basis". If the room block is exceeded and rooms are not available at the contracted hotel the College assumes no responsibility for finding alternative housing or providing payment arrangements at another hotel.

All housing requests must be made by the date set forth on the "Housing Request" form.

Cancellation of submitted housing requests will only be accepted up to the official Cambridge College add/drop calendar date for each term. Cancellations must be submitted to the Office of Events and Logistics on the Cancellation form provided in the housing packet. Verbal notification of a reservation cancellation will not be accepted, nor are cancellations made to the hotel acceptable for refund purposes. Any request after the drop/add date will not be accepted or processed and charges against the student's account will not be refunded. There are no refunds for failure to submit a complete and timely "Cancellation" form.

Changes to a reservation may only be made by cancelling the unwanted dates and then submitting a new Housing Request form.

**Charges, Services,  
Hotel Policies**

The College shall determine prior to the start of each academic term the per night charge for housing, to include taxes and fees. A meal option may be available at some locations. (There are no refunds or credits for unused meal vouchers.) The housing packet will have price information.

Only the room charge, room tax, and room fee (and meal plan if offered as part of the housing package) may be billed to the master account. Cambridge College will not be responsible for other incidental charges.

Registered students will be required to meet the hotel's policy for posting a credit card or cash deposit at check-in, see the housing form for specific information, and for providing photo identification.

**Occupancy**

Single and double occupancy is available:

- If double occupancy is chosen, the second student's full name and ID# must be provided at the time of request. Housing is on a "first come, first served" basis and double occupancy housing reservations cannot be made until both students have submitted their housing request form.
- The request must be mutual; each student must request the other.
- Should one room occupant cancel or change their housing reservation, the other room occupant will be charged the full room cost unless any of the conditions under refunds are the reason for the cancellation or change.
- Cambridge College will not assign roommates.

Any guest leaving an unattended minor child (under the age of 12 as mandated by Georgia law) in his/her room while attending class may be asked by the hotel to immediately leave the hotel property with no refund by the College.

**Refunds**

Refunds may be processed **only IF:**

- A student must withdraw or take a leave of absence from all classes for the term due to serious medical condition. (Any refund will be subject to the College's refund and repayment policies as outlined in the Academic Catalog.)
- A class is cancelled. (The student is still responsible for submitting a "Housing Cancellation/Change" within five (5) days after the class cancellation.)
- A class meeting time is cancelled or re-scheduled by the instructor or College Administration.
- Death in the family with services held within one day, before or after, the class date and then only for the class date missed. The definition of *family* for this paragraph is defined as: mother, father, daughter, son, sister, brother, grandmother, grandfather, step-parent, step-child. Proof of death and relationship is required. The College reserves the right to deny a refund if it is deemed the documentation is inadequate.
- Any refund will be subject to the College's refund and repayment policies as outlined in the Academic Catalog.

If the student fails to check in on a confirmed date, the remainder of the stay will be cancelled without refund.

- If a student will be unable to check in on the first day of a confirmed reservation the student must call the hotel and confirm they will arrive on the next day of the reservation. There will be no refund for the missed first day reservation.

**Liability**

Cambridge College cannot be responsible for personal property in its buildings and rented facilities. Participants in Cambridge College programs, courses and activities do so at their own risk, and agree to waive and release any and all claims of personal injury or property damage against Cambridge College, its agents, faculty, or employees, that may arise from their participation in the College.

**Office Equipment**

Office equipment such as copying machines and fax machines, computers, and telephones are not accessible to students.

**Personal Services**

Cambridge College students are not permitted to offer personal services at any Cambridge College location at any time. (Services such as manicures, pedicures, massage and haircuts require a state license for public health reasons).

**Photos**

Occasionally, photos and videos are taken in class and at other College activities for public relations, marketing, and other purposes. Any student who does not want his/her picture taken or used in College publications must state the objection in a written note to the Office of Academic Affairs.

**Religious  
Observance**

Students who, because of religious observance, are unable to attend classes or participate in a class or work requirement, have the right to make up the missed classes and work with no adverse result and at no extra cost. Students must inform the instructor in advance of the dates they will be absent, and arrange make-up work.



**Service Animals and Pets**

No pets of any kind are allowed on Cambridge College property. Service animals that provide assistance to individuals with disabilities are permitted.

**Smoking Policy**

**Centers in Massachusetts**—In compliance with Massachusetts and city ordinances, Cambridge College is a smoke-free institution. All indoor smoking on campus and at all other classroom locations is prohibited, including in bathrooms and stairwells. Outdoor smoking is not permitted on College property. Smokers should move to public sidewalks.

**Centers in other states**—Smoking is permitted only as allowed by the state and local laws governing smoking in public places and on College campuses, and, for NITE, by the policies of our host site.

## Security

**Annual Campus Safety & Security Report (Clery)**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act was signed into law in November 1990. Previously known as the “Student Right to Know and Campus Security Act” it has since been amended and is now the Campus Safety and Security Report. Institutions of postsecondary education that participate in the Federal Student Financial Assistance Program have been required by Section 485(a) and (f) of the Higher Education Act of 1965 as amended, (HEA ) to provide the Secretary of Education with campus crime statistics since 1990. The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008 and reauthorized the HEA. Together the laws require institutions of higher education to disclose information about campus safety policies and procedures and to provide statistics concerning certain crimes that occurred on or near campus. In compliance with the Act, Cambridge College publishes and distributes this information by October 1st of each year in what will now be an Annual Safety and Security Report. It is made available to students electronically and in print, and to College employees through the Office of Human Resources.

**Security Policy**

Cambridge College strives to protect the rights, safety, health and welfare of everyone in the Cambridge College community. Compliance with all city, state, and federal laws is expected of all members of this learning community. Anyone who is victimized by, observes, or has knowledge of a criminal action should report it immediately: the College will investigate and take prompt, appropriate action. If the complaint is of a criminal nature, the local police department will be notified right away. In a medical emergency, the College will call an ambulance to take the person(s) concerned to the nearest emergency room (at his/her own expense if not covered by health insurance).

Any act or threat of violence, indecent assault, or conduct that may endanger any person on College property is prohibited. Where there is reasonable cause to believe that a member of the College community has violated College regulations, the College will review the incident and take appropriate actions as necessary.

**Crime Prevention** Cambridge College is concerned about the welfare, security and safety of every individual at the College. However, maintaining a secure and safe campus environment can only be achieved through a cooperative effort of the entire College community. Community members are encouraged to use caution on our urban campuses. It is rare that criminal activity occurs on College property. Nevertheless, safety measures are essential in any urban setting. Keep your personal property safe. Lock your car. Do not leave your purse, keys, laptop, or other valuables unattended.

Please see also related policies:

- Alcohol & Drugs
- Firearms/Weapons
- Hazing
- Harassment & Sexual Harassment

Cambridge College students are adult learners. The College serves the commuting students and does not maintain campus residence halls, except during the summer residency program (National Institute for Teaching Excellence – NITE). The College takes the necessary steps to ensure the safety of our community through our published policies, reporting activities, relationships with local police, publications, and timely communications.

**How to Report a Crime**

The College strongly urges every member of the community – faculty, staff, and students – to report any crime promptly to College security authorities and/or the local police department (911). Criminal actions may also be reported to any professional staff member who will then contact campus security. Victims of crimes are encouraged to report these matters to local police; Cambridge College may assist any student in reporting crimes, if desired.

**Department Personnel & Relationship with Local Authorities**

The Cambridge College campus security staff at the main campus support all of the non-adjacent campus buildings in the City of Cambridge. The College maintains security staff at the Lawrence Regional Center and the Springfield Regional Center. Other regional centers may have building-provided security and members of the college community should check with onsite College administration. Security staff do not carry firearms nor do they have police powers of arrest. However, the security companies and staff have effective working relationships with local police agencies who can provide these services to the campus in timely fashion, as needed.

**Timely Warning**

In the event that a situation arises, either on or off campus that, in the judgment of the Vice President for Finance and Administration, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the College e-mail systems to students, faculty, and staff. Additionally, notifications will be posted on MyCC and digital message boards and other strategic public locations within each of the appropriate buildings.

**Emergency Response, Evacuation, & Egress**

The College has developed procedures for response and notification in the event of an ongoing or continuing threat to the college community that may or may not include evacuation or closing a facility. Egress information is posted in all classrooms and office suites with general emergency procedures to follow. For more information consult with campus security authorities listed below.

## Campus Security Authorities

Campus security is organized under the Vice-President for Finance and Administration and the Director of Business Operations.

### Administration

Vice President for Finance and Administration . . . . .617-873-0689  
 Director of Business Operations . . . . .617-873-0656

### Security

Cambridge Security Desk . . . . .617-873-0115  
 Merrimack Valley Security Desk . . . . .617-873-0472  
 Springfield Security Desk . . . . .413-747-2277

### Regional Center Directors

Augusta, GA . . . . .706-821-3965  
 Chesapeake, VA . . . . .757-424-0333  
 Merrimack Valley, MA . . . . .978-738-0502  
 Memphis, TN . . . . .901-755-9399  
 Inland Empire, CA . . . . .909-635-0250  
 San Juan, PR . . . . .787-296-1101  
 Springfield, MA . . . . .413-747-0204

### Deans

School of Education . . . . .617-873-0619  
 School of Management . . . . .617-873-0227  
 School of Psychology and Counseling . . . . .617-873-0208  
 School of Undergraduate Studies . . . . .617-873-0236

### Student Affairs

Dean of Student Affairs . . . . .617-873-0470

## Complaints and Grievances

Students who want assistance with problem solving are invited to contact the Dean of Student Affairs, who will serve as their advocate with College offices and administrators. Call 617-873-0470 or e-mail [jeff.hogan@cambridgecollege.edu/](mailto:jeff.hogan@cambridgecollege.edu/).

Grievances not resolved within Cambridge College may be taken to the appropriate state education commission. Please note that state authorities typically expect a student make every attempt to resolve a problem within their college first. Each state has its own procedure for handling complaints, often including a student complaint form and other documentation. They typically do not accept anonymous complaints.

**State Resources** Complaints are handled by the state education commissions listed below for the main campus and regional centers. Students who reside in other states see also Complaint Process for All States, below.

**California** — California Bureau for Private Post-Secondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818 • 916-431-6959 • 1-888-370-7589 • Fax 916-263-1895 • [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Georgia** — Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305 • 770-414-3300 • [www.gnpec.org](http://www.gnpec.org)

**Massachusetts** — Massachusetts Board of Higher Education, One Ashburton Place, Room 1401, Boston, MA 02108 • 617-994-6950 • [www.mass.edu/forstudents/complaints/complaintprocess.asp](http://www.mass.edu/forstudents/complaints/complaintprocess.asp)

**Tennessee** — Tennessee Higher Education Commission, Nashville, TN 37243-0830, 615-741-5293, [www.state.tn.us/thec](http://www.state.tn.us/thec)

**Virginia** — State Council of Higher Education for Virginia (SCHEV) • Private and Out-of-State Postsecondary Education (POPE), 101 N. 14th Street, 9th floor, James Monroe Building, Richmond, VA 23219 • 804-371-2285 • Fax: 804-225-2604 • [www.schev.edu](http://www.schev.edu)

**Puerto Rico** — Puerto Rico Council on Higher Education, PO Box 19900, San Juan, Puerto Rico 00910-19900 • 787-641-7100 • Fax: 787-641-2573 • [www.gobierno.pr/cespr/inicio](http://www.gobierno.pr/cespr/inicio).

### Other External Resources

**Standards for Accreditation** — The NEASC complaint procedures are solely for the purpose of addressing significant non-compliance with the Standards for Accreditation, not for individual dispute resolution. Contact: New England Association of Schools and Colleges (NEASC), 209 Burlington Road, Suite 201, Bedford, MA 01730-1433 • [www.cihe.neasc.org](http://www.cihe.neasc.org) • 781-541-5414 • email: [cihe@neasc.org](mailto:cihe@neasc.org)

**Equal Opportunity, Harrassment, Sexual Harrassment** — Please contact:

*The United States Equal Employment Opportunity Commission (EEOC)* John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 • 617-565-3200.

EEOC offices nationwide are listed online at [www.eeoc.gov/](http://www.eeoc.gov/).

*Massachusetts Commission Against Discrimination (MCAD)* • [www.mass.gov](http://www.mass.gov)

One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108 • 617-994-6000

436 Dwight Street, Second Floor, Room 220, Springfield, MA 01103 • 413-739-2145

**FERPA** — If the College fails to comply with FERPA requirements, written complaints may be submitted to: Family Policy and Regulations Office, U.S. Department of Education, Washington, DC 20202

## Complaint Process for All States

Contact Information for Student Complaint Processes — This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as informative of what agencies regulate the institution or in what states the institution is licensed or required to be licensed. States, through the relevant agencies or attorney generals offices will accept complaints regardless of whether the an institution is required to be licensed in that state.

**Alabama** — Alabama Commission on Higher Education, P. O. Box 302000, Montgomery, AL 36130-2000 • <http://www.accs.cc/complaintform.aspx>

**Alaska** — Alaska Commission on Postsecondary Education, PO Box 110505, Juneau, AK 99811-0505 • [customer.service@alaska.gov](mailto:customer.service@alaska.gov)

Alaska Office of Attorney General Consumer Protection Unit, 1031 W. Fourth Avenue, Suite 200, Anchorage, AK 99501 • [attorney.general@alaska.gov](mailto:attorney.general@alaska.gov) [http://www.law.state.ak.us/pdf/consumer/Form\\_complaint.pdf](http://www.law.state.ak.us/pdf/consumer/Form_complaint.pdf)

**Arizona** — Arizona State Board for Private Postsecondary Education, 1400 W. Washington Street, Room 260, Phoenix, AZ 85007 • [http://azppse.state.az.us/student\\_info/compliance.asp](http://azppse.state.az.us/student_info/compliance.asp)

**Arkansas** — Arkansas Higher Education Coordinating Board Arkansas Department of Higher Education, 114 East Capitol Ave, Little Rock, AR 72201 • [ADHE\\_Info@adhe.edu](mailto:ADHE_Info@adhe.edu) <http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIXJ.pdf>

Arkansas State Board of Private Career Education, 501 Woodlane, Suite 312S, Little Rock, AR 72201 • [sbpce@arkansas.gov](mailto:sbpce@arkansas.gov) [http://www.sbpce.org/complaint\\_process.html](http://www.sbpce.org/complaint_process.html)

**California** — California Bureau of Private Postsecondary Education, Box 980818, Sacramento, CA 95798-0818 • [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) [http://www.bppe.ca.gov/forms\\_pubs/complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf)

**Colorado** — Colorado Department of Higher Education, 1560 Broadway, Suite 1600, Denver, Colorado 80202 • <http://higher.ed.colorado.gov/Academics/Complaints/default.html>

**Connecticut** — Connecticut Department of Higher Education, 61 Woodland Street, Hartford, CT 06105-2326 • [info@ctdhe.org](mailto:info@ctdhe.org)

Connecticut Department of Consumer Protection, 165 Capitol Avenue Room 110, Hartford CT 06106 • [trade.practices@ct.gov](mailto:trade.practices@ct.gov) [http://www.ct.gov/dcp/lib/dcp/pdf/forms/consumer\\_statementcpr-2\\_rev\\_8-06\\_edited1106.pdf](http://www.ct.gov/dcp/lib/dcp/pdf/forms/consumer_statementcpr-2_rev_8-06_edited1106.pdf) • Consumer Complaint Hotline: (800) 842-2649

**Delaware** — Delaware Higher Education Office Carvel State Office Building, 5th Floor 820, N. French Street, Wilmington, DE 19801-3509 • [dheo@doe.k12.de.us](mailto:dheo@doe.k12.de.us)

Delaware Attorney General Consumer Protection Wilmington: 820 N. French Street 5th floor, Wilmington, DE 19801 • [consumer.protection@state.de.us](mailto:consumer.protection@state.de.us)

**District of Columbia** — District of Columbia Office of the State Superintendent of Education Education Licensure Commission, 810 First Street, NE 9th Floor, Washington, DC 20002 • [http://osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/elementary\\_and\\_secondary\\_education/may\\_2\\_011/complaint\\_form\\_4\\_11.pdf](http://osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/elementary_and_secondary_education/may_2_011/complaint_form_4_11.pdf)

**Florida** — Florida Commission on Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 • [Commissioner@fldoe.org](mailto:Commissioner@fldoe.org) <http://www.fldoe.org/cie/complaint.asp>

**Georgia** — Georgia Nonpublic Postsecondary Education Commission, 2082 E Exchange Pl. #220, Tucker, GA 30084-5334 • <http://rules.sos.state.ga.us/docs/392/5/06.pdf>

**Hawaii** — Hawaii State Board of Education, P.O. Box 2360, Honolulu, Hawaii 96804 • [ocp@dcca.hawaii.gov](mailto:ocp@dcca.hawaii.gov) [http://hawaii.gov/dcca/ocp/consumer\\_complaint](http://hawaii.gov/dcca/ocp/consumer_complaint)

**Idaho** — Idaho State Board of Education, Attn: State Coordinator for Private Colleges and Proprietary Schools, 650 West State Street, P.O. Box 83720, Boise, ID 83720-0037

**Illinois** — Illinois Board of Higher Education, 431 East Adams, 2nd Floor Springfield, Illinois 62701-1404 • [info@ibhe.org](mailto:info@ibhe.org) • Institutional Complaint Hotline: (217) 557-7359

Illinois State Board of Education, 100 N. 1st Street Springfield, Illinois 62777 • <http://webprod1.isbe.net/contactisbe/> (email)

Illinois Attorney General Consumer Fraud Bureau, 500 South Second Street, Springfield, IL 62706 • [http://www.illinoisattorneygeneral.gov/about/email\\_consumers.jsp](http://www.illinoisattorneygeneral.gov/about/email_consumers.jsp) <http://www.illinoisattorneygeneral.gov/consumers/conscomp.pdf> • Consumer Fraud Hotline: (800) 243-0618

**Indiana** — Indiana Commission on Proprietary Education, Attn: Director of Regulatory Compliance, 302 W Washington Street, Room E201, Indianapolis IN 46204 • <http://www.in.gov/cpe/files/sf39280-complaint.pdf>

**Iowa** — Iowa Student Aid Commission, 603 E. 12th Street 5th Floor, Des Moines, IA 50319 • [info@iowacollegeaid.gov](mailto:info@iowacollegeaid.gov) <http://www.iowacollegeaid.gov/images/docs/file/forms/constituentrequestform.pdf>

**Kansas** — Kansas Board of Regents, 1000 SW Jackson Street Suite 520, Topeka, KS 66612-1368 • [http://www.kansasregents.org/resources/PDF/524-\\_ComplaintProcedureandForm.pdf](http://www.kansasregents.org/resources/PDF/524-_ComplaintProcedureandForm.pdf)

**Kentucky** — Kentucky Council on Postsecondary Education, 1024 Capital Center Dr #320, Frankfort, KY 40601-7512

Kentucky Board of Proprietary Education, 911 Leewood Drive Frankfort, KY 40601-3319 • <http://www.bpe.ky.gov/NR/rdonlyres/1BB8CA02-8F89-43A3-8957-AB01DB805389/0/ComplaintForm.doc>

Office of the Attorney General Capitol Suite, 118 700 Capitol Avenue, Frankfort, Kentucky 40601-3449 • [consumer.protection@ag.ky.gov](mailto:consumer.protection@ag.ky.gov) [http://www.ag.ky.gov/NR/rdonlyres/19D2FEF3-0666-49B5-A184-38006DA45B2C/0/complaint\\_gen.pdf](http://www.ag.ky.gov/NR/rdonlyres/19D2FEF3-0666-49B5-A184-38006DA45B2C/0/complaint_gen.pdf)

**Louisiana** — Louisiana Board of Regents, P.O. Box 3677, Baton Rouge, LA 70821-3677 • <http://regents.louisiana.gov/assets/docs/ProprietarySchools/StudentComplaintProcedure.pdf>

**Maine** — Maine Department of Education, Complaint Investigator, 23 State House Station, Augusta, ME 04333-0023 • [jonathan.bruff@maine.gov](mailto:jonathan.bruff@maine.gov)

Maine Attorney General Consumer Protection Division, 6 State House Station, Augusta, ME 04333 • [http://www.maine.gov/ag/consumer/complaints/complaint\\_form.shtml](http://www.maine.gov/ag/consumer/complaints/complaint_form.shtml)

**Maryland** — Maryland Higher Education Commission, 839 Bestgate Road, Suite 400, Annapolis, MD 21401-3013 <http://www.mhec.state.md.us/career/pcs/gripe.asp>

Maryland Attorney General Consumer Protection Division, 200 St. Paul Place, Baltimore, MD 21202 • [consumer@oag.state.md.us](mailto:consumer@oag.state.md.us) <https://web.oag.state.md.us/editor/customer/onlineformhelpers/formviewer.aspx?filename=MUGeneral.htm> • Consumer Protection Hotline: (410) 528-8662

**Massachusetts** — Massachusetts Board of Higher Education, One Ashburton Place, Room 1401, Boston, MA 02108 • <http://www.mass.edu/forstudents/complaints/complaintprocess.asp>

**Michigan** — Michigan Department of Labor & Economic Growth Office of Postsecondary Services Proprietary School Unit Staff, 201 N. Washington Sq., Lansing, MI 48913 • <http://www.michiganps.net/complaint.aspx>

**Minnesota** — Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227 <http://www.ohe.state.mn.us/oheContactForm.cfm> (email)

Minnesota Attorney General's Office, 1400 Bremer Tower, 445 Minnesota Street, St. Paul, MN 55101 • <http://www.ag.state.mn.us/ElectronicForms/ComplaintForm.pdf>

**Mississippi** — Mississippi Commission on College Accreditation, 3825 Ridgewood Road, Jackson, MS 39211-6453

Mississippi Commission of Proprietary Schools and College Registration, 3825 Ridgewood Road, Jackson, MS 39211-6453

Consumer Protection Division Office of the Attorney General State of Mississippi, P.O. Box 22947, Jackson, Mississippi 39225-2947 • <http://www.ago.state.ms.us/index.php/contact> (email) • [http://www.ago.state.ms.us/images/uploads/forms/MSAGO\\_Complaint\\_Form.pdf](http://www.ago.state.ms.us/images/uploads/forms/MSAGO_Complaint_Form.pdf)

**Missouri** — Missouri Department of Higher Education, 205 Jefferson Street, P.O. Box 1469, Jefferson City, MO 65102-1469 • [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

**Montana** — Montana Board of Regents Office of Commissioner of Higher Education, Montana University System 2500 Broadway Street, PO Box 203201, Helena, MT 59620-3201

Montana Office of Consumer Protection, 2225 11th Avenue, P.O. Box 200151, Helena, MT 59620-0151 • [contactocp@mt.gov](mailto:contactocp@mt.gov) <http://www.doj.mt.gov/consumer/consumer/consumercomplaint/complaintform.pdf>

**Nebraska** — Nebraska Coordinating Commission for Postsecondary Education, P.O. Box 95005, Lincoln, NE 68509-5005

Nebraska Department of Education Investigations Office 301 Centennial Mall South, P.O. Box 98987 Lincoln, NE 68509-4987 • <http://www.education.ne.gov/PPCS/PDF%20Folders/PDF%20Documents/PPCS%20Forms/Complaint-form.pdf>

Nebraska Attorney General Consumer Protection Division, 2115 State Capitol Lincoln, NE 68509 • [http://www.ago.state.ne.us/consumer/emailforms/consumer\\_complaint.htm](http://www.ago.state.ne.us/consumer/emailforms/consumer_complaint.htm) • Consumer Protection Hotline: (800) 727-6432

**Nevada** — Nevada Commission on Postsecondary Education, 3663 East Sunset Road, Suite 202, Las Vegas, Nevada 89120 • <http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm>

**New Hampshire** — New Hampshire Postsecondary Education Commission, 3 Barrell Court, #300, Concord, NH 03301-8531 • <http://www.nh.gov/postsecondary/complaints>

**New Jersey** — New Jersey Commission on Higher Education, PO Box 542, Trenton, NJ 08625 • [nj\\_che@che.state.nj.us](mailto:nj_che@che.state.nj.us)

New Jersey Department of Labor and Workforce Development, 1 John Fitch Plaza, P.O. Box 110, Trenton, NJ 08625-0110 • [schoolapprovalunit@dol.state.nj.us](mailto:schoolapprovalunit@dol.state.nj.us) • [http://lwd.dol.state.nj.us/labor/forms\\_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf)

New Jersey Division of Consumer Affairs, 124 Halsey Street, Newark, New Jersey 07102 • <http://www.nj.gov/oag/ca/complaint/ocp.pdf>

**New Mexico** — New Mexico Higher Education Department, 2048 Galisteo, Santa Fe, NM 87505 • <http://www.hed.state.nm.us/uploads/FileLinks/b23fc959f37c44bb8e3caae612e0dba7/PPS%20Complaint%20Form.pdf>

**New York** — New York Office of College and University Evaluation New York State Education Department, 5 North Mezzanine, Albany, NY 12234 • [ocueinfo@mail.nysed.gov](mailto:ocueinfo@mail.nysed.gov) <http://www.highered.nysed.gov/ocue/spr/COMPLAINT-FORMINFO.html>

New York Bureau of Proprietary School Supervision, New York State Education Department, 99 Washington Avenue, Room 1613 OCP, Albany, New York 12234

New York State Department of State Division of Consumer Protection Consumer Assistance, Unit 5 Empire State Plaza -Suite 2101, Albany, New York 12223-1556 • <https://www1.consumer.state.ny.us/cpb/CauComplaintForm.html>

**North Carolina** — North Carolina Community College System Office of Proprietary Schools, 200 West Jones St. Raleigh, North Carolina 27603 • [http://www.nccommunitycolleges.edu/Proprietary\\_Schools/docs/PDFFiles/Std-ComplForm.pdf](http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/Std-ComplForm.pdf)

North Carolina Consumer Protection Attorney General's Office Mail Service Center 9001, Raleigh, NC 27699-9001 • <http://www.ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-3e8bd532da5f/Complaint-Form.aspx>

**North Dakota** — North Dakota Department of Career and Technical Education State Capitol -15th Floor, 600 E. Boulevard Ave. Dept. 270 Bismarck, ND 58505-0610 • [cte@nd.gov](mailto:cte@nd.gov)

North Dakota Consumer Protection Division Office of Attorney General Gateway Professional Center, 1050 E Interstate Ave., Suite 200, Bismarck, ND 58503-5574 • <http://www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf>

**Ohio** — Ohio State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403 Columbus, OH 43215-3138 • <http://scr.ohio.gov/LinkClick.aspx?fileticket=%2bwaKHWPRAH8%3d&tabid=68>

Ohio Board of Regents, 30 East Broad Street, 36th floor, Columbus, OH 43215-3414

Ohio Attorney General Consumer Protection Section, 30 E. Broad St., 14th floor, Columbus, OH 43215-3400 • <http://www.ohioattorneygeneral.gov/consumercomplaint>

**Oklahoma** — Oklahoma State Regents for Higher Education, 655 Research Parkway Suite 200, Oklahoma City, OK 73104

Oklahoma State Board of Private Vocational Schools, 3700 Classen Boulevard Suite 250, Oklahoma City, OK 731182864

Oklahoma Office of the Attorney General Consumer Protection Unit Attn: Investigative Analyst 313 NE 21st Street Oklahoma City, OK 73105 • <http://www.oag.state.ok.us/oagweb.nsf/ccomp.html>

**Oregon** — Oregon Office of Degree Authorization, 1500 Valley River Drive Suite 100, Eugene, OR 97401

Oregon Department of Education Private Career Schools Office, 255 Capitol Street NE, Salem, OR 97310-0203 • <http://www.ode.state.or.us/teachlearn/specialty/pcs/forms/complaint-procedures.doc>

Oregon Attorney General Financial Fraud/Consumer Protection Section, 1162 Court St., NE Salem, OR 97301-4096 • <http://www.doj.state.or.us/finfraud/pdf/concompform.pdf>

**Pennsylvania** — Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333

Office of Attorney General Bureau of Consumer Protection, 14th Floor, Strawberry Square, Harrisburg, PA 17120 • [http://www.attorneygeneral.gov/uploadedFiles/Complaints/BCP\\_Complaint\\_Form.pdf](http://www.attorneygeneral.gov/uploadedFiles/Complaints/BCP_Complaint_Form.pdf)



**Puerto Rico** — Puerto Rico Council on Higher Education, PO Box 1900, San Juan, PR 00910-1900

Puerto Rico Department of Justice, PO 9020192, San Juan, Puerto Rico 00902-0192

**Rhode Island** — Rhode Island Board of Governors for Higher Education, Shepard Building, 80 Washington Street, Providence, RI 02903

Rhode Island Department of Attorney General Consumer Protection Unit, 150 South Main Street, Providence, RI 02903 • <http://www.riag.state.ri.us/documents/consumer/ConsumerComplaintForm.pdf>

**South Carolina** — South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201 • [http://www.che.sc.gov/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

**South Dakota** — South Dakota Board of Regents, 306 E. Capitol Ave, Suite 200, Pierre, SD 57501-2545

South Dakota Office of Attorney General Division of Consumer Protection, 1302 E Hwy 14 Suite 3, Pierre SD 57501-8053 • <http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx>

**Tennessee** — Tennessee Higher Education Commission, 404 James Robertson Parkway Suite 1900, Nashville, TN 37243 • <http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf>

**Texas** — Texas Workforce Commission Career Schools and Colleges -Room 226-T, 101 East 15th Street Austin, Texas 78778-0001 • <http://www.twc.state.tx.us/svcs/propschools/ps401a.pdf>

Texas Higher Education Coordinating Board, 1200 E. Anderson Lane, Austin, Texas 78752

Office of the Attorney General Consumer Protection Division, PO Box 12548, Austin, TX 78711-2548 • <https://www.oag.state.tx.us/consumer/complaintform.pdf>

**Utah** — Utah Division of Consumer Protection, 160 East 300 South Salt Lake City, Utah 84111 • [consumerprotection@utah.gov](mailto:consumerprotection@utah.gov) <http://consumerprotection.utah.gov/complaints/index.html>

**Vermont** — Vermont Department of Education State Board of Education, Vermont Department of Education 120 State Street, Montpelier, VT 05620-2501

Vermont Attorney General's Office, 109 State Street, Montpelier, VT 05609-1001

**Virginia** — State Council of Higher Education for Virginia 101 N. 14TH St. ,James Monroe Building, Richmond, VA 23219 • [communications@schev.edu](mailto:communications@schev.edu) <http://www.schev.edu/forms/StudentComplaintInformation.pdf>

**Washington** — Washington Higher Education Coordinating Board, 917 Lakeridge Way, PO Box 43430, Olympia, WA 98504-3430 • [dainfo@hecb.wa.gov](mailto:dainfo@hecb.wa.gov) <http://www.hecb.wa.gov/autheval/daa/ConsumerInformation.asp>

Washington Workforce Training and Education Coordinating Board, 128 10th Avenue SW, PO Box 43105, Olympia, WA 98504-3105 • [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov) • [http://www.wtb.wa.gov/PCS\\_Complaints.asp](http://www.wtb.wa.gov/PCS_Complaints.asp) (instructions)

Washington State Office of the Attorney General, 1125 Washington Street SE, PO Box 40100, Olympia, WA 98504-0100 • <https://fortress.wa.gov/atg/formhandler/ago/ContactForm.aspx?subject=Consumer%20Protection> • (email) <https://fortress.wa.gov/atg/formhandler/ago/ComplaintForm.aspx> (complaint form)

**West Virginia** — West Virginia Higher Education Policy Commission, 1018 Kanawha Blvd E., Ste 700, Charleston WV 25301-2800

Community and Technical College System of West Virginia, 1018 Kanawha Blvd. E., Ste. 700, Charleston WV 25301

West Virginia Office of the Attorney General Consumer Protection Division, PO Box 1789, Charleston, WV 25326-1789 • <http://www.wvago.gov/pdf/general-consumer-complaint-form.pdf>



# Alumni Affairs

The Alumni Affairs Office increases the involvement and coordinates relations among alumni and Cambridge College. As a graduate of the College, you are automatically a member of the Alumni Association with access to all the services and benefits the College provides.

- Services**
- Networking through College offices.
  - Networking through the web (Go E-mail, YouTube, Facebook, MySpace and LinkedIn).
  - Negotiates with area vendors for discounts.
  - Access to Connections, the Cambridge College e-magazine, and the Annual Report.

- Benefits**
- Tuition discounts (see Tuition and Payment).
  - Free use of the computers and internet access in the computer labs. (Please note: all computer lab users pay for printouts.)
  - Access to online career development resources.

- Alumni Are Invited to Participate**
- Become a member of the Alumni Association.
  - Volunteer at the College.
  - Donate to the College.
  - Stay connected.

**Contact** Joy King, M.Ed. '88, Director of Alumni Affairs  
617-873-0475 • Joy.King@cambridgecollege.edu



# Faculty

## School of Undergraduate Studies Faculty

Cambridge, MA main campus See also regional centers faculty

James S. Lee, M.A. Harvard Univ.; Dean, School of Undergraduate Studies; Coordinator, Undergraduate Math and Science Programs

### Cambridge, MA — Full-time Faculty

Gitte W. Butin, Ph.D. Univ. of Virginia

William D. McMullen, Ph.D. Boston Univ. (on sabbatical fall and spring terms)

Carol Pepi, M.Ed. Cambridge College; Coordinator, Human Services, Justice Studies, Juvenile Justice

Barbara Koffske Reid, M.Ed. Cambridge College

Anne Lee Scott, M.A. Univ. of Massachusetts; Professor

Richard Seymour, Ed.D. Harvard Univ.; Professor

Michael Siegell, Ph.D. Union Institute; Coordinator, Psychology

Lucilia M. Valerio, Ph.D. Tufts Univ. Coordinator, Writing Assessment

### Cambridge, MA — Part-time Faculty

Justin Andrews, M.A. Univ. of Maine

Monica Lynn Andrews, Ed.D. Harvard Univ.

Robert J. Awkward, M.Ed., Boston Univ., M.S. Northeastern Univ.

Christopher A. Baylor, Ph.D. Boston College

Gaynor Eleanor Owen Blandford, Ph.D. Tufts Univ.

Peter Bodge, M.Ed. Cambridge College

Barbara Boudreau, M.Ed. Cambridge College

Carole J. Brown, M.S.W. Boston College

David S. Browne, J.D. Univ. of Michigan

Aileen Callahan, M.F.A. Boston Univ.

Matthew T. Casey, J.D. New England School of Law

Theodore Chelmow, M.Ed. Univ. of Massachusetts

Loretta Christoforo, M.Ed. Boston Univ.

Norma Saba Corey, Ed.D. Harvard Univ.

David B. Crowley, M.Ed. Northeastern Univ.

Jane Dineen, M.A. Boston Univ.

Lee W. Ellenberg, M.S.W. Boston Univ.

Marianne E. Everett, Ed.D. Univ. of Massachusetts/Amherst

Robert L. Fladger, M.Ed. Cambridge College

Ed Ford, B.A. Cambridge College

Stephen Wolf Foster, Psy.D. Massachusetts School of Professional Psychology

Pablo Friedman, M.A. Royal College of Art (UK)

Mei-Hua Fu, M.Ed. Lesley Univ.

Jonathan Grollman, M.B.A. Southern New Hampshire Univ.

Yaacoub Nicholas Hallak, Ph.D. Union Institute and Univ.

Jonathan M. Hanen, Ph.D. Boston Univ.

Diane Harper, M.A. Boston Univ.

David J. Harris, Ph.D. Harvard Univ.

Francis X. Holt, M.Ed. Hofstra Univ.

Jeffrey L. Hogan, M.Ed. Cambridge College

Joyce Hope, Ed.D. Boston Univ.  
 Andrew Horn, M.A. Columbia Univ.  
 John S. Houston, M.Div. Princeton University  
 William Hurley, Ed.D. Johnson & Wales Univ.  
 Carol Jacobson, M.Ed. Northeastern Univ.  
 David Jennings, M.A. Fordham Univ.  
 Andy Joseph, M.A. Harvard Univ.  
 Danie Kiamie, M.A. Northeastern Univ.  
 Ulas Kaplan, Ed.D. Harvard Univ.  
 Shira Karman, M.Ed. Lesley Univ.  
 Kenneth J. King, J.D. Northeastern Univ.  
 Nelleen Chandler Knight, M.S. Lesley Univ.  
 Amber A. LaPiana, M.A. Univ. of Massachusetts Boston  
 Claire P. Laidlaw, M.S. Boston State College  
 Julia M. Legas, M.A. California State Univ./Long Beach  
 Che C. Madyun, M.S.M. Lesley Univ.  
 Joseph McLellan, M.A. Univ. of Massachusetts Boston  
 Jesse R. Mellor, U.C.L.A. - Alcohol and Drug Studies Advanced  
 Certificate, M.S. Columbia College  
 James V. Milner, M.Ed. Harvard Univ.  
 Gretchen Shae Moore, M.A. Univ. of Massachusetts Boston  
 Lynn S. Moore, M.Ed. Cambridge College  
 Terry Müller, Ed.D. Univ. of Phoenix  
 Christopher Murtagh, MS, Westfield State College  
 Gloria C. Mwase, Ph.D. Univ. of Massachusetts Boston  
 Farideh Oboodiat, Ph.D. Univ. of Texas Austin  
 Lucia C. Papile, M.Ed. Univ. of Massachusetts Boston  
 Kelly Parrish, M.Ed. Boston Univ.  
 Joanne Pearlman, M.Ed. Cambridge College  
 Jennifer R.D. Pepi, J.D. Northeastern School of Law  
 Flavia C. Perea, M.A. Brandeis Univ.  
 David Precopio, M.B.A., Thunderbird, American Graduate School of  
 International Management  
 Roxanne Reddington-Wilde, Ph.D. Harvard Univ.  
 John J. Silva, M.Ed. Salem State College  
 Ronald E. Smith, M.Ed. Cambridge College  
 Troy D. Smith, M.S. Univ. of Michigan Ann Arbor; M.Ed. Harvard Univ.  
 Khalina Stackpole, Ph.D. Pushchino State (Russia)  
 Michaela Stewart, J.D. Massachusetts College of Law  
 Carolyn Stonewell, M.A. New York Univ.  
 David Neil Strong, M.S. Univ. of Massachusetts  
 Henry (Hank) Tarbi, M.Ed. Northeastern Univ.  
 Liliana Testaverde, M.A. Boston College  
 Sal Testaverde, Ph.D. Univ. of New Hampshire  
 Michael Tucker, M.A. Northeastern Univ.

Deanna L. Yameen, M.A. Brandeis Univ.  
 Carmen F. Zaccardi, M.Ed., Northeastern University  
 Joel D. Ziff, Ed.D. University of Massachusetts  
 Laura Ziman, Ed.M. Lesley Univ.; Coordinator, General Education,  
 Multidisciplinary Studies

### Medical Interpreter Faculty

Norma Green, M.Ed. Cambridge College; Program Coordinator  
**Cambridge, MA — Part-time faculty**  
 Dharma Cortés, Ph.D. Fordham Univ.  
 Herve Dorsinville, M.D. Univ. of Santo Domingo  
 Rosario Muci Gomez, M.D. Central Univ. of Venezuela  
 Patricio Gonzalez, B.A. Chilean-British Institute of Culture  
 Diane T. Lolli, C.A.G.S. Boston State College  
 Yilu Ma, M.S. River College, M.A. Tufts Univ.  
 Emma Mendez, Ph.D. New York Univ.  
 Lisa M. Morris, M.S. Leslie University  
 Marcos Pienasola, B.A. Berklee College  
 Maria Pia Terra, B.A. Univ. of Massachusetts

### Year Up Faculty (part-time)

**Boston, MA — Part-time faculty**  
 Tyra Anderson, M.Ed. Lesley College  
 Michael J. Boyle, B.A. Univ. of Michigan  
 Karen J. Crane, B.S. York College of Pennsylvania  
 William M. Davidge, M.S. Northeastern Univ.  
 Lovie Elam, M.A. Lesley Univ.  
 Patricia Gaudette, M.B.A. Univ. of Michigan  
 Brendan Halpin, M.A. Tufts  
 Stacy Hightower, B.S. Northeastern Univ.  
 Marie Betty Jean-Jeremie, M.S. Univ. of Phoenix  
 John Killeen, M.S. Northeastern Univ.  
 Harry Lindor, B.S. State Univ. of Haiti  
 Dolores Ortiz, B.A. Smith College  
 Kelly L. Parrish, M.Ed. Boston Univ.  
 Damien J. Rudzinski, B.S. Keene State College  
 Kayvan Sabery, B.S. Boston Univ.

# School of Education Faculty

Cambridge, MA main campus • See also regional centers faculty

N. Alan Sheppard, Ph.D. Acting Dean, School of Education

## Teacher Preparation

### Early Childhood & Elementary Education

Gloria Stanton, C.A.G.S. Bridgewater State College, Coordinator

#### Full-time Faculty

Ethlyn Davis-Fuller, Ph.D. Boston College

#### Part-time Faculty

Jeanne Adair, Ed.D. Harvard Univ.

Norma Andreucci, M.Ed. Bridgewater State

Maura D. Buckley, M.Ed. Salem State College

Ava Goldstein, M.Ed. Lesley Univ.

Carol Jacobson, M.Ed. Northeastern Univ.

Mary Keenan, M.A. Univ. of New Hampshire

Miriam E. Kronish, M.Ed. Boston Univ.

Siobhan Moylan, M.Ed. Bridgewater State Univ.

Grace Nagle, M.Ed. Bridgewater State College

Joseph Oliveri, M.S. Bridgewater State College

Ellyn Gaspardi, M.A.T. Lesley Univ.

### English as a Second Language — Part-time Faculty

Betsy Tregar, Ed.D. Harvard Univ., Coordinator

James Backer, Ph.D. Nova Southeastern Univ.

Anne Dolan, M.Ed. Boston State College

Kathleen A. Frye, M.Ed. San Diego State Univ.

Monica F. Jackson, Ed.D. Univ. of Massachusetts/Lowell

Lunine Pierre-Jerome, Ed.D. Univ. of Massachusetts/Boston

Kathleen Murphy, M.Ed. Boston State College

Jeanne Perrin, M.Ed. Boston College

Yael Zakon-Bourke, M.Ed., Boston University

### General Education

#### Full-time Faculty

Ethlyn Davis-Fuller, Ph.D. Boston College

John Grassi, Ph.D. Columbia Pacific Univ.

Lyda Peters, M.Ed. Univ. of Illinois; Professor

#### Part-time Faculty

Edmund V. Donnelly, C.A.G.S. Bridgewater State College

Nancy Ellis, Ed.D. Loyola Univ.

George Guasconi, Ed.D. Nova Southeastern Univ.

Diane Harper, M.A. Boston Univ., Coordinator

David Irving, M.Ed. Salem State College

Catherine Jenkins, M.A. Olivet Nazarene Univ.

Miriam E. Kronish, M.Ed. Boston Univ.

Joanne McCarthy, M.A. Tufts Univ.

Linda Ostrander, Ph.D. Union Institute

Joyce Hope Scott, Ed.D. Boston Univ.

Michael J. Tucker, M.S. Northeastern Univ.

### Health/Family & Consumer Sciences — Part-time Faculty

Shirley L. Handler, Ed.D. Univ. of Massachusetts/Amherst, Coordinator

Mary Connolly, C.A.G.S. Bridgewater State College

Michael P. Gill, Ed.D. Boston Univ.

Mary Ellen Kirrane, M.Ed. Suffolk University

Patricia Minishak, M.S. Fitchburg State College, M.S. Florida State Univ.

Jeremy Phillips, M.Ed. Harvard Univ.

Jennifer B. Wolfrum, M.Ed. Univ of Texas/Austin

### Instructional Technology — Part-time Faculty

Hormoz Goodarzy, M.P.A., Harvard Univ.; Coordinator

James A. Backer, Ph.D. Nova Southeastern Univ.

E. Molly Laden, M.Ed. Lesley Univ.

Joyce LaTulippe, M.Ed. Harvard Univ.

Tammy E. Rodolico, M.Ed. Univ. of Massachusetts/Amherst

### Library Teaching — Part-time Faculty

Hormoz Goodarzy, M.P.A. Harvard Univ.; Coordinator

Geraldine O'Reilly, M.Ed. Cambridge College

### Literacy Education — Part-time Faculty

Gloria Stanton, C.A.G.S. Bridgewater State College, Coordinator

Jeanne Adair, Ed.D. Harvard Univ.

Olga Frechon, C.A.G.S. Harvard Univ.

Deborah Carr Saldana, Ed.D. Univ. of Houston

See also Elementary Education, English as a Second Language, and Special Education faculty.

### Mathematics

#### Full-time Faculty

Nicholas Rubino, Ph.D., Boston College; Coordinator, Mathematics programs

#### Part-time Faculty

Mario Michael Arria, M.Ed. Boston State College

Peter F. Ash, Ph.D. Univ. of Illinois

Edward Chapdelaine, M.S. Salem State College

Steven Cushing, Ph.D. UCLA

Jennifer R. Fonda, M.A. Boston Univ.

Arnold Good, Ph.D. Illinois Institute of Technology

Neelia J. Jackson, M.Ed. Youngstown State Univ. (OH)

Benjamin N. Levy, M.A. Harvard Graduate School of Education

Gloria Moran, Ed.D. Univ. of Massachusetts/Amherst

Paul M. Natola, M.Ed., Boston State College

John O'Keefe, M.S. Lesley Univ.

**School Nurse Education — Part-time Faculty**

Patricia Johnson, R.N., Ed.D. Univ. of Massachusetts Amherst;  
Coordinator

Marie DeSisto, M.S.N. Regis College

Kathleen A. Hassey, R.N., M.Ed. Cambridge College,

Opal J. Hines-Fisher, R.N., M.Ed. Fitchburg State College

Donna Huntley-Newby, R.N., Ph.D. Boston College

Patricia A. Kenney, M.Ed. Emmanuel College

Carol R. Shelton, R.N., Ph.D. Brandeis Univ.

Jane B. Simpson, R.N., M.Ed. Cambridge College

Carolyn Wood, R.N., Ph.D. Univ. of Connecticut

**Science Education — Part-time Faculty**

John Papadonis, M.S. Univ. of Massachusetts/Lowell, Coordinator

Gregory L. Curran, M.S. State Univ. of New York

Charles Flynn, M.A.T. Simmons College

Suzanne Flynn, M.S. Univ. of Nebraska

Arlene Jurewicz-Leighton, M.S. Adelphi Univ.

James P. Lucarelli, M.A. Baruch College

C. David Luther, C.A.G.S. Boston State College

David M. Lyons, Ed.D. Univ. of Massachusetts/Boston

Joel S. Rubin, Ed.D. Harvard Graduate School of Education

Juliana Texley, Ph.D. Wayne State Univ.

Thomas Vaughn, M.A. Lesley Univ.

**Special Education**

Mary L. Garrity, Ed.D. Univ. of Massachusetts/Lowell, Coordinator

**Part-time Faculty**

Louise Andrews, M.S. State Univ. of  
New York at Albany

Beverly Conte, Ed.D. Boston Univ.

Janice D'Avignon, Ph.D. Boston  
College

Gordon DeFalco, Ph.D. Univ. of Kansas

Elaine Dillon, M.Ed. Cambridge College

Joseph F. DiPietro, Psy.D. Massa-  
chusetts School of Professional  
Psychology

Edmund Donnelly, M.Ed. Boston  
College

Paula Donnelly, C.A.G.S. Fitchburgh  
State College

George Flynn, M.Ed. Univ. of Toronto

Valerie Ardi Flynn, Ed.D. Boston  
College

Steve Gannon, M.Ed. Boston Univ.



Paul Koppenhaver, Ph.D., Walden Univ.

Anthony R. LaVerde, Ph.D. Boston College

Robert F. Littleton Jr., Ed.D. Boston Univ.

Jean Loud, Ed.D. Boston University

Cheryl L. Meninno, Ed.D. Univ. of Massachusetts

Robert K. Ross, Ed.D. Nova Southeastern Univ.

Sharon Ross, M.Ed. Worcester State College

Patricia Sabbey, M.Ed. Boston College

Joseph H. Schechtman, M.Ed. Boston Univ.

Helen F. Virga, Ed.D. Univ. of Massachusetts Boston

**Educational Leadership****School Administration and Certificate of Advanced Graduate Studies — Part-time Faculty**

Terrence J. Boylan, Ed.D. Boston Univ.

Patricia R. Brooks, M.S. Indiana Univ.

Joseph E. Buckley, Ed.D. Univ. of Massachusetts

Kathleen M. Buckley, D.Ed. Boston College

Carolyn Joan Burke, Ed.D. Boston Univ.

Debra L. Dunn, Ed.D. Univ. of Massachusetts/Lowell

David L. Flynn, Ph.D. Boston College

John Kerrigan, Ed.D. Univ. of Massachusetts/Amherst

Lynne Long, Ed.D. George Washington Univ.

Patricia E. Martin, Ed.D. Boston College

Richard J. Palermo, Ed.D. Boston Univ.

Helen F. Virga, Ed.D. Univ. of Massachusetts/Boston

**Doctorate—Full-time Faculty**

Fernando F. Padró, Ph.D. Univ. of Arizona, Interim Director

Sandra D. Bridwell, Ed.D. Indiana Univ./Bloomington

James Horn, Ph.D. Univ. of Tennessee

Steven Maio, Ed.D. Boston Univ.

Kemo Salia-Bao, Ed.D. Harvard Univ.

**Doctorate—Part-time Faculty**

Kathleen M. Lynch, Ph.D. Univ. of Pennsylvania

# School of Management Faculty

Cambridge, MA main campus • See also regional centers faculty

Mary Ann Joseph, Ph.D. Northwestern Univ., Professor; Acting Dean,  
School of Management

## Cambridge, MA — Full-time

Martha Belden, J.D. Western New England College, Professor  
Shirley J. Harrell, M.A. Case Western Reserve Univ., Assistant Professor  
Cynthia Y. Ker, D.B.A. Univ. of Colorado at Boulder, Professor  
Joseph Crawford Reed, Ph.D. Univ. of Wisconsin, Professor

## Cambridge, MA — Part-time

Clark C. Abt, Ph.D. Massachusetts Institute of Technology  
Joanne M. Baker, M.M. Cambridge College  
Carl F. Barron, M.B.A. Harvard Univ.; Distinguished Guest Lecturer  
Bruce E. Cohen, M.B.A. Boston College, M.A. Ohio Univ.  
Moshe Cohen, M.B.A. Boston Univ.  
Ralph J. Covino, Ph.D. Nova Southeastern Univ.  
Lester Green, M.S. Southern Methodist College  
James Hannon, M.A. Framingham State Univ.  
David Hoover, Ph.D. New York University  
Donna Maimes, M.Ed. Cambridge College  
Rose Marota, M.A. Eastman School of Music, PMP Certification  
Hugh V. McGill, M.M. Cambridge College  
Joseph Miglio, Ed.D. National-Louis Univ.  
Gretchen S. Moore, M.A. Univ. of Massachusetts/Boston  
Michael Murphy, M.S. Ed. Univ. of Pennsylvania  
Catherine Seo, M.S. Marlboro College  
Mary-Louise White, Ph.D. Warren National Univ.  
Sharon A. Wulf, Ph.D. Columbia Pacific Univ.  
William Zwemke, M.M. Cambridge College

## Health Care Management — Part-time Faculty

Claritza N. Abreu, M.S. Boston Univ.  
Ellen Alperen, Ph.D. Le Salle Univ.  
Craig W. Bennett, J.D./M.P.A. New England School of Law/Suffolk Univ.  
Debora, S. Bloom, M.A. New York Univ.  
Debra A. Blyth, J.D. Suffolk Univ.  
John A. Brennan, M.B.A. Pace Univ.  
Patricia A. Crutchfield, M.L.S. SUNY Center Albany  
Ronald J. Doncaster, M.S. Lesley Univ.  
Peter W. Droese, MS Simmons College  
Kathleen Duchaine, Ph.D. Capella Univ.  
Brendan Egan, M.B.A. Univ. of Chicago  
Frances C. Fairbanks, M.M. Cambridge College  
Ken Farbstein, M.P.P. Harvard Univ.  
Denise Garrow-Pruitt, Ed.D. Nova Southeastern Univ.  
Vivian Hatziyannis, M.A. Tufts Univ.  
Jeffrey J. Isaacson, J.D. New England School of Law  
Joyce LaTulippe, M.Ed. Harvard Univ.  
Stephen Lemire, M.S. Univ. of Lowell, M.A.  
MaryAnn McCarthy, M.S.W. Boston Univ.  
Jackie K. Moore, Ph.D. Florida State Univ.  
Ashley Pearson, M.P.A. Suffolk Univ.  
Raymond D. Sanzone, M.H.A. Columbia Univ.  
Ruth B. Smith, Ph.D. Boston College  
Kevin Sweet, M.S. Maritime Academy  
Edward Wang, Psy.D. Univ. of Denver  
Mary-Louise White, Ph.D. Warren National Univ.  
Dawn Zapata, M.A. Harvard Univ.

# School of Psychology and Counseling Faculty

## Cambridge, MA main campus • See also regional centers faculty

Niti Seth, Ed.D. Harvard Univ.; Professor; Dean, School of Psychology and Counseling

### Full-time Faculty

John Carew, Ph.D. Boston College

Stephen Merther, M.A. Counseling Psychology, Antioch New England Graduate School; Coordinator, Psychological Studies

Massomeh Namavar, Ed.D. Indiana Univ.

Robert Prague, M.Ed. Boston College

### Part-time Faculty

Larry M. Allen, M.Ed. Antioch College

Reynold Barnes, M.M. Cambridge College

Lisa Bernard-Langone, M.A. Mental Health Counseling and Behavioral Medicine, Boston Univ.

Diane L. Boettcher, Ed.D. Boston College

Judith Bralove, M.S.W. Boston College

Janice I. Brenner, M.Ed. School Adjustment, Suffolk Univ.

Elizabeth Buckley, M.S.W. Simmons College

Elena Cherepanov, Ph.D. Moscow State Univ. (Russia); Coordinator, Trauma Studies

Henrietta Cooper, M.D. Univ. of Rochester School of Medicine

Albert Cotungno, Ph.D. Univ. of California Berkeley

Victoria M. DaPonte, M.Ed. Cambridge College

Paul R. Deschenes, M.Ed. Northeastern Univ.

Thomas Farina, M.S.W. Boston Univ.

Hugh Ferguson, J.D. New England School of Law; Interim Coordinator: Mental Health Counseling, Counseling Psychology (36), Practica/Internships, CAGS Counseling Psychology, Marriage & Family Therapy

Giovanna Franchi, M.A. Lesley Univ.

Steffen Fuller, Ph.D. Purdue Univ.

Margery Gans, Ed.D. Harvard Univ.

Irle M. Goldman, Ph.D. Rutgers Univ.

Vita Golub, M.Ed. SUNY/Buffalo, M.Ed. Univ. of Massachusetts/Boston; Coordinator, School Adjustment Counseling

Colleen Goode, M.Ed. Cambridge College

Russell Gwilliam, M.A. Anna Maria College

Heather Harris, M.A. Lesley University

C. Michael Hiam, Ph.D. Alliant International Univ. (San Francisco)

Joseph A. Huff, Ed.D. Boston Univ., National Coordinator, School Guidance

Seward T. Hunter, M.S.W. Simmons College, M.Div. Harvard Univ.

Carline Jean-Baptiste, Ph.D. Clinical Psychology, Boston Univ.

Mary Mopsy Kennedy, M.S.W. Boston Univ.

Katherine King, M.A. Massachusetts School of Psychiatry

Marina Livshits, Psy.D. Clinical Psychology, Ferkauf Graduate School of Psychology

Maureen McGlame, M.Ed. Univ. of Massachusetts

Edward McGrath, Ed.D. Argosy Univ.

Kathy A. McMahon, Psy.D. Antioch College

Deborah A. Merriam, Ed.D. Boston Univ.

Al Moscaritolo, C.A.G.S. Counseling Psychology, Cambridge College

James T. Reilly, D.M.D. Tufts Univ.

Jeanne E. Richardson, C.A.G.S. Harvard Univ.

Margaret F. Sablove, Ed.D. Univ. of Massachusetts/Amherst

Thomas P. Salmon, M.P.H. Univ. of Michigan

Tomas Serrano, Ph.D. Counseling Psychology, Northeastern Univ.

Thomas Thelin, M.Div. DePaul Univ; M.S. Fitchburg State Univ.

Arthur B. Trundy, M.Ed. Cambridge College

John Twomey, Ed.D. Boston Univ.

Elaine Walker, M.A. Lesley Univ.

Kathryn White, M.A. Northern Univ.



# Augusta, GA Regional Center Faculty

## School of Education

### Elementary Education — Part-time Faculty

Michael Doolittle, Ed.D. Nova Southeastern Univ.  
 Joni Lawton, Ed.D. Argosy University  
 Susan D. Speir, Ed.S. Lincoln Memorial Univ.  
 Gloria D. Toy, Ed.D. South Carolina State Univ.

### General Education — Part-time Faculty

Kathy P. Harrell, Ed.S. Augusta State Univ.

### Mathematics — Part-time Faculty

C.P. Abubucker, Ph.D. Univ. of Georgia  
 Teresa Battle, M.S. South Carolina State Univ.

### Special Education — Part-time Faculty

Velinda Bailey, Ed.S. West Georgia College  
 Carletta N. Brown-Wynn, C.A.G.S. Cambridge College  
 William Evans, Ed.S. Georgia Southern Univ.  
 Roberta Hatcher, Ed.S. Augusta State Univ.  
 Joyce Johnson-Fredrick, Ph.D. Univ. of Pittsburgh  
 Donna McBride, Ed.D. Univ. of Sarasota  
 Pamela D. Thomas, Ph.D. Capella Univ.

### School Administration and Certificate of Advanced Graduate Studies — Part-time Faculty

Sharlotte Evans, Ed.D. South Carolina State Univ.; Director, Augusta Center  
 Joan C. Ashley, Ed.S. Georgia Southern Univ.  
 James M. Brown, Ed.D. Univ. of Sarasota  
 Brenda Cloud, Ed.D. Atlanta Univ.

Glenda B. Johnson, Ed.D. Illinois State Univ.  
 Hulon Johnson, Ed.D. Loyola University  
 Murray E. Miller, M.S. Valdosta State College, M.S. Univ. of Georgia,  
 M.S. Fort Valley State College (GA)  
 William Morris, Ed.S. Augusta College  
 Terry L. Nelson, Ed.D. South Carolina State Univ./ Orangeburg  
 Morven S.W. Ngaiyaye, Ph.D. Loyola University (Chicago)  
 Charles Barry O'Neill, Ph.D. Georgia State Univ.  
 Alfred L. Reed, Ed.D. Univ. of Colorado  
 Hershel J. Robinson, Ed.D. Nova South Eastern Univ.  
 Geoffrey Schlichter, Ed.S. Augusta State Univ.  
 Barbara R. Thompson, Ed.D. Univ. of Massachusetts  
 Helena J. Tillar, Ed.D. South Carolina State Univ.  
 Lawrence Turner, Ed.D. Loyola Univ.  
 Robert Waters, Ed.D. Univ. of Sarasota  
 Roger Williams, Ed.D. Univ. of Georgia  
 Willie Woodbury, Ed.D. Univ. of Colorado

## School of Psychology and Counseling

### Part-time Faculty

Janet Bishop, Ed.S. Augusta State Univ.  
 Elias Etonge Etinge, Ph.D. Univ. of Alabama  
 Audrey Clinton Fisher, Ph.D. Univ. of Michigan  
 Kay S. Marsh, Ed.D. Univ. of Sarasota  
 Myrel Seigler, Ed.D. Georgia Southern Univ.  
 Susan H. Stafford-Hawes, M.Ed. Georgia College & State Univ.  
 Bobby Starcher, Ed.S. Augusta State Univ.  
 Patricia B. Wiggins, Ed.S. Augusta College

# Chesapeake, VA Regional Center Faculty

## School of Undergraduate Studies

### Part-time Faculty

N. George Boothby Ed.D. Nova Southeastern Univ.  
 Tanya Burch, Ph.D. Univ. of North Carolina  
 John Chittick, Ed.D. Harvard Univ.  
 Kimberly Jones-Barry, J.D. Howard Univ.  
 Andrea Leigh Ellyson, M.S. Old Dominion Univ.  
 Lynn Lantham, Ed.S. George Washington Univ.  
 Steven J. Mings, M.Ed. Cambridge College  
 Linda Partridge, M.S. Old Dominion Univ.  
 Kathleen McKie Vuono, M.Ed. Cambridge College

## School of Education

### Early Childhood and Elementary Education — Part-time Faculty

Lisa Buffalo-Corbin, Ed.D. Nova Southeastern Univ.  
 Natalie T. Halloran, Ed.D. Nova Southeastern Univ.

### General Education — Part-time Faculty

Linda L. Christen, M.S. Kent State Univ.  
 Lora Friedman, Ed.D. Univ. of Florida Gainesville  
 Charlotte F. LeHecka, Ph.D. Univ. of North Carolina Greensboro  
 Allan F. (Bud) Livers, Jr., Ph.D. College of William and Mary  
 Michael A. Parker, M.S. Virginia State Univ.  
 Curtiss E. Wall, Ph.D. Michigan State Univ.  
 Nancy Wall, M.S. Old Dominion Univ.  
 Carol Cawley, M.Ed. College of William and Mary

### Special Education — Full-time Faculty

Ella Benson, Ed.D. Univ. of Virginia; Education Programs Coordinator

### Special Education — Part-time Faculty

Lanett Willis Brailey, M.A. Ohio State Univ.  
 Barbara Flanagan, Ph.D. Virginia Tech, College of Education  
 Hope M. Jordan, Ph.D. Regent Univ.  
 Harolyn J. Katherman, Ed.D. Virginia Polytechnic Institute and State Univ.  
 Allan F. (Bud) Livers, Jr., Ph.D. College of William and Mary  
 Sheila Mingo Jones, Ph.D. Southern Illinois Univ.  
 Andrea McCargo-Callahan Ed.D. Nova Southeastern Univ.  
 Steven J. Mings, M.Ed. Cambridge College  
 Martha A. Taylor, Ed.D. Virginia Tech

## School Administration and Certificate of Advanced Graduate Studies — Full-time Faculty

Ella E. Benson, Ed.D. Univ. of Virginia; Coordinator, Education Programs

## School Administration and Certificate of Advanced Graduate Studies — Part-time Faculty

N. George Boothby Ed.D. Nova Southeastern Univ.  
 Barbara Cooper, Ed.D. Virginia Tech  
 Lora Friedman, Ed.D. Univ. of Florida  
 Carolyn Garrett M.S. Old Dominion Univ.  
 Jean Infantino, Ed.D. Virginia Tech  
 S. Kambar Khoshaba, Ed.D. George Washington Univ.  
 Samuel F. Leary, Jr., Ed.D. Virginia Tech  
 Lynne Long, Ed.D. George Washington Univ.  
 Deborah L. Mansfield, Ed.D. Nova Southeastern Univ.  
 Thomas McAnulty, Ph.D. Old Dominion Univ.  
 Donald Musselman, Ed.D. Virginia Tech  
 George Parker, Ph.D. Virginia Tech  
 Dorothea Shannon, Ph.D. College of William and Mary  
 James Smith, Ed.D. Virginia PolyTech Institute  
 Precilla J. Stone, Ed.D. Univ. of Virginia  
 Alan Vaughan, Ph.D. Old Dominion Univ.

## School of Management

### Part-time Faculty

Nancy Carlo Adams, M.A.P.A. Old Dominion Univ.  
 Michael Bryant, Ph.D. Nova Southeastern Univ.  
 James Coprew D.B.A. Mississippi State Univ.  
 John Drinan, M.S. Florida Institute of Technology  
 Celia Masse, Ph.D. Union Institute & Univ.  
 Peter Hughes, M.Ed. Antioch Univ.  
 William McMican, M.S. Naval Postgraduate School, Monterey, CA  
 Kelly Nevala, M.A. George Washington Univ.  
 Raymond Trachant, M.S. Old Dominion Univ.  
 Jason Vincelette, M.M. Cambridge College

## School of Psychology and Counseling

### Part-time Faculty

Norma Wright Brumage, Ed.D. Virginia Tech  
 Melendez O. Byrd, Ph.D. Virginia Tech  
 Carla Castor, Ph.D. Virginia Commonwealth Univ.  
 Dana Cook, M.S. Old Dominion Univ.  
 Sylinda B. Gilchrist, Ed.D. George Washington Univ.  
 Sandra A. Rasmussen, Ph.D. Harvard Univ.  
 Susan M. Sigler, Ed.D. Nova Southeastern Univ.

# Inland Empire, CA Regional Center Faculty

## School of Undergraduate Studies

### Part-time Faculty

Nighett Ahmed, M.B.A. Univ. of Phoenix  
 Daryl Bell, M.Ed. California Baptist Univ.  
 Cindee Dunlap, M.Ed. Azusa Pacific Univ., M.A. Cal State Los Angeles  
 Sylvia Greenberg, M.A. La Sierra Univ.  
 Benn Johnston, M.S. Univ. of Wisconsin  
 Jessica Maiorca-Nunez, M.A. California State Univ. / Los Angeles  
 Brigit Monks, Ed.D. Fielding Graduate Univ.  
 Julian Quarles, M.A. California State Polytechnic Univ. / Pomona  
 Carol Scissel, M.S. United States International Univ.  
 Victoria Stephan, M.S. California State Univ. at Fullerton  
 Precious Taylor, Ed.D. Nova Southeastern Univ.  
 Nancy Yates, MA, Azusa Pacific Univ.

## School of Education

### General Education — Part-time Faculty

Eve-Marie Arce, Ed.D. Univ. of LaVerne  
 Sinna Bhaskar, Ph.D. Univ. of California at Davis  
 Allison Han, Ed.D. Univ. of Southern California  
 Peggy J. Ingram, M.Ed. Brigham Young Univ.  
 Ellie A. Kaucher, Ed.D. Alliant International Univ.

John F. Kaucher, M.A. Azusa Pacific Univ.  
 Steven Lee, Ed.D. Argosy Univ.  
 Deidre Marshall, M.Ed. California State Univ. at San Bernardino  
 Susan Lomeli, D.B.A. Univ. of LaVerne  
 Teresa Shellcroft, M.A. Marshall Univ.  
 Mariyon Thompson, M.Ed. Azusa Pacific Univ.  
 Judy Tyler, M.Ed. Chapman Univ.  
 Hope Young, M.S. Azusa Pacific Univ.

### School Nurse Education — Part-time Faculty

Sharon J. Hoyt-Cline, M.P.A. Golden State Univ.  
 Cynthia L. Koziol, M.S. Northern Illinois Univ.  
 Sandra M Landry, M.Ed. California State Univ. at Fullerton  
 Karen Majorca, M.Ed. Univ. of La Verne

## School of Management

### Part-time Faculty

Arely Moreno, M.B.A. Univ. of La Verne  
 Jim Claverie, M.B.A. Univ. of Redlands  
 Sean Fitzgerald, M.S. National Univ.  
 Ronald Griffin, M.A. California State Univ. at Dominguez hills  
 Michael Krause, M.A. Webster Univ.

# Memphis, TN Regional Center Faculty

## School of Education

### Early Childhood and Elementary Education — Part-time Faculty

Jana Bernstein, M.F.A. Univ. of Memphis at Memphis  
 Bobby Dixon, Ph. D. Indiana Univ., Bloomington  
 Anniece Gentry, Ed.D. Univ. of Mississippi at Oxford  
 Lori Streeter, Ed.S. Univ. of Mississippi

See also School Administration and Certificate of Advanced Graduate Studies.

### General Education — Part-time Faculty

Elizabeth Brock, Ed.D. Memphis Univ.  
 Stephanie Waller, Ed.D. Union Univ.  
 Sandra Woodard, Ed.S. Union Univ. at Germantown, TN

### Mathematics — Part-time Faculty

Emily Barbee, Ed.D. Union Univ.  
 Keyuna Cameron, Ph.D. Jackson State Univ.  
 Bacardi Harris, Ed.D. Union Univ. at Germantown (TN)  
 Carolyn Henderson, M.Ed. Alabama Agriculture Univ.  
 Camilla Horton, Ed.D. Univ. of Mississippi at Oxford

### Special Education — Part-time Faculty

Amber Carpenter-McCullough, M.Ed., Univ. of Memphis at Memphis  
 Gloria Lindsey, Ed.D. Arkansas State Univ./Johnesboro  
 Andrea Mayfield, Ed.D. Univ. of Mississippi at Oxford  
 JoAnn Sevier-Laws, Ed.D. Univ. of Memphis at Memphis  
 Tarol Page-Wells, Ed.D. Union Univ.  
 Annette Woods, Ed.S. Univ. of Memphis

## School Administration and Certificate of Advanced Graduate Studies — Part-time Faculty

Linda Compbell, Ed.D. Union Univ.  
 Neill Crosslin, Ed.D., Univ. of Georgia at Athens  
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## All Programs

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Audrey Murph, Ph.D. Albany State Univ.

Sylvia Santucci, C.A.G.S. Westfield State College; Coordinator,  
Undergraduate Programs

Tamara J. Watson, M.Ed. Westfield State College

See also Education, Counseling and Management faculty.

## School of Education

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Debra V. Donaldson, M.Ed. Lesley Univ.

Brian Hollister, M.A.T. American International College

Daniel Moriarty, C.A.G.S. Westfield State College

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Anthony Rigazio-Digilio, Ed.D. Univ. of Massachusetts

See also Special Education faculty.

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Phone ..... 617-868-1000

**Emergency** — In emergency only, a student may be located in class and an emergency message delivered.

• Call the Registrar's Office. ....x1101

• After 8:30pm, call Security: **1 000 Mass Ave** . . .x1115 • **80 Prospect St** . . .x1272 • **17 O'Brien Hwy** . . .x1444

**Office Hours** • Mon-Fri 9:00 a.m.-5:00 p.m.

Additional hours when classes are held: Weekday evenings 5:00-8:00 p.m. and weekends 8:00 a.m.-5:00 p.m.

### Academic Advising

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## Academic Support Services

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**Bursar** (Student Accounts). . . . .x1326 bursars@cambridgecollege.edu

**Disability Support** Rebecca Sheils . . . . . x1191 disabilitysupport@cambridgecollege.edu  
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## Augusta Regional Center (GA)

753 Broad Street, Suite 1000, Augusta, GA 30901

Phone ..... 706-821-3965

**Emergency Contact** in emergency only, a student may be located in class and a message delivered. .... 706-821-3965

**Office Hours** Monday-Friday 9:00-5:00.

**Fax** ..... 706-821-3793

**Director** Sharlotte Evans, Ed.D. ....x1521

**Asst Director (Enrollment)** Horace Lamback .....x1528

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**Administrative Manager** Linda Luke .....x1523

**Admissions** Connie Davis .....x1529

**Admissions** Bruce Holbrook .....x1574

**IT Tech Support Asst** Dean Dibling .....x1525

**Practicum Coordinator**...Joan Ashley, Ed.S. ....x1526

**Practicum Coordinator** Kathy Stephenson .....x1527

**Reception/Data Entry** .....x1522

### Servicemembers Opportunity

**College Contact** Connie Davis .....x1529

**Student Services** Gary Johnson

**Veterans Certifying Representative** Connie Davis .....x1529

**Website** .....www.cambridgecollege.edu/augusta

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Financial Aid . . . . .617-873-0440 financialaidweb@cambridgecollege.edu

Registrar . . . . .617-873-0101 registrar@cambridgecollege.edu

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## Chesapeake Regional Center (VA)

1403 Greenbrier Parkway, Suite 300, Chesapeake, VA 23320

Phone ..... 757-424-0333

**Emergency Contact** in emergency only, a student may be located in class and a message delivered. ....757-424-0333 x6193.

**Office Hours** Mon.-Thurs. 9:00 a.m.-6:00 p.m. • Fri. 9:00-3:00, Business Office and Admissions: Sat. 8:00 a.m.-2:00 p.m.

**Fax** ..... 757-424-1140

**Director** Ella Benson, Ed.D. ....x6193

**Asst Director** Jeri Clay, M.M. ....x6202

**Admissions** Megan Kelly .....x6191

**Admissions** Sara Stiles .....x6122

**Office Manager** Erin Flynn .....x6195

**Administrative Asst** Allison Kaline .....x6194

**IT Tech Support Asst** Lisa Furlong .....x6194

### Management Programs Coordinator and Blended Learning

**Program Manager** Bill McMican, M.S. ....x6192

### Servicemembers Opportunity

**College Contact** Jeri Clay .....x6202

**Staff Asst** Maryanne Reed. ....x6194

**Student Services Coordinator** Sherri Michaels .....x6187

(liaison with bursar, financial aid, registrar, and Admissions Records)

**Veterans Certifying Representative** Allison Kaline . . . .x6194

**Website** ..... www.cambridgecollege.edu/chesapeake

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## Inland Empire Regional Center (CA)

8686 Haven Avenue, Rancho Cucamonga CA 91730

Phone . . . . . 909-635-0250

**Emergency Contact** in emergency only, a student may be located in class and a message delivered. . . . . Call Ellie Kaucher at 760-985-0099

**Office Hours** 9:00- 5:00 seven days/week; additional hours when classes are in session.

Fax . . . . . 909-635-0253

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**Admin Asst, weekends** Adriana Hernandez . . . . .x1564

**Admin Asst** Lauren Davis. . . . .x1564

**Admissions** Sommer Bell . . . . .x1568

**Admissions** Laura Brock . . . . .x1563

**Admissions** Cecelia Marquez. . . . .x1561

**IT Tech Support Asst** Charles Adams. . . . .x1565

### Servicemembers Opportunity

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**Undergraduate Advisor** Nancy Yates, M.Ed. . . . .x1567

**Veterans Certifying Representative** Ellie Kaucher, Ed.D. .x1562

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## Memphis Regional Center (TN)

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Cordova, TN 38018

Phone . . . . . 901-755-9399

**Emergency Contact** in emergency only, a student may be located in class and a message delivered. Call . . . . . 901-755-9399

**Office Hours** Mon.-Thurs. 9:00 a.m.-6:00 p.m.,  
Fri. 9:00-3:00 p.m.

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**Office Manager** Barbara Bailey. . . . .x1542

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**Admissions** Kara Tapp . . . . .x1546

**IT Tech Support Asst** Mike Padilla . . . . .x1549

### Servicemembers Opportunity

**College Contact** Karen Streeter, Ph.D. . . . .x1547

**Veterans Certifying Representative** Karen Streeter, Ph.D.x1547

**Website** . . . . . www.cambridgecollege.edu/memphis

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# Merrimack Valley Regional Center (MA)

60 Island Street, Lawrence, MA 01841

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**Reception/Security Desk** .....x1407

**Office Hours** • Monday-Thursday 9:00 a.m.-7:00 p.m.  
• Friday 9:00 a.m.-5:00 p.m.

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**Education Programs** Judith Alaimo, M.Ed., Coordinator. ....

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## Puerto Rico Regional Center

The Hato Rey Center Building, Suite 1400, 268 Ponce de Leon Avenue, San Juan, PR 00918

Phone ..... 787-296-1101

**Emergency Contact** in emergency only, a student may be located in class and a message delivered. Call ..... 787-296-1101

**Office Hours** Mon.-Fri. 9:00 a.m.-5:00 p.m., Sat. 9:00-1:00 p.m.

**Director** Jose R. Irizarry, Ph.D. ....x1534

**Academic Coordinator** Sandra Garcia-Sanchez, M.A. ....x1531

**Admissions** Jomary Marrero .....x1539

**Admissions** Fernando Santiago .....x1532

**Academic Support Coordinator** Alex Hernandez. ....x1536

**Counseling Programs Coordinator** Maria Mangual, M.Ed. ....

**Education Programs Coordinator**

Gineida Morales-Guasch, Ed.D. ....

**Information Literacy Coordinator** Noraida Dominguez, M.S. ....

**Office Manager** Carmen Mendez .....x1533

**Reception** Melissa Matias. ....x1530

### Servicemembers Opportunity

**College Contact** Isabel Soto .....x1535

**Student Services Specialist** Wilma Hernandez .....x1538

**Student Services Manager** Isabel Soto .....x1535

**Veterans Certifying Representative** Isabel Soto .....x1535

**Website** ..... www.cambridgecollege.edu/puertorico

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## Springfield Regional Center (MA)

570 Cottage Street, Springfield, MA 01104

Phone ..... 413-747-0204

**Emergency Contact** in emergency only, a student may be located in class and a message delivered. Call ... 413-747-0204 x6610

**Office Hours** Monday-Thursday 9:00-6:00 when classes are in session. • Friday 9:00-5:00 • Two Saturdays/month 10:00-2:00.

Fax ..... 413-747-0613

**Director** Teresa Forte, M.B.A. ....x6622

**Academic Coordinator** Rick Turner, Ph.D. ....x6618

### Academic Services & Registration Student

**Services** Colleen Perenick. .... x6614

**Admissions** Anne Frank. ....x6613

**Admissions** Glandina Morris .....x6623

**Admissions** Brian Smith. ....x6612

**Bursar's Office** Stacy Johnson. ....x6610

**Counseling Psychology Programs** Jeanne Trinqué, M.Ed. x6632

**Education Programs** Donna Guerin, M.Ed. ....x6616

### Field Placement Supervisor

Deborah Merriman, C.A.G.S. ....x6630

**Information Technology** Rick Turner, Ph.D. ....x6618

**IT Tech Support** .....x6610

**Lost and Found** .....x6610

**Management Programs** Rick Turner, Ph.D. ....x6618

### Marriage & Family Therapy Program

Deborah Merriman, C.A.G.S. ....x6630

**Reception** Stacy Johnson. ....x6615

### Servicemembers Opportunity

**College Contact** Brian Smith .....x6612

**Undergraduate Programs** Sylvia Santucci, C.A.G.S. ...x6638

**Veterans Certifying Representative** Zhou Lisa .....x1108

**Website** ..... www.cambridgecollege.edu/springfield

**Writing Lab Appointments** .....x6610

**Writing Programs** .....x6618

### Key Resources at Cambridge, MA main campus

Admissions Records .617-873-0447 admissionrecords@cambridgecollege.edu

Disability Support . .617-873-0470 disabilitysupport@cambridgecollege.edu

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# Cambridge College



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