

CAMBRIDGE COLLEGE

for working adults

Academic Catalog 2005-2006

Cambridge College

1000 Massachusetts Avenue

Cambridge, MA 02138

(617) 868-1000 ♦ (800) 877-4723

www.cambridgecollege.edu



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, Bedford, MA 01730-1433
Telephone (781) 271-0022. E-Mail: cihe@neasc.org

Authorization & Approval

Massachusetts — All Cambridge College's degree programs are authorized by the Massachusetts Board of Higher Education. Cambridge College programs preparing students for educator licensure are approved by the Massachusetts Department of Education, and are subject to its regulations and standards.

In addition to the Cambridge campus, authorized instructional sites are located in Springfield, Lawrence, Newton (Newton-Wellesley Hospital), and Boston (Massachusetts General Hospital).

California — Cambridge College is approved by the Bureau for Private Post-Secondary and Vocational Education to offer the following programs in the state of California: B.A. in Multidisciplinary Studies, B.S. in Management Studies; M.Ed. in Education, Early Childhood Teacher, Elementary Teacher, School Administrator, School Guidance Counselor, Teacher of Students with Moderate Disabilities, School Nurse Education; Master of Management; C.A.G.S. in Educational Leadership.

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: B.A. in Multidisciplinary Studies, B.S. in Management Studies; M.Ed. in School Administration, School Guidance, School Library, and Special Education; C.A.G.S. in Educational Leadership in Curriculum and Instruction, School Administration, and Special Education Administrator; Master of Management in Health Care Management.

Tennessee — Cambridge College is authorized by the Tennessee Higher Education Commission to offer the following programs: M.Ed. in Education, Mathematics (1-6, 5-8), Teacher of Students with Moderate Disabilities, School Administrator, School Guidance; C.A.G.S. in Educational Leadership with concentrations in Curriculum and Instruction, School Administration, and Special Education; Master of Management in Health Care Management. (Tennessee Higher Education Commission: www.state.tn.us/thecc/.)

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 the regional center at 1403 Greenbriar Parkway, Suite 300, in Chesapeake, Virginia. The following programs are approved: bachelor's degrees in Multidisciplinary Studies, Psychology, Human Services, and Management Studies; Master of Education programs in Education, Mathematics (5-8), Mathematics Education, School Guidance Counselor, Teacher of Students with Moderate Disabilities, School Administration; and C.A.G.S. programs in Curriculum and Instruction and in School Administration; Master of Management/E-Commerce.

Puerto Rico — The Puerto Rico Council on Higher Education has authorized Cambridge College to offer graduate courses of the National Institute for Teaching Excellence leading to a Master of Education degree.

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College Calendar

FALL 2005/2006

September

- 05 Labor Day — no classes, offices closed
- 19-23 New students registration/orientation
- 22,24 Management registration & seminar
- 26 Term begins for all programs

October

- 07 Last day for Drop/Add, independent/focused study submissions
- 10 Columbus Day — classes held, offices closed
- 11 Last day for loan submission for students whose loan award year ends in 1/2006
- 15 Graduate Workshops

November

- 11 Veterans Day observed — classes held, offices closed
- Nov. 14-Dec. 09 Online exit interview counseling for students with loans who are completing their programs in 1/2006
- 19 Graduate Workshops
- 24-25 Thanksgiving Holiday — no classes, offices closed

December

- 01-31 Continuing students web registration for spring term
- 16 Independent Learning/Research Project due to faculty
- Dec.23-Jan. 02 Winter Recess — no classes

January

- 02 New Year's Day (observed) — no classes, offices closed
- 03 Classes resume
- 16 Martin Luther King, Jr. Day — classes held, offices closed
- 09 Term ends — graduate programs
- 16 Term ends— undergraduate programs
- 30 Fall 2005 degree conferral date

SPRING 2006

January

- Jan. 30-Feb. 01 New students registration/orientation

February

- 2,4 Management registration & seminar
- 06 Term begins — all programs
- 17 Last day for Drop/Add, Independent/focused study submissions
- 19 Celebration of achievement in Savannah, GA
- 20 Presidents' Day — classes held, offices closed

March

- Mar. 13-May 09 Online exit interview counseling for students with loans who are completing their programs in 5/2006
- 17 Last day for loan submission for students whose loan award year ends in 5/2006
- 18 Graduate Workshops

April

- 01-30 Continuing students web registration for summer term
- 17 Patriots' Day — classes held, offices closed
- 17-21 Spring break — offices open, some classes held
- 19-20 Cap and gown distribution, graduation materials disseminated — 5:00-8:00 p.m.
- 22 Graduate Workshops
- 24 Independent Learning/Research Project due to faculty

May

- 16 Last day for loan submission for students whose loan award year ends in 8/2006
- 20 Term ends — graduate programs
- 27 Term ends— undergraduate programs
- 29 Memorial Day — no classes, offices closed

June

- 11 Commencement Exercises

SUMMER 2006

June

- 05-08 New students registration/orientation
- 12 Term begins — undergraduate programs
- 15,17 Management registration & seminar
- 17 Term begins — graduate programs
- June 17-July 19 Online exit interview counseling for students with loans who are completing their programs in 8/2006
- 19 Last day for Drop/Add, Independent/focused study submissions
- 24 NITE programs begin (students arrive)

July

- 04 Independence Day observed — no classes, offices closed
- 24 Independent Learning/Research Project due to faculty
- 29 Term ends — graduate programs

August

- 01-31 Continuing students web registration for fall term
- 05 NITE Summer Institute ends
- 12 Term ends — undergraduate programs
- 22 Summer 2006 degree conferral date



Table of Contents

Accreditation, Authorization & Approval	inside front cover
College Calendar	2
Table of Contents	3
Welcome	4

CAMBRIDGE COLLEGE

Mission & Values	5
History	5
Teaching & Learning at Cambridge College	5
Program Goals & Outcomes	6
Research & Planning	6
One College, Many Locations	7
About Our Students & Faculty	7
Student Activities & Residence	8
An Academic Calendar for Adults	8

UNDERGRADUATE PROGRAMS

Introduction & Policies	9
Undergraduate Faculty	11
B.A. in Psychology	13
B.S. in Human Services	15
Medical Interpreter Training	16
B.A. in Multidisciplinary Studies	18
B.S. in Management Studies	20
Undergraduate Courses	21

SCHOOL OF PSYCHOLOGY & COUNSELING

Introduction & Policies	46
Counseling Psychology Faculty	48
Psychological Studies	49
Counseling Psychology	50
Counseling Psychology/Forensic Counseling	50
Addiction Counseling	51
Mental Health Counseling	52
Mental Health & Addiction Counseling	53
School Adjustment Counseling	54
School Adjustment, Mental Health & Addiction Counseling	55
School Guidance Counseling	56
CAGS in Counseling Psychology	57
M.Ed. Courses in Counseling Psychology	58
C.A.G.S. Courses in Counseling Psychology	68

SCHOOL OF EDUCATION

Educator Licensure Programs — M.Ed.

Introduction & Policies	71
Educator Licensure Faculty	74
<i>Initial Licensure</i> Programs Overview	77
Early Childhood Teacher	78
Elementary Teacher	79
General Science	80
Health/Family & Consumer Science	82
Instructional Technology	83
Library Teacher	84
Mathematics	85
Teacher of Students With Moderate Disabilities	88
Teacher of English Language Learners	89
School Administration	90
<i>Professional Licensure</i> Programs Overview	91
Elementary Teacher	92
Health/Family & Consumer Science	94
Instructional Technology	96
Library Teacher	96
Mathematics	97
Teacher of Students With Moderate Disabilities	101

Professional Advancement Programs — M.Ed.

Introduction & Policies	103
Education Faculty	105
Education	108
Interdisciplinary Studies	109
Highly Qualified Teacher of English Language Learners	109
Literacy Education	110
More Program Options	110
Mathematics Education, including Mathematics Specialist Certificates	111
Science Education	112
School Nurse Education	113
School Nurse Education/Access	114
Humanities	115
Individualized M.Ed. (I.M.Ed.)	116
I.M.Ed. in Humane Education	116

C.A.G.S. in Educational Leadership

Introduction & Policies	118
School Administration	119
Special Education Administrator	120
Education Specialist in Curriculum and Instruction	121

Education Courses

Master of Education Courses 122
C.A.G.S. Courses 157

National Institute for Teaching Excellence 161

SCHOOL OF MANAGEMENT

Introduction 163
Management Faculty. 164
Master of Management (37 credits) 166
Master of Management (55 credits) 168
E-Commerce 169
Management Courses. 170

RESOURCES

Academic Support & Student Life Services 179
Library Services 181
Computers for Learning 182
Distance Learning 183
Alumni & Alumni College 183
Institutes, Centers & Collaborations. 184

POLICIES & PROCEDURES

Admission 186
International Students 189
Financial Aid & Student Loans 191
Transfer of Credit 194
Course Registration & Student Information System 196
Non-Degree Students 197
Tuition & Fees 198
Payment & Refunds 199
Policies & Procedures 201
Learning Community Rights & Responsibilities 207

PRACTICAL INFORMATION & APPENDICES

Cambridge Campus, Cambridge (MA). 211

Cambridge College Hospital Locations (MA) 218
Cambridge College Springfield (MA) 219
Cambridge College Lawrence (MA) 220
Cambridge College Virginia 221
Cambridge College Georgia 223
Cambridge College California 224
Cambridge College Puerto Rico 225
Board of Trustees 226
College Leadership 227
Index 228

Welcome

It is with great hope and pride that I welcome you to our shared journey. Since 1971, Cambridge College has made the dream of higher education a reality for nearly 10,000 talented and motivated working adults. We are honored to include you in that group, and know that you have come to us with much to teach, as well as much to learn.

This catalog will be your guide for the journey we are taking together. I know that you will use it wisely as you make your way toward the goals you have set — and in the unexpected turns you may take as well.

As the saying goes, “it’s not where you start, it’s where you finish.” You are beginning from an important place, from new and renewed commitments to learning; and I have every confidence that your Cambridge College journey will bring you even further than you now dream possible.

The very best of luck to you,
Eileen Moran Brown
Chancellor/Founder, Cambridge College

About This Catalog

This catalog presents Cambridge College’s academic programs, courses, resources, policies and procedures. Some programs also have their own handbooks. This catalog has been compiled from the best information available at the time of publication. College programs and policies are subject to change; any changes will be effective after having been communicated in writing to the Cambridge College community.

CAMBRIDGE COLLEGE

Mission & 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, enrich their lives and careers, and become leaders in their communities.

History

In 1971, a small group of educators dreamed about a college that would serve working adults who did not have ready access to higher education. Out of this dream Cambridge College was born, first as the Institute of Open Education at Newton College of the Sacred Heart, then as part of the Antioch University Network, and finally in 1981 as an independent institution.

At first, one course of study was offered: a master's degree program for teachers, with a focus on urban schools. The mission and philosophy of the College drew attention quickly. Students from businesses, non-profit and social service agencies, and

other professions became part of this adult learning community. Thanks to the commitment of its faculty, the generosity of its friends, and the achievements of its graduates, the College now offers a broad range of academic programs that strategically serve urban communities.

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. NITE students live and learn together for an intensive five-week summer institute. They share experiences and resources, and learn about new ways to create supportive and stimulating learning environments in which diversity is welcomed and each student's learning style and learning experience is supported. Students return to their school systems renewed and empowered, continuing their academic programs at home.

When Cambridge College was founded in 1971, it was one of very few programs designed especially for working adults. Ever since, Cambridge College has been a leader in adult education, and its approach to education is now beginning to be widely embraced.

Teaching & Learning at Cambridge College

Cambridge College is a learning community where working adults build their education on a lifetime of learning. Our learning and teaching practices are based on our extensive experience serving adult students.

The College believes that each person can learn, notwithstanding one's age, life history, current circumstances, or past academic experience. The College works with students to build the skills needed for academic and career success, providing experiences of genuine learning that make new learning possible. Students are expected to meet high academic standards by the end of the program.

Each person has a unique way of learning and thinking, so faculty find out how their students learn and construct learning activities for each class that make best use of their students' learning styles.

Each student's uniqueness, capabilities, and experiences are affirmed in a supportive classroom. Students are expected to contribute to the class — to learn and to teach. The real-world diversity of our students provides rich opportunities to draw academic learning from experience. This learning is student-centered, socially constructed in class. It links individual students with one another and the socio-cultural world.

The learning community and process are as important as content. Students and faculty learn together and assist one another in a collaborative learning community. A class reflects on their previous experiences related to the course, and academic perspectives bring understanding and stimulate further learning. This can enable students to transcend inequities, previous failures, limitations, and the past itself.

Theory and practice are an interactive process in classroom discussions, blending academic theory, research, and current information with personal values, experience, and professional practice. Each student individualizes the classroom learning, and gains further learning from putting theory into practice at work the next day.

Our students gain the content knowledge and skills to meet professional standards in their field. Many of our faculty members are experienced professionals in their fields, providing both academic and professional perspectives.

Our students bring many roles and perspectives to class, providing rich material for classroom discussion. They are individual adults, family members, working professionals, and community members. Our programs support working adults' efforts to advance in their careers, change directions, and improve their lives and communities. Students report that our programs and course work are highly applicable in their work environments and of greater value to their professional growth.

Time-efficient, flexible programs, course schedules, and credit awards fit into busy adults' work schedules; intensive courses can be completed in a short time. Students' life and professional experiences are used to accelerate classroom learning. Undergraduate credit may be awarded for documented academic learning drawn from experience (no life experience credit is awarded). Academic programs can often be tailored for individual needs. Liberal transfer credit policies recognize adults' past academic accomplishments.

Lifelong learning and leadership. Our students' curiosity and intellect become excited and their emotions are stirred, so that they become their own teachers, able to learn outside of school, in their careers and communities. They become more effective team members and leaders, making meaningful, practical contributions to families, workplaces, and communities. Networks often form among students, enhancing their lives and careers for years.

Program Goals & Outcomes

Cambridge College is a learning community in which adult learners experience educational practices that honor and empower them. Cambridge College programs develop and enhance skills, competencies, attitudes, values and habits of mind which enable our students to competently meet personal needs and professional challenges. Our academic programs stir and excite their emotions, curiosity, and intellect. Students will:

- Discover how they learn most effectively (individual learning style), their strengths, and potential.
- Be affirmed as individuals and professionals, and realize their potential.
- Gain the skills, 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, to help them realize their potential.
- Acquire the content and skills expected in their field, to meet professional standards.
- Enter a network of ongoing relationships with fellow learners and faculty.

Cambridge College aspires to be a visionary organization and learning community. Many of our students report that the dynamic learning process at Cambridge College has transformed their professional and personal lives.

Planning, Research & Evaluation

The Cambridge College Office of Policy, Planning, Research & Evaluation conducts research and assessment projects to inform College planning, student and alumni services, and to facilitate student and institutional learning. Researchers employ a participatory approach that aims to empower administrators, faculty, staff and students to use the research process and results to inform their own activities.

Just as the College encourages student self-reflection, it uses institutional self-assessment to more fully understand problems and issues, and to provide a sound basis for building on strengths, and identifying, assessing and addressing areas of need.

Research policy protects individual privacy and maintains respondent confidentiality at all times.



One College, Many Locations

CAMBRIDGE, MA CAMPUS

Cambridge College's campus is in the heart of Cambridge, Massachusetts. The School of Education is located in Central Square at 80 Prospect Street. The College's main building is a 10-minute walk down Massachusetts Avenue toward Harvard Square. Both are modern, handicapped-accessible buildings. Our students enjoy many convenient eating places, bookstores, museums and cultural events within a few blocks of campus.

Satellite sites — Classes are offered at many other locations across eastern Massachusetts. However, students must come to Cambridge or a regional center to complete at least half of their program.

Newton-Wellesley Hospital and Massachusetts General Hospital are authorized instructional locations, so students may complete an entire degree program there. However, no Cambridge College offices or services are located at the Hospital. Students are expected to visit College offices and services in near-by Cambridge.

NATIONAL INSTITUTE FOR TEACHING EXCELLENCE (NITE)

Our NITE Summer Institute uses dormitories, cafeterias, and educational facilities at a college in greater Boston. Students continue their programs online, in their own school systems, and at regional centers.

REGIONAL CENTERS

Our students and alumni across the nation have urged Cambridge College to bring its academic programs and culture of adult learning to the working people of their own cities and states. Regional centers (instructional locations) have been established in:

- Springfield, MA
- Augusta, GA
- Ontario, CA
- Lawrence, MA
- Chesapeake, VA
- San Juan, PR

Adult Learning — Faculty from Cambridge teach courses at our regional centers and train local faculty in the adult teaching/learning tradition of Cambridge College.

Support and Communication with Cambridge — Licensure programs are supervised by the coordinators from Cambridge, taking into consideration the needs of local students and state requirements. Academic coordinators provide academic advising and guidance for students.

On-site administrative and enrollment services are limited. An extensive technology collaboration program enables students to communicate with Admissions, the Bursar, and the Registrar in Cambridge. Students register, view their records, and stay in touch with faculty, program coordinators, and deans online. Web conferencing between the regional centers and Cambridge maintains our close affiliation and insures consistency. We have state-of-the-art distance learning that students access from their computers.

See detailed practical information about the Cambridge campus and regional centers at the end of this catalog.

About Our Students & Faculty

The rich diversity of faculty, administration, staff, students, and the board of trustees enhances learning in Cambridge College's environment of inclusion, respect, and trust. Everyone gains from listening to one another's perspectives. Class discussions draw on the richness of one of the most diverse learning communities in New England. Students bring a wealth of difference in age, educational background, professional attainment, race, ethnicity, and language. The College's faculty, staff, administration, and Board of Trustees mirror this level of diversity.

The statistics below reflect full-time and part-time degree and certificate-seeking students enrolled annually (academic year 2004-2005).

Student Demographics	Cambridge, MA (includes NITE)	Lawrence MA	Springfield MA	Augusta GA	Chesapeake VA	Ontario CA	Puerto Rico	All Locations
Number of students	4755	444	527	328	614	65	275	7008
Female	72%	76%	75%	83%	71%	91%	78%	73%
Male	27%	23%	24%	17%	29%	8%	22%	26%
Asian/Pacific Islander	2%	1%	1%	1%	1%	19%	0%	2%
Black/African American	29%	6%	24%	63%	50%	5%	1%	29%
White	40%	39%	56%	23%	31%	42%	7%	38%
Native American	<1%	0%	1%	0%	1%	0%	<1%	<1%
Latino/Hispanic	7%	41%	12%	<1%	1%	6%	82%	12%
Unknown	20%	12%	6%	13%	15%	29%	10%	17%



- More than 1,000 undergraduate students.
- More than 4,000 graduate students.
- Average age is 35.
- Minority students comprise 77% of undergraduate students; 62% of the overall student body.
- 85% received private, federal, or state financial aid.
- 25% of students who received aid have annual incomes below \$25,000.
- Student/faculty ratio of 16:1.
- Over 16,000 graduates.

Our students are adults and are serious about learning, but may be uncertain about going back to school. Most seek their degree for professional advancement or a career change.

Faculty & Staff

Demographics (All Locations)	Faculty	Staff
Female	58%	62%
Male	42%	38%
Asian/Pacific Islander	3%	8%
Black/African American	15%	28%
White	72%	53%
Native American	<1%	<1%
Latino/Hispanic	11%	13%
Unknown	0%	0%

Student Activities & Residence

As a commuter college for working adults, no dormitories or cafeterias are provided. Students in our local programs and at our regional centers live and work within commuting distance and are responsible for their own living arrangements. Because our adult students are involved in community organizations, their families and jobs, no student activities are provided. However, students are encouraged to participate in student advisory groups.

Students in distance learning programs are responsible for their own transportation and lodging when they come to campus.

An Academic Calendar for Adults

Three Terms/Year — see *College Calendar*

Fall	late September to January
Spring	late January to May
Summer	June to early August

Fall and spring terms are 15 weeks long 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.

The National Institute of Teaching Excellence has a five-week, full-time summer term in residency.

Convenient Evening and Weekend Classes — Most classes are scheduled on late afternoons, evenings, and weekends to accommodate students' work schedules. Typically, classes meet one evening every week throughout the term (meetings are longer or more frequent in the summer term). Courses scheduled as intensives meet on several Saturdays or weekends.

UNDERGRADUATE PROGRAMS

Introduction & Policies

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, computers, research and presentation skills.

Arts and humanities, natural and physical sciences, and social sciences — The ability to acquire, generate, and use knowledge across disciplines; 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 grouped in a particular concentration or area of study (for example, Community Building, Family Studies, Finance, History, etc) or may be an eclectic mixture that reflects the student's unique interests.

Seminars & Advisement

Admissions counselors give applicants an overview of the College's academic programs and assist with the application process. Program directors are available for further academic counseling. Faculty Admission Committee recommendations are communicated to applicants

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

Seminar — Each major includes a series of seminars that provide academic and career counseling, and continuity for students. The seminars are also a forum for discussion of key issues and competencies in the field. The seminar leader is the academic advisor. The advisor:

- Develops your academic plan, based on program requirements, official transcripts, and anticipated portfolios and standardized exams.
- Guides you when registering for courses each term.
- Alerts you to administrative, policy, and curriculum changes and supports your efforts in relation to them.

- Conducts review if you are not making satisfactory academic progress.
- Recommends academic support as needed.
- Serves as your contact person regarding interruption, continuation, and completion of your academic program.
- Records decisions, actions, and questions.
- Guides you after the seminar has ended, until you complete the program.

Writing Courses & 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 and BAM105-106 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 Assistant Dean for Undergraduate Programs.

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 learning activities, meetings and individual work.

Portfolios & Exams for Credit

Undergraduate students may earn academic credit for learning outside the classroom (not simply for experience itself). 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). **The credits earned are counted as transfer credits.**

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, then click on Portfolios.

Standardized Examinations — Undergraduate credit is awarded to Cambridge College students for CLEP and DANTES 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 Faculty

James S. Lee, M.A. Harvard University; Assistant Dean for Undergraduate Programs; Coordinator, Undergraduate Math and Science Programs

Full-time Faculty

Peter Franklin Ash, Ph.D. University of Illinois

John A. Bremer, M.A. University of Cambridge (UK); Chandler Steiner Professor of Humanities

William F. Hancock, M.B.A., University of Pennsylvania; Coordinator, Management Studies

Eugene Eliot Narrett Ph.D., Columbia University; Coordinator, Multidisciplinary Studies

Carol Pepi, M.Ed. Cambridge College; Coordinator, Juvenile Justice

Barbara Koffske Reid, M.Ed. Cambridge College; Coordinator, Human Services, Family Studies

Anne Lee Scott, M.A. University of Massachusetts; Professor

Richard Seymour, Ed.D. Harvard University; Professor

Michael Siegell, Ph.D. Union Institute; Coordinator, Psychology

Lucilia M. Valerio, M.A. Tufts University, Coordinator, Writing Assessment

Part-time Faculty

Frances Alvater, Ph.D. Boston University

Justin Andrews, B.A. University of Maine

Monica Lynn Andrews, Ed.D. Harvard University

Robert J. Awkward, M.Ed. Boston University; M.S. Northeastern University

Christopher A. Baylor, M.A. Brown University

Elizabeth M. Bischof, M.A. Boston College

Brenda Lynn Blackie, M.A. University of Massachusetts/ Boston

Sandra A. Blanes, Community College (Sao Paulo, Brasil): TESOL and PSL courses

Barbara Boudreau, M.Ed. Cambridge College

Aileen Callahan, M.F.A Boston University

Karen J. Crane, B.S. York College of Pennsylvania

Theodore Chelmow, M.Ed. University of Massachusetts; LMHC

John Christoforo, Ed.D. Boston University

Loretta Christoforo, M.Ed. Boston University

Basil H. Cleveland, B.A. St. Johns College; Ph.D. (c) Boston University

Ann-Maria Contarino, M.A. University of Pennsylvania

Norma Saba Corey, Ed.D. Harvard University

David R. Crowley, M.Ed. Northeastern University

Alexander Ferrari Di Pippo, M.A. Boston College

Dwight D. Doherty, M.M. Cambridge College

J. Keith Doherty, B.A. University at Albany, SUNY

Marta (Mara) Martinez Earley, M.A. University of Massachusetts Boston

Lee W. Ellenberg, M.S.W. Boston University

Marianne E. Everett, Ed.D. University of Massachusetts/Amherst

Lawrence W. Faye, M.Ed. Cambridge College

Robert L. Fladger, M.Ed. Cambridge College

Stephen Wolf Foster, Psy.D. Massachusetts School of Professional Psychology

Leeann Liang Fu, Ph.D. University of Michigan

Lynn A. Girton, M.Ed. University of Massachusetts Amherst, J.D. Northeastern University

Jonathan M. Hanen, A.B.D. Boston University, M.A. Pennsylvania State University,

Jane Hanenberg, Ed.D. Boston University

David J. Harris, Ph.D. Harvard University

John Hicks, M.A. University of Massachusetts/Boston

Francisco X. Holt, M.Ed. Hofstra University (NY)

Joyce Hope, Ed.D. Boston University

Andrew Horn, M.A. Columbia University

Scott L. Horton, Ed.D. Boston University

Patrick R. Jennings, M.A. University of Oklahoma

Theodore Johnson, J.D. Western State University College of Law

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E. Vicente Sanabria, M.S. Columbia University

Mark A. Schorr, Ph.D. Harvard University

Bing Sung, Ph.D. Harvard University

Andrew J. Wildes, M.S.T. University of New Hampshire

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Maria Arostegui, M.P.H. Boston University; Career Counseling
Coordinator

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Eduardo H. Berinstein, B.A. Berklee College of Music

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Dharma Cortés, Ph.D. Fordham University

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Kelly L. Parrish, M.Ed. Boston University

Kayvan Sabery, B.S. Boston University

Maxim H. Weinstein, M.A.T. Tufts University

Bachelor of Arts in Psychology

The psychology major is set within a broad-based liberal arts framework that has a strong interdisciplinary and humanistic foundation. The curriculum is a solid preparation for clinical, educational, and human services professions and graduate study.

Students get a comprehensive grounding in psychological theories, concepts and processes, and learn how they are related to a profession and to personal development. Students gain new competencies as they apply psychological insights to personal and interpersonal contexts.

Goals — 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 skill sets that emerge from a broad and comprehensive grounding in psychology as the science of human behavior.

Required Courses look at the methodology and history 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 in Cambridge College's undergraduate psychology major is critical examination of the important roles of culture, history and belief in shaping differing approaches to the study of human behavior.

Electives and Concentrations — After completing the core curriculum, students have the option to take a wide variety of psychology electives according to their own interests or professional needs, or they may cluster their electives in a concentration.

Psychology Seminars — All students participate in a series of seminars which incorporate academic advising with exploration of current topics in psychology.

Final Project — Near the completion of their program, students complete a Capstone project which is a culminating piece of original research in psychology related to their own interests and professional goals.



Bachelor of Arts in
PSYCHOLOGY
120 credits

General Education 60 credits

LEARNING TO LEARN

WRT101	College Writing I	3
LRN175	Principles & Processes of Adult Learning (Psychology Seminar)	3
CTH225	Foundations of Critical Thinking	3
CMP130	Introduction to Computer Applications	3
WRT102	College Writing II	3
CMP230	Information Literacy	3
MAT102	Communicating Math — MAT101 required as prerequisite if assessment indicates need	3

KNOWLEDGE TO GATHER KNOWLEDGE

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

OPEN ELECTIVES 12

MAT101	Comprehending Mathematics: An Applied Approach — required if assessment indicates need	
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**Psychology Major
Required Courses** 36 credits

PSY370-372	Psychology Seminar I-III — three terms @ 1 credit	3
PSY120	Formative Ideas in Psychology	3
PSY130	Groups & Social Psychology	3
PSY200	Psychological Research Methods	3
PSY310	Psychology of Learning	3
PSY325	Theories of Personality	3
PSY402	Themes in Adult Development	3
PSY412	Perspectives on Psychopathology	3
PSY210	Developmental Psychology	3
	Psychology Electives	6
PSY490	Psychology Capstone	3

Psychology Major Electives choose 24 credits

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

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)

PSY345	The Spiritual Dimension: Psychological & Educational Issues	3
PSY316	Cross-Cultural & Holistic Perspectives in Psychology	3
PSY376	Psychological & Therapeutic Dimensions of the Arts	3
PSY428	Integrating Body-Mind-Spirit: New Perspectives in Healing	3

Juvenile Justice (partial list)

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: six courses @ 1 credit	6

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

Medical Interpreter Training (see separate program chart) . . 18

Bachelor of Science in
HUMAN SERVICES

120 credits

General Education 60 credits

LEARNING TO LEARN

WRT101	College Writing I	3
LRN175	Principles & Processes of Adult Learning (Human Services)	3
CTH225	Foundations of Critical Thinking	3
CMP130	Introduction to Computer Applications	3
WRT102	College Writing II	3
CMP230	Information Literacy	3
MAT102	Communicating Math — MAT101 required as prerequisite if assessment indicates need.	3

KNOWLEDGE TO GATHER KNOWLEDGE

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

PSY110 Systems Thinking in Psychology — required

OPEN ELECTIVES 12

MAT101 Comprehending Math: An Applied Approach —
required if assessment indicates need

Human Services Major

Required Courses 36 credits

BHS370-372	Human Services Seminar I-III — three terms @ 1 credit	3
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
BHS 490	Human Services Capstone	3
Human Services Electives	12

Human Services Major Electives .. 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 & Change in Communities ...	3
BHS445	Leadership for Community Builders: Theory & Skills	3
(new)	Community Building Across Disciplines	3
(new)	Community Building and the Impacts on Community Planning & Development	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)

PSY345	The Spiritual Dimension: Psychological & Educational Issues	3
PSY316	Cross-Cultural & Holistic Perspectives in Psych. ...	3
PSY376	Psych. & Therapeutic Dimensions of Arts	3
PSY428	Integrating Body-Mind-Spirit: New Perspectives in Healing	3

Juvenile Justice (partial list)

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: six courses @ 1 credit)	6

Medical Interpreter Training See separate program chart . 18

Bachelor of Science in Human Services

Students in human services are interested in making a difference. The human service major's unique strengths-based, systemic, and culturally sensitive approach to working with people prepares students for work in the complex, multifaceted and ever widening environment known as human services. Students learn practical, effective strategies for working with individuals, families and communities as they gain access to resources needed to work effectively in this constantly changing field.

Guiding Principles

The core guiding principles of this major are embedded in all of the human services courses.

- Systemic and Holistic Thinking
- Strengths-Based Approach
- Cultural Competency
- Theory and Theory Building
- Community Building
- Collaborative Helping Model
- Appreciation of Research
- Multicultural and Historical Perspectives
- Practical Knowledge and Skills

Concentration Options

Students may choose a concentration to further develop knowledge and skills needed for their careers. Many go on to graduate study in related fields.

Family Studies — Courses provide the knowledge and skills needed by practitioners and for further study in family studies, human services, human development, marriage and family therapy, counseling, and psychology. Students may focus on working with families or family members, on family development, advocacy, case management, or policy.

Addiction Studies — 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.

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.

Community Building — For students planning careers in community work: building and organizing, developing programs and recreating communities. It presents an empowering approach to working with communities to improve conditions, expand opportunities and sustain positive change, by fostering relationships and social networks. The program is a collaboration with the Boston Foundation and Interaction Institute for Social Change.

Juvenile Justice — For students interested in working with adolescents and the juvenile justice system. Students gain understanding of the complex factors that contribute to adolescent delinquency, its impact, and societal responses. Students gain skills to address delinquency in the context of government agencies and community organizations.

Medical Interpreter Program — Bilingual students learn the skills necessary to provide effective interpretation in medical settings. Students learn how to bridge the perspectives and worldviews of medical providers and their clients by developing knowledge of both. Along with basics such as terminology, they learn the importance of the clients' and providers' cultural beliefs and values to assist in building more effective treatment alliances.

Medical Interpreter Training

This one-year program gives bilingual students the knowledge and skills necessary to provide effective interpretation in medical settings. Students learn how to meet the communication needs of both patients and providers by becoming fluent in English, medical terminology, and one other language.

Students learn about anatomy, diagnoses, laboratory tests, prescription medicines and medical treatments. They learn about the importance of respecting the cultural beliefs and values of all parties as well as about the role of the medical interpreter, the history of medicine in the United States, and the medical insurance industry.

Students develop their medical interpreting skills by performing and analyzing role plays in the classroom.

In addition, they practice ethical decision making, patient advocacy and conflict mediation through simulated exercises in preparation for their being assigned to a medical internship site where they perform live medical interpreting under the direct supervision of a professional interpreter and mentor.

Providers and representatives of community organizations participate in course instruction so that students can experience the profession from various points of view, while at the same time establishing relationships and networking within the field of medical interpreting.

Target Languages Supported — When enough students who speak a single language enroll in Medical Interpreting Skills I-II, a separate section of these courses will be provided for them. Otherwise, students take Medical Interpreting Skills Multilingual I-II, which welcomes and accommodates students who speak other languages.

Program and Credit Options

- Part of an undergraduate degree* — For college credit within the B.S. in Human Services or B.A. in Psychology (see program charts). Full tuition is charged; eligible for financial aid.
- Professional education option* — For professional education credits only. Cost is reduced; eligible for financial aid.

Continued on page 17



One-year undergraduate certificate program in

MEDICAL INTERPRETER TRAINING

Professional Education Option—non-credit • Degree Credit Option—18 credits

	Non-credit course number	Degree credit course number	credits
TERM 1 Courses are best taken in sequence as listed			
Advising Course			
Medical Interpreter Program Advising I	MITC0010
or Human Services Seminar I		BHS3701
or Psychology Seminar I		PSY3701
Anatomy & Pathophysiology for the Medical Interpreter	MITC010	SCI1003
The Role of the Medical Interpreter in Health Care Settings	MITC013	SOC4153
Essential Communication Skills for College Level Learning: Immigrant Experience (required for students needing increased fluency in English)	MITC090	COM0900
TERM 2			
Advising Course			
Medical Interpreter Program Advising II	MITC0020
or Human Services Seminar II		BHS3711
or Psychology Seminar II		PSY3711
Medical Interpreting Skills I			
Multilingual class	MITC016	COM3523
or separate class sections for target languages with enough students	MITC011	COM3503
Cross Cultural Communication in the Context of Medical Interpreting	MITC012	SOC4153
Essential Communication Skills for College Level Learning: Patient Perspective (required for students needing increased fluency in English)	MITC091	COM0910
TERM 3			
Advising Course			
Medical Interpreter Program Advising III	MITC0030
or Human Services Seminar III		BHS3721
or Psychology Seminar III		PSY3721
Medical Interpreting Skills II			
Multilingual class	MITC017	COM3533
or separate class sections for target languages with enough students	MITC015	COM3513
Medical Interpreter Internship	MITC014	INT3003
Essential Communication Skills for College Level Learning: Health Care Provider Perspective (required for students needing increased fluency in English)	MITC092	COM0920

Proficiency in English and one target language required for admission, demonstrated by oral and written screening.

Continued from page 16

Scholarships — Ask the program coordinator for current information and an application.

Sponsors— Many supporters have been instrumental in the Medical Interpreter Training Program's success.

Program Development: Citizen's Bank, the Paliwala Foundation of America, the Genzyme Community Foundation, the Kenneth B. Schwartz Center [Partners Health Alliance], the Rotary Club of Cambridge, the Virginia Wellington Cabot Foundation, the Massachusetts Medical Society, the Cambridge Community Foundation, the Sheila Gamble Fund, the Heinz Family Foundation.

Some organizations have paid full or partial tuition for their employees and constituents to attend our program including the Neighborhood Health Plan, Cambridge Health Alliance, Massachusetts General Hospital, the Boston Medical Center, the Massachusetts Alliance for Portuguese Speakers, the Somerville Housing Authority, and Neighbors for a Better Community, Inc.

Many hospitals and community-based organizations have provided in-kind support such as the use of their facilities.

Bachelor of Arts in
MULTIDISCIPLINARY STUDIES

120 credits

General Education 60 credits

LEARNING TO LEARN

LRN175	Principles & Processes of Adult Learning (Multidisciplinary Studies)	3
BAM105-106	Communication & Literacy Skills I-II	6
BAM108-109	Math, Communication & Literacy I-II	6
WRT102	College Writing II	3
CMP230	Information Literacy	3

KNOWLEDGE TO GATHER KNOWLEDGE

Arts & Humanities	(ART, ENG, ETH, HIS, LIT, PHI)	9
Natural & Physical Sciences	(SCI, MAT)	9
Social Sciences	(COM, ECO, SOC, PSY)	9
OPEN ELECTIVES	12

Multidisciplinary Major

Required Courses 42 credits

BAM370-372	Multidisciplinary Studies Seminar I-III — 3 terms @ 1 credit	3
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Arts & Humanities

ART230-231	Western Arts I & II (in sequence)	6
LIT215 or LIT216	Shakespeare I or II	3
LIT315	American Literature	3
LIT316	British (English) Literature	3

Natural & Physical Sciences

SCI214	Elements of Geography	3
Natural & Physical Sciences electives		9

Social Sciences

HIS201-202	U.S. History & Constitution, I-II	6
HIS350	Introduction to Political Science	3
BAM490	Capstone (final research project)	3

Multidisciplinary Major Electives choose 18 credits

300-400 level courses from disciplines including ART, EMC, ENG, HIS, LIT, MAT, PHI, selected to support professional goals and personal interests, or cluster electives in a concentration such as Liberal Arts & Humanities, or Education. See course descriptions.

Features & Benefits of Multidisciplinary Studies

The Baccalaureate program in Multidisciplinary Studies at Cambridge College is an exciting avenue for students to pursue lifelong learning. Lifelong learning builds complete, self-reliant and caring people able to participate fully and meaningfully in their communities.

Multidisciplinary Studies currently has two (optional) concentrations:

- The concentration in **Education** embraces elective courses in educational methods and content that students aim to teach.
- The concentration in **Liberal Arts & Humanities**, with elective courses in literature, the arts, history, philosophy, and ethics, gives students the opportunity to explore these fields more broadly or to go deeper into one area of study.

The academic plan for each concentration indicates all required courses (some of which may be covered by transferred credits) and helps each student and advisor track progress toward the degree. This is done primarily in LRN175 and the BAM370 series of seminars. Your advisor will assist you in placing the credits you transfer onto your academic plan.

The course distribution and sequencing of the program reflects time-tested paths by which human beings have sought to understand themselves as individuals, family members and citizens, and to understand how they can act meaningfully and constructively in the world around them. The courses in this major will expand your literacy, communication, and critical thinking skills, your content knowledge, and also a sense of wonder and respect for others and for yourself. These courses will help you learn how to question, refine, and validate your opinions via evidence-based persuasion aiming at knowledge. They will help you understand that with knowledge come responsibilities, and give you examples, at many levels of human experience from individual and family to state, of how these responsibilities can be happily fulfilled.

The credit distribution requirements in Multidisciplinary Studies vary by concentration but each provides a core of liberal arts content, a foundation of knowledge and essential insights in the primary fields of study, expression and inquiry we use to understand and shape the world: art, literature, history, philosophy, biology, chemistry, and math.

The root meanings of liberal include being balanced (*libra*), generous-spirited, open-minded, eager to learn, and understanding that what one knows and learns is based in the books (*libri*)

bequeathed by those who have lived before us. A person who is balanced, generous and eager to learn can be truly free (*liber - libertas*, – liberated), not confined by the slogans or trends of the present day, and can empower others with these freedoms. “Book” and “freedom” have the same root indicating that the collected knowledge of many centuries, even millennia is necessary for human beings to understand themselves, their duties, and their capabilities.

Liberal arts courses enable a person to understand him or herself more fully, to look afresh, from the perspective of various disciplines and cultural periods, at the essential qualities and capabilities of a human being; to acquire specific skills and knowledge in the context of the most comprehensive and most transferable skills of all: the ability to express oneself capably in writing, the skillful use of language being the most powerful of humankind’s many technologies and the distinguishing feature of a human being. **The courses in this degree program emphasize and strengthen the habit of having an open mind; a mind oriented to inquiry, learning, thinking clearly, and being able to ask meaningful and productive questions.** These abilities are based on strength in language and the other media of literacy.

For example, the visual literacy one acquires in studying, discussing, making and writing about art enhances your verbal and written literacies. Reading literature that probes human relationships, motives, potentials for good and evil, the psyche and the family, dramatizes moral responsibility and the consequences of our actions. We need to think clearly, balancing our freedom with obligations and service. Philosophy courses focus on critical thinking which is the essence of professional and personal growth, and also explore human abilities in fields like politics, morality, creativity and aesthetics (identifying and evaluating beauty). History provides a sense of our origins and uniqueness, the context of present habits and views, and our relation to other cultures, and helps us understand what we truly are as a people and a society today.

At every step of the way, the Cambridge College BA in Multidisciplinary Studies Program provides you with experienced, knowledgeable, caring and dedicated teachers who will guide you on the exciting and empowering journey of education, a journey that lays the pattern for a life of learning, and a spirit of understanding and success.

Bachelor of Science in
MANAGEMENT STUDIES
120 credits

General Education60 credits

LEARNING TO LEARN

WRT101	College Writing I	3
LRN175	Principles & Process of Adult Learning (Management Studies)	3
CTH225	Foundations of Critical Thinking	3
CMP130	Introduction to Computer Applications	3
WRT102	College Writing II	3
CMP230	Information Literacy	3
MAT102	Communicating Math — MAT101 required as prerequisite if assessment indicates need.	3

KNOWLEDGE TO GATHER KNOWLEDGE

Arts & Humanities — courses coded ART, HIS, LIT,
PHI, ETH, POL 9

Natural & Physical Sciences — courses coded SCI 9

Social Sciences — courses coded SOC, COM, PSY 9

BSM200 Introduction to Business — recommended

OPEN ELECTIVES 12

MAT101 Comprehending Mathematics: An Applied Approach
— required if assessment indicates need

Management Studies Major

Required Courses.....42 credits

BSM370-372	Management Studies Seminar I-III — three terms @ 1 credit	3
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 & Database	3
BSM345	Business Ethics	3
BSM490	Management Capstone Project	3

Management Studies Major

Electives choose 18 credits

Choose among a wide variety of management studies electives
to meet career and academic goals.

General Management

BSM350	Health Care Systems In the U.S.	3
BSM401	Health Care Management Fundamentals	3
BSM407	International Business	3
BSM410	Entrepreneurship	3
BSM413	Strategic Business Planning	3
BSM415	Leadership Models	3
BSM430	Non-Profit Organization Management	3
BSM402	Grant Writing & Fund Raising	3
(new)	Business Law	3

Finance

BSM403	Personal Finance	3
BSM405	Investments	3
BSM409	Managerial Accounting	3
BSM411	Business Planning & Budgeting	3
BSM412	Money & Banking	3

Information Technology & E-Business

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

Human Resource Management

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

Management Studies equips 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. They gain:

- Theoretical and practical understanding of business processes and organizational systems
- Ability to analyze complex managerial and organizational situations, taking into account the larger context and strategy, policy, and ethics

- Skills in communication, human relations, teamwork, and negotiation, that are critical for effective management
- Knowledge of information systems, databases and Internet technology as management tools
- Knowledge of business skills in accounting, economics, ethics and finance
- Understanding of the importance of diversity in today's global business environment

Undergraduate Course Descriptions

LEARNING TO LEARN

LRN175 Principles and Processes of Adult Learning - 3 credits

Students explore theories of adult learning. They clarify their career goals and the steps needed to achieve them. 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.

WRT090 Effective Writing Skills - 0 credit

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.

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.

MAT101 Comprehending Mathematics: An Applied Approach - 3 credits

In a learning climate that reduces "math phobia," this course combines a self-diagnostic approach to teaching and learning mathematics. Students will acquire good mathematic study skills, learn anxiety reduction techniques, and practice visualization processes in problem solving. They will also attain skills such as pattern recognition and sequencing, and will explore how mathematic concepts impact everyday life. This course helps adult learners discover the beauty of mathematics as a language, and apply what they have learned to their careers and educational goals.

MAT102 Communicating Mathematics - 3 credits

Prerequisite: MAT101 if assessment indicates need
Challenge exam available.

This course assists students in thinking and communicating in mathematical terms. We study qualitative and quantitative analysis, the basics of number theory, arithmetic operations, ratio and proportion, percent theory and practice, probability and statistics, linear algebra and other topics. Emphasis is placed on the algebraic world-problem solution process by using real-world problems. This course is a helpful bridge to MAT 200.



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 PowerPoint uses. Students overcome fears and imagined limitations, such as computer phobia, returning to school, and learning the keyboard. Students begin with the basics of each application and progress through intermediate level.

CMP230 Information Literacy - 3 credits

Prerequisite: CMP130 (course or portfolio), 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.

ADDICTION STUDIES

See also Family Studies, Juvenile Justice, and Psychology.

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.

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.

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

Prerequisite: BHS401 recommended.

This course provides a wide range of practical and theoretical information about adolescent drug prevention programs. Students 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 are also examined.

BHS401 Introduction to Addictions: Theory and Practice - 3 credits

This course provides a solid understanding of addiction theory, and the practical skills necessary for substance abuse prevention, intervention, and treatment. Students learn about substance use, abuse and addiction in our society, and methods of prevention, recognition, and treatment. Special topics may include: the impact of culture and ethnicity on substance use and abuse, identifying and responding to the needs of special populations, and multiple problems such as both mental illness and addiction. Students gain knowledge of resources for dealing with alcohol and drug problems in schools, treatment/counseling programs, health clinics, and within personal relationships.

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.

BHS421 Mental Health and Substance Abuse - 3 credits

Prerequisite: PSY335 or experience (permission of instructor); PSY412 recommended.

This course explores mental health issues and multiple problems that may be common among a substance-abusing population, such as depression, PTSD, schizophrenia, and personality disorders. Students begin to understand major symptoms, and terminology. We discuss advantages and disadvantages of assessment and diagnosis, and issues specific to gender and culture. We cover dual diagnosis and the multiplicity of problems



that individuals with addictions face such as HIV/Aids, homelessness, etc. 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.

ARTS

ART200 Introduction to Studio Arts - 3 credits

This course provides essential, hands-on familiarity with the materials of art and principles of design. While derived from the Massachusetts Frameworks for K-12 teachers in visual arts, it is valuable for K-8 teachers in all subject areas because it provides basic methods and principles for learning that integrate visual and spatial literacy with written and spoken communication. 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.

ART211 Experiencing the Visual and Performing Arts - 3 credits

This course provides content 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. Drama is a public medium, so the relationship between dramatic works and cultural context is considered.

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 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.

ART230 Western Arts II: A Survey of Art 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 others, 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.

ART 235 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.

COMMUNICATION

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 video-taped to permit more complete and immediate assessment and

support of student learning. They expand their communication skills that support work in other courses.

COMMUNITY BUILDING

See also Family Studies, Human Services, Juvenile Justice, and Psychology.

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 will work in a group to design a plan to promote school and community partnerships.

BHS322 Dynamics of Power and Change 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.

BHS335 Using Dialogue to Transform Communities - 3 credits

Dialogue is shared exploration to develop greater understanding, connection, or possibility between people. For community change to occur it is critical to have an understanding of the fundamental concepts of dialogue, and what constitutes dialogue for the purpose of making change. The large group dialogue process is an important component of community change whereby people come together to assess situations and develop strategies. Large group meetings offer opportunities for community builders to work with community members. Such groups pose challenges in terms of engaging and including people who are not members of ongoing groups, but still can be instrumental in sharing ideas and experiences to develop strategies to address community change. These occasions enable people to come together for brief encounters to offer recommendations and to develop actions that are offered to more formal structures of the community. Essential to this process is the dialogue that occurs in such sessions. The course is designed for students to learn the theories of dialogue, how dialogue is applied to large groups, and to prepare them to understand the potential changes in a community that can be sparked through specific kinds of large group formats.

BHS323 Creating the Culture of Caring in Communities - A Focused Study - 3 credits

There are aspects of community life that are invisible and undervalued, that operate on a different set of principles from the tradition of paying for services, or of volunteering one's time without reciprocity. The course focuses on how communities can create a culture of caring, and can be strengthened through the sharing of people's resources. This is done without money, but through the exchange of time, skills and compassion. People who have neither money nor marketable skills — the poor, the frail, the under-educated, the elderly — can still participate as full and valued members of a community.

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.

BHS330 Group Facilitation for Community Building - 3 credits - 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 - 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.

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.

CRITICAL THINKING

CTH300 Critical Thinking Through Cinema - 3 credits

This course examines the development of film as a medium for recording and shaping history, for re-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.

EDUCATIONAL METHODS

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 for Elementary School - 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.

EMC301 Integrated Language Arts and 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. Students become familiar with rudimentary activities that encourage creativity and form in composition, 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 three to eight years old. 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 Arts, Art and Music for Young 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 dramata 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.

EMC330 Literature for Children - 3 credits

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.



EMC401 Teaching Math in Elementary Grades - 3 credits

This course provides elementary teachers with a strong foundation in mathematics language, principles, and teaching methods and strategies.

EMC412 Storytelling and Playmaking - 3 credits

A study of early childhood learning with emphasis on language acquisition and development in young children as well as their social, emotional, and physical development. Students learn developmentally appropriate teaching practices through a study of early childhood stories, writing, literature, arts, storytelling (including fairy tales, story theater, popular music, and performance art) 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.

ENGLISH

ENG203 Introduction to Poetry - 3 credits

This course focuses upon essential elements of poetry not only to achieve the twin goals of reading and understanding poems but also as a means of enjoying the poems. Through oral and written exercises, discussion groups, and assigned writings, students become familiar with ways of responding to poetry and using the tools of practical criticism that will enhance their understanding and enjoyment of all poetry.

ENG301 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. Through individual and group projects, students will learn, 1) to differentiate between the informative, expressive and ethical aspects of language; 2) to recognize a variety of forms used in English poetry; 3) how to apply this knowledge by evaluating poems read or written in class. Poetry can show us how language shapes and can enhance our ethical outlook. This course helps students become more effective communicators by appreciating the ethical and aesthetic qualities in both ordinary and poetic language.

ETHICS

ETH320 Ethical Analysis in Contemporary Society - 3 credits

We try to construct a consensus on what "moral excellence" or "virtue" may mean and examine the moral guidelines or "ethics" that generate from some source of morality. This involves study of the Judeo-Christian "Western" tradition and thought on other cultures and civilizations' ideas about ethical behavior. With this base we identify contemporary social issues that need change, e.g., racism, or corporate lobby groups' influence upon U.S. legislation; sexual mores; the difference between the lives of rich and poor; and subservience to our own technologies and to subliminal marketing strategies. Participants find more clarity within the paradox of "moral individual human, immoral society." Readings, weekly short writings, socratic discussions, group presentations, and a "creative" final examination provide the basis for evaluation of students' learning.

FAMILY STUDIES

See also Addiction Studies, Community Building, Human Services, and Psychology.

BHS365 Ethical Issues in Working With 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.

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 socio-economic, 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.

BHS430 Families With Special Needs - 3 credits

Prerequisites: PSY212 and PSY251.

This course utilizes a family-focused, early Intervention lens through which to view "special needs" issues. Students learn about the biological, situational and psycho-social conditions defined as special needs, and will analyze their impact on culturally diverse families, communities and childhood environments. Students become familiar with the components of individual and community programs, including assessment, rehabilitation, and the design of appropriate environments. The history of governmental response is reviewed, as well as current laws, regulations and parental advocacy efforts. Throughout the course, the concepts of "family focus" and "family practice" are emphasized, and students hear from and interact with a number of community experts.

HISTORY

HIS101 World History I - 3 credits

Provides an understanding of early civilizations from ancient times till 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 and 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. This course provides the matrix for courses in American Literature, Education, Economics, Government and Sociology.

HIS202 U.S. History and Constitutional Government II - 3 credits

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.

HIS235 United States History Through the Media I: The 1800s to World War I - 3 credits

This course explores the preindustrial North and the antebellum South, through the Civil War, immigration and the great migration, World War I, and Prohibition. The class analyzes the social, political, economic, and cultural values of the United States at that time in its history through visual and print media, music and other arts.

HIS236 United States History Through the Media II: The 1920s Through the War in Vietnam - 3 credits

This course examines cultural, intellectual and political developments from c.1920 to 1980. Issues and phenomena include the growth of consumerism and advertising, the increasing influence of the mass media including film, radio and TV, and new attitudes they helped shape. The Korean War, the effects of a broad-based civil rights movement and the Cold War are among the many issues addressed.

HIS237 United States History Through the Media III: 1970 Through the Present - 3 credits

Drawing on various mass media and the arts as well as historical records, this course explores the cultural, technological, political, and economic transformations of American life from the Vietnam War to the present.

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 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.

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.

HOLISTIC STUDIES

See also Psychology.

PSY316 Cross-Cultural and Holistic 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.

PSY345 The Spiritual Dimension: 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.

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.

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.

PSY428 Integrating Body-Mind-Spirit: New Perspectives in Healing - 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.



HUMAN SERVICES

See also Addiction Studies, Community Building, Family Studies, Juvenile Justice, Psychology, and Organizational Psychology.

BHS305 Introduction to Human Services - 3 credits

This course provides a broad range of practical and theoretical information about the human services field including history, systems, philosophies, structures, and delivery of services. Various formal and informal human service programs are discussed, focusing on whom they serve, how they work, and protocols and procedures to evaluate their success. Special topics addressed include: the impact of poverty and wealth on the human service system; the effects of culture and ethnicity on service development and use; identifying and responding to the needs of special populations; and service integration for individuals and families with multiple problems.

BHS315 Understanding Family and Community Systems - 3 credits

Prerequisite: PSY110; may be taken concurrently.

This course applies systems thinking 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 strengths, resources, needs, and coping strategies. Local community issues are addressed, including employment opportunities, unifying traditions, violence, and discrimination. Students also address the influence of culture and belief systems on family and community functioning. They use assessment models to look at their own life situations such as job, family, neighborhood.

BHS320 Community Building Principles and 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:

- 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. It offers neighborhood residents training which strengthens

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 Alzheimers 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.

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.

BHS370-372 Human Services Seminars I-III - three terms @ 1 credit

These seminars introduce students to fundamental policies and practices in human services. They help students stay abreast of relevant information in the field, including: current issues and research, ethical practice, public policy, writing in the field, and career options. The seminar leader also provides academic advising, registration information, and guidance on individualized academic plans.

BHS420 Strategies for Change - 3 credits

Prerequisites: PSY210 or BHS400 PSY412, and BHS315.
This course provides theoretical frameworks for understanding the process of change and its implications for individuals and families. We look at the intervention process systemically in human service agencies, substance abuse treatment programs, medical and mental health centers, and schools. Students identify barriers to change, and learn a variety of techniques to use with individuals, families and communities. Professionals working toward change in their fields explain how they have gone about the process of change in their own environments: their varied approaches and strategies for creating new scenarios.

BHS470-471 Human Services Internship I-II - 3 credits each

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 internship 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

Prerequisites: WRT101-102.
Take in your second-to-last term, after completing at least 90 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, it 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. Those who take an extra term to complete the Capstone must register for "late capstone" BHS492.

MAN350 Principles of Human Services 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.

MAN424 Program Planning and Proposal Writing for Agencies, Schools and Communities - 3 credits

Prerequisite: PSY110.
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.

JUVENILE JUSTICE

Human Services courses highly recommended: BHS470-471, MAN 424. See also Addiction Studies, Community Building, Family Studies, Human Services and Psychology.

BHS376 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, usenet, list-serves, ftp, etc. with a particular focus on the global dimension of Juvenile Justice.

BHS377 Legal Processes in Reporting Suspected Abuse and Neglect - 1 credit

This course covers the Massachusetts child abuse and neglect reporting law and regulations implementing that law. Students 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.

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.

PSY225 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 which 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.

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.

PSY342 Girls and Delinquency - 3 credits

Prerequisite: PSY350 recommended.

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.

PSY343 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.

PSY350 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.

PSY351 Adolescents and Addiction - 1 credit

Within the framework of adolescent development, students are introduced to cognitive, personality, behavioral, social/envi-

mental 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.

PSY356 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.

PSY357 Introduction to Circle Conferencing - 1 credit

The circle process is an aboriginal and native way of being in relationship, resolving conflict, and restoring community. It is now used in DYS and DSS facilities, day reporting centers, and family counseling. This course is an intensive experience of the circle process and its applications in juvenile justice.

PSY358 Bullying Behavior: Shifting the Power - 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.

PSY359 Contemporary Perspectives on Child Abuse and Neglect - 3 credits

This course examines the roles of family and community in the lives of delinquent youths. Child abuse and neglect is examined as a critical factor contributing to adolescent delinquent behavior. Forms of abuse and neglect such as child abuse, sexual abuse, institutional abuse, adolescent maltreatment, and catastrophic

maltreatment are defined in relationship to the developmental process and social norms. The course also reviews contemporary theories relating to family relationship and attachment, community empowerment and disadvantage, and their impact on adolescent behavior. Attention is given to juvenile courts as both judicial authority and substitute parent.

PSY360 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) Attachment 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 available from noted experts in the field.

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.

PSY415 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.

PSY425 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.

PSY430 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 examines 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.

PSY435 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.

LITERATURE

LIT200 Introduction to Creative Writing: Pathways & Perspectives on Literature - 3 credits

This course explores the many ways in which a poem comes to be and communicates, 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.

LIT210 Topics in Literature - 3 credits

This course explores important themes and topics through in-depth study of quality 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 I - 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 one or two 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. The enhanced literacy skills and insights achieved through this course provide an excellent foundation for further studies in the liberal arts and other professional fields and will greatly improve students' ability to pursue and profit from lifelong learning that will enrich their families and communities.

LIT216 Shakespeare II - 3 credits

This course investigates the themes, exciting, and brilliantly designed dramatic and poetic methods of the greatest writer in the English language. It is not a sequel to LIT215 but can be taken instead of or in addition to it as you wish. Every term this course



will examine one or two of Shakespeare's most powerful dramas studying his emotionally rich treatment of human character, motives, relationships and themes like ripeness, haste, the interaction of the natural and human world, and the reflection of politics in the family. Usually we will read some of his short poems, sonnets, also.

LIT221 Literature: Genres and Traditions - 3 credits

This course provides basic knowledge of the four main literary genres: drama, poetry, fiction, and non-fiction prose. Students acquire familiarity with primary forms and styles in each genre by reading, discussing and writing about the works of authors from various periods and backgrounds.

LIT230 Critical Thinking in the Humanities - 3 credits

This course explores fundamental approaches to thinking about, creating and evaluating works in the humanities including literature, history, philosophy, art and religion. The 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?"

LIT310 Gothic Fiction and the Origins of 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, others.

LIT311 Studies in Literary Genres - 3 credits

This course builds on your initial encounters with literature by focusing each term on one of the primary genres: drama, poetry, fiction, and non-fiction (some terms may select film). It builds understanding and appreciation of the major forms in the selected genres that enable you to teach them skillfully and to appreciate and apply their unique approaches to learning, literacy, communication, and personal enrichment.

LIT312 World Literature - 3 credits

Reflecting the emphases in the Massachusetts Frameworks for Teacher Knowledge, this course examines writings from various cultures, periods, styles and viewpoints. The course explores how these diverse writings reflect the cultural complexities in which they were produced. All texts are read in the original English or in English translation.

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, emo-

tions, 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 our 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.

LIT325 African-American Literature - 3 credits

This course provides an overview of the diverse voices, viewpoints and genres produced by authors of African-American descent from the 18th to the 20th centuries.

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.

MANAGEMENT STUDIES

BSM101 Business Writing - 3 credits

This course reviews and builds the skills for effective business writing. Various reading, writing, research, drafting, revising, work shopping, and presentation skills are utilized to provide students with an understanding of college level and business writing.

BSM111 Business Mathematics - 3 credits

This course acquaints students with math applications crucial to businesses and organizations. Financial decision-making is

explored in a mathematical framework. Learners develop skills in building computer models.

BSM125 IT/Web Technical 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.

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.

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 and Behavior - 3 credits

This course examines the factors which influence individual, group and firm behavior in the work place. Topics include com-

munication, 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.

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.

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.

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 Managing 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.

BSM370 Management Studies Seminar I - 1 credit

This seminar is the first of three management studies seminars. It provides an overview of the management roles and skills of modern business. Class discussions and assignments cover the different roles a successful manager must play: mentor, facilitator, director, producer, broker and innovator. Peer review and advising support are integral components of the course.

BSM371 Management Studies Seminar II - 1 credit

This seminar is the second of three management students seminars. It provides an overview of the framework for management and the critical thinking needed for strategic planning. Topics include discussion of the major management tasks of planning, organizing, leading and controlling in today's global, cultural and ethical environment. Peer review and advising support are integral components of the course.

BSM372 Management Studies Seminar III - 1 credit

This seminar is the third of three management studies seminars. Students identify and discuss ethical situations they may encounter in their business careers. The seminar considers each person's social and professional ethical responsibilities. Examples from current events, case studies, and student experiences illustrate ethical considerations. Peer review and advising support are integral components of the course.

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.

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.

BMS410 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 businesses. Of special interest are the issues of success and growth management.

BSM411 Business Planning and 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

Pre-requisite 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 studying 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 non-profit 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.

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 and 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.

(new) 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.

BSM490 Management Studies Capstone Project - 3 credits

Prerequisites: WRT101-102.

The 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.

CMP310 Computer & Network Support 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 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.

MATHEMATICS

MAT121 Basic Math and Functions - 3 credits

Following an introductory survey of important concepts in algebra, geometry, functions, and probability statistics, the course continues with trigonometry, analytic geometry and exponential and logarithmic functions.

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.

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.

MAT310 Mathematical Thought - 3 credits

Prerequisite: MAT203.

This course views mathematics as the science of reasoning. Topics include elementary set theory, logic, techniques of proof, basic properties of the real number system, mathematical induction and axiomatic systems, patterning in number and space.

MEDICAL INTERPRETER TRAINING

COM090 Essential Communication for College Level Learning: The Immigrant Experience - 0 credit

MITC090 non-credit professional education course code. Skill development course; credits are not applied to degree requirements.

This course offers intense practice of the English language in order to further develop oral, listening, reading and writing skills of students participating in the Medical Interpreter Program.

COM091 Essential Communication for College Level Learning: The Patient's Perspective - 0 credit

MITC091 non-credit professional education course code. Skill development course; credits are not applied to degree requirements.

Students will examine the perspective of the patient in the context of the medical interpreter through investigation, research, dialogue, and analysis of current literature regarding cross cultural issues in health care. This course will also serve to continue developing the student's oral and written skills through advanced grammar drills and written exercises, expository writing, oral presentations, class discussions, and peer review.

COM092 Essential Communication Skills: Health Care Provider Perspective - 0 credit

MITC092 non-credit professional education course code. Skill development course; credits are not applied to degree requirements.

The aim of this course is to examine the perspectives of the health care provider and his/her constellation of roles. This course will build on Skills I and Skills II to further strengthen the student's knowledge of and confidence level in written and spoken English language skills. The course will explore many aspects of current trends and crises in health care in the United States, from the perspectives of 1) health care providers; 2) hospital and insurance companies; 3) government and policy making groups; and 4) the students themselves. The course will focus on the role of the health care provider and how the patient-provider relationship might change within different contexts of health care administration, ranging from the concept of the "neighborhood GP" to the concept of globally-regulated or for-profit care. Students will consider these contexts in relation to their own cultural backgrounds and personal experiences, as well as within the framework of the complex financial and legal dynamics that dominate most modern discussions of the health care system. Emphasis in this course will be on discussion and debate as students react and respond to these issues. Through rigorous weekly instruction and drill, including dictation and workbook exercises, students will gain a more thorough knowledge of English vocabulary and grammatical structure.

COM350 Medical Interpreting Skills I - 3 credits

MITC011 non-credit professional education course code. Separate sections for target languages with enough students registered.

Students learn basic interpreting skills for the medical context, including the interpreter's role, skills and techniques, knowledge of US medical culture, immigrant culture, and the code of ethics. The course content is presented according to criteria established by the Massachusetts Medical Interpreters Association. Students practice medical terminology and interpretation in role-plays both in English and in their language of expertise.

COM351 Medical Interpreting Skills II - 3 credits

MITC015 non-credit professional education course code.
Separate sections for target languages with enough students registered.

Students integrate and apply the interpretation and translation skills learned in COM350 through extensive practice of simulated medical interviews, predominantly in the consecutive mode. Students learn self-monitoring and coping strategies. They continue to develop bilingual medical vocabulary and phraseology, and work on visualization of body systems and organs. They start exploring the challenges of simultaneous interpretation.

COM352 Medical Interpreting Skills I, Multilingual

MITC016 non-credit professional education course code.
Students will learn interpreting and translation theory, applied interpreting skills and techniques. Emphasis will be placed on the medical setting, bilingual medical vocabulary and phraseology, and visualization of body systems and organs.

INT300 Medical Interpreter Internship: Practicum - 3 credits

MITC014 non-credit professional education course code.
Medical interpreter students strengthen and refine their interpreter skills at a local health facility. Students are evaluated for their ability to work with both patients and providers, and to demonstrate understanding of health care system protocols.

SCI100 Anatomy and Pathophysiology for Medical Interpreters - 3 credits

MITC010 non-credit professional education course code.
This course surveys the human body in health and disease in order to enable medical interpreters to facilitate the interpreting process. Students learn about the major systems of the body, common diseases, diagnostic tests, pharmaceuticals, and treatment options. They learn how to define complex medical terms, concepts, and abbreviations, and interpret them in their primary language.

SOC412 Cross Cultural Communication and Medical Interpretation - 3 credits

MITC012 non-credit professional education course code.
Students are provided with tools to improve the accuracy and effectiveness of their interpretation by learning post-immigration stages as a grieving process, models of cultural competence, and conflict resolution techniques.

SOC415 The Role of the Medical Interpreter in Health Care Settings - 3 credits

MITC013 non-credit professional education course code.
The course focuses on the history of health care, the culture

of medicine, and the role of medical interpreters in the United States. Health care systems in other countries are compared. 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. Finally, students are familiarized with networking strategies that will enhance their development and growth as professional medical interpreters.

MULTIDISCIPLINARY STUDIES

BAM105 Communication and Literacy Skills I - 3 credits

Recommended: take together with BAM108.

This course supports acquisition of the competencies needed to pass the Communication and Literacy Skills section of the Massachusetts Test for Educator Licensure (MTEL). The course is for students interested in becoming teachers.

The course focuses on writing as a process: the generating, developing, and organizing of ideas in a variety of written formats. Emphasis is placed on the review of grammar, mechanics, and usage. Reading comprehension, oral and electronic communication skills are also practiced.

Students receive extensive tutorial support. Those who need to develop their skills further in order to successfully complete the course are asked to repeat it, free of charge.

BAM106 Communication and Literacy Skills II - 3 credits

Recommended: take together with BAM109.

Prerequisite: BAM105 or permission of instructor.

This course continues developing written, oral and online communication skills. Emphasis is placed on the building of critical thinking skills: how perceptions shape perspectives, how causal relationships support or undermine arguments, how concepts organize experiences and influence thinking. Thinking and writing to explore issues and present arguments are also practiced. There is extensive tutorial support.

Students receive extensive tutorial support. Those who need to develop their skills further in order to successfully complete the course are asked to repeat it, free of charge.

BAM108 Mathematics, Communication and Literacy I - 3 credits

Recommended: take together with BAM105.

This course assists students in thinking and expressing their thoughts in mathematical terms. Quantitative and qualitative analysis is required. The course examines the basics of number theory, arithmetic operations, ratio and proportion, percent theory and practice, probability and statistics, linear algebra, and informal geometry. Substantial emphasis is placed on the word problem solution process utilizing algebraic and geometric techniques. This course supports students' acquisition of the competencies needed to pass the mathematics portions of the Massachusetts Test for Educator Licensure (MTEL).

Students receive extensive tutorial support. Those who need to develop their skills further in order to successfully complete the course will repeat it.

BAM109 Mathematics, Communication and Literacy II - 3 credits

Prerequisite: BAM108 or permission of instructor.

Recommended: take together with BAM106.

This course assists students in thinking and communicating in mathematical terms. Quantitative and qualitative analysis is required. Through the use of inquiry-based learning, students become familiar with number sense and theory, spatial relations, and mathematical logic. The course also examines the Massachusetts common core of learning and the state's mathematical frameworks. Substantial emphasis is placed on the word problem solution process utilizing algebraic, geometric, and trigonometric techniques. This course supports students' acquisition of the competencies needed to pass the mathematics portions of the Massachusetts Test for Educator Licensure (MTEL).

Students receive extensive tutorial support. Those who need to develop their skills further in order to successfully complete the course will repeat it.

BAM370-372 Seminars - 1 credit each

These one-credit courses meet three times each term. These seminars combine academic planning and advising and content relevant to your program of study. Students beginning at the College take LRN175 their first term, and then 370, 371, and 372 in subsequent terms.

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 BAM492 and pass before graduating.

ORGANIZATIONAL PSYCHOLOGY

See also Community Building, Management Studies, and Psychology.

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.

PSY421 Psychology and Work Today: Introduction to Industrial and Organizational Psychology - 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.

PHILOSOPHY

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.

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 addresses 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 classroom environments.

PSYCHOLOGY

See also Human Services and Juvenile Justice.

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.

PSY200 Psychological Research Methods - 3 credits

Prerequisite: PSY110 before or concurrently.

Applied statistics and research methods for the social sciences are introduced. The course addresses the question, "How do we know?," using a hands-on approach to statistics and research. Students analyze published research findings, evaluate the validity of inferences, and use statistics to analyze aspects of their own daily life or job.

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 develop-

ment, 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.

PSY325 Theories of Personality - 3 credits

Prerequisite: BHS315.

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.

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.

PSY370-372 Psychology Seminar I-III - three terms @ 1 credit

The seminars in psychology assist students in staying abreast of relevant information in the field including current issues and research, ethical practice, public policy, writing in the field, and career options. Students are introduced to fundamental policies and practices in psychology. The seminar leader is also the academic advisor, and guides students through their individualized academic plans.

PSY395 Psychology of Race - 3 credits

Prerequisite: PSY120.

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.

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.

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 management 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

Prerequisite: BHS400 or BHS315, preferably both.

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.

PSY426 Self-Care for the Helping Professions - 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.

PSY490 Psychology Capstone - 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 "late capstone" PSY492.

SCIENCES (Natural & Physical)

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 to 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 introduces you to the principles of marine biology, oceanography and 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.

SCI235 Principles of Health and 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.

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 the 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.

SOCIOLOGY

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.

SOC200 Narrating the Self: Coming of Age Legacies From Around the World - 3 credits

Prerequisite: WRT101.

This course explores "coming of age" 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.

SOC201 Understanding Societies: Introduction to Cultural Anthropology - 3 credits

How do societies 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. Students work collaboratively in small groups and by e-mail to prepare role-plays and debates, and to discuss issues.

SOC211 State and Society: La Realidad de Cuba - 3 credits

What role does government play in our lives? How do we regulate economic transactions? How easy is it to move about in our society? We explore these questions of social organization and economic anthropology in four classroom sessions and a visit to Minute Man National Historic Site. What messages and ideologies are encoded in official monuments to a revolutionary past? Our own assumptions about how society works are then thrown into relief when the class travels to Cuba for a week. We meet with political leaders and everyday people, visit historic sites of the revolution, medical facilities, explore Old Havana, and hike in the rain forest. A final class meeting back in Cambridge integrates our experiences through analysis of a chosen cultural theme and student presentations of their new understandings of the interaction of state and society.



**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 Development and Career Transition -
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.

SOC311 Images of Women - 3 credits

An investigation of 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-imaging and self-empowerment are significant components in this course.



SCHOOL OF PSYCHOLOGY & COUNSELING

Introduction & Policies

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, with a wide range of non-traditional experience in counseling and other fields.

Diverse Populations & 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 in agencies with varied philosophies. Many of the agencies that collaborate with Cambridge College focus on under-served populations.

Advisement & Professional Seminar

Admissions counselors give applicants an overview of the College's academic programs and assist with the application process. Program directors are available for further academic counseling. Faculty Admission Committee recommendations are communicated to applicants.

Orientation — Just before each term begins, an Orientation/Registration session provides group course advisement for new students and assistance with course registration.

Professional Seminar — 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.

The seminar leader is the students' academic adviser for the duration of the program, and schedules periodic individual meetings. In addition, students in licensure programs must seek advisement from the program coordinator.

The seminar leader is the supervisor of the ILP/IRP with responsibility for approval, and signs off on workshop/directed studies credits, independent study, leave of absence, and graduation clearance. Seminars focus on professional issues in the students' field and support professional development.

Writing

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.

Licensure

Many 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 at the Counseling Psychology Office literature rack or program coordinator. Students are responsible to be familiar with the detailed requirements of their concentration. Students should examine updated licensing and certification requirements closely and seek advisement 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.

Course Contact Hours

All courses meet for 35 contact hours/3-credit course.

Criminal Offender Record Information (CORI)

All Counseling Psychology students placed in Massachusetts Department of Mental Health programs and facilities must receive CORI checks prior to their internship placement. This is mandated by DMH policy 97-2 and is consistent with the CORI policy issued by the Executive Office of Health and Human Services in 1996. Students seeking placement in DMH facilities are responsible for initiating the CORI process through the Counseling Psychology Office, where CORI request forms are available.

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 & 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

Rationale — 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. A demonstration of the capacity to work collaboratively and respectfully with others throughout all ranges of professional training experience.
2. A 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. A 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. A demonstration of and willingness to meet academic and professional obligations in fieldwork and in the classroom in a timely and responsible manner.

7. A 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. An 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. An 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.

Counseling Psychology Faculty

Anthony DeMatteo, Ph.D., LaSalle University, Dean, School of Psychology & Counseling

Niti Seth, Professor, Ed.D. Harvard University, Director

Full-time Faculty

John Carew, Ph.D. Boston College

Paul D. Gerson, Ph.D. University of Pittsburgh; CAGS Coordinator, Clinical Practicum/Internship Coordinator

Joseph A. Huff, Ed.D. Boston University; School Guidance Coordinator

Leroy L. Kelly, M.A. Boston College; Addiction Counseling Coordinator

William D. McMullen, Ph.D. Boston University

Massomeh Namavar, Ed.D. Indiana University/Bloomington; Professor

Robert Prague, M.Ed. Boston College; Professor

Niti Seth, Professor, Ed.D. Harvard University

Part-time Faculty

Larry M. Allen, M.Ed. Antioch College

John Ansty, M.S.W. Boston University

Tamara A. Bethel, Ph.D. Walden University

Diane L. Boettcher, D.Ed. Boston College

Harvey Botman, Ph.D. Duke University

Judith Bralove, M.S.W. Boston College

Janice I. Brenner, M.Ed. Suffolk University

Mara L. Brenner, M.A. Lesley University

Janice F. Chiaradonna, Ed.D. Johnson & Wales University

D. E. Dale, C.A.G.S. Boston University

George H. Eastman, Ph.D. New York University, Ed.D. Harvard University

Lawrence "Khari" Farrell, Ph.D. Boston University

Nancy C. Foster, M.S. Boston University

Giovanna Franchi, M.A. Lesley College; Counseling Psychology (36) and Psychological Studies (36) Coordinator

Steffen Fuller, Ph.D. Purdue University

Irle M. Goldman, Ph.D. Rutgers University

Vita Golub, M.Ed. SUNY/Buffalo, M.A. University of Massachusetts/Boston

Russell Gwilliam, Licensed Mental Health Practitioner; M.A. Anna Maria College

Nancy Hocking-McDonough, Certification in Alcohol Studies; Ph.D. Union Institute

Seward T. Hunter, M.S.W. Simmons College

Lionel S. Joseph, Psy.D. Massachusetts School of Professional Psychology

Mopsy Strange Kennedy, M.S.W. Boston University

Susan T. Leichtman, M.S.W. Smith College; School Social Worker/School Adjustment Coordinator

Timothy F. McCarthy, M.Ed. University of Massachusetts/Boston

Thomas J. McDonough, Ed.D. Boston University

Maureen McGlame, M.Ed. University of Massachusetts

Edward McGrath, M.Ed. Cambridge College

Kathy A. McMahan, Psy.D. Antioch College

Jesse Mellor, M.A. Antioch New England Graduate School

Stephen Merther, M.A. Antioch New England Graduate School; Mental Health Counseling Coordinator

Veronica Miletsky, M.Ed. Cambridge College

Emily M. Mitchell, M.A. University of Chicago

Paul R. Neustadt, M.S.S. Bryn Mawr College

Jeanne E. Richardson, C.A.G.S. Harvard University

Jill E. Ritchie, M.A. University of Northern Colorado

Margaret F. Sablove, Ed.D. University of Massachusetts/Amherst

Niti Seth, Professor, Harvard University; Director, School of

Psychology & Counseling

Dayana Brill Simons, M.Ed. University of Massachusetts/ Boston
Arthur B. Trundy, M.Ed. Cambridge College
John Twomey, Ed.D. Boston University

Springfield, MA — Full-time faculty

Deborah Merriman, C.A.G.S. University of Massachusetts

Springfield, MA — Part-time faculty

Jacqueline Bearce, M.Ed. University of Massachusetts/Amherst
James Joyce, M.Ed. Springfield College
Geraldine A. McQuoid, M.S.N. Anna Maria College
Maybelle Mercado-Martinez, Ph.D. Caribbean Center for
Advanced Studies

Isabelle Morales, M.Ed. Cambridge College
James A. Mundy, Ed.D. University of Virginia
Samuel Muri, M.A. Lesley University
Doris K. Schuh, M.Ed. Springfield College
See also School Guidance faculty

School Guidance Faculty

Joseph Huff, Licensed School Guidance Counselor K-12; Ed.D.
Boston University; Coordinator
Larry Allen, M.Ed. Antioch College
Victoria M. DaPonte, M.Ed. Cambridge College
Marcia E. Gill-Bass, M.Ed. Cambridge College
Beth A. (Zieff) Hecker, M.A. M.Ed. University of Massachusetts/

Boston

Maureen Martin, M.Ed Boston College
Thomas J. McDonough, Ed.D. Boston University
William D. McMullen, Ph.D. Boston University
Deborah A. Merriam, Ed.D. Boston University
Anne Murphy, C.A.G.S. University of Massachusetts/Boston
Jeanne E. Richardson, C.A.G.S. Harvard University
Charles Virga, C.A.G.S. University of Massachusetts/Amherst

Springfield, MA — Part-time faculty

Thomas Nolan, Ed.D. American International University
Kristen Nolfi, M.Ed. American International College

Georgia — Part-time faculty

Kay S. Marsh, Ed.D. University of Sarasota
Joanne L. Newby, Education Specialist in Guidance and
Counseling West Georgia College, M.A. University of Toledo
Myrel Seigler, Ed.D. Georgia Southern University

Virginia — Part-time faculty

Carla Castor, Ph. D. Virginia Commonwealth University
Joseph H. Mahoney, Ed.D. Boston University
Melendez O. Byrd, Ph.D. Virginia Tech
Sylinda B. Gilchrist, Ed.D. George Washington University
Sandra Rasmussen, Ph.D. Harvard University
Susan M. Sigler, M.Ed. Old Dominion University
Alveta G. Sutton, Ed.D. George Washington University

Master of Education With Concentration in

PSYCHOLOGICAL STUDIES

36 credits

Core	11 credits
CCP691-693 Professional Seminar I-III — 3 terms @ 2 credits	6
CCP590-591 Theory & Practice of Counseling — workshops on current topics in counseling	2
CCP800 Independent Research Project	3

Counseling Psychology Courses	10 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

Electives **choose 15 credits**
Four elective courses must be in Counseling Psychology; one may be in any department.

Master of Education With Concentration in

COUNSELING PSYCHOLOGY

36 credits

Core 11 credits

- CCP691-693 Professional Seminar I, II, III —
3 terms @ 2 credits 6
- CCP590-591 Theory & Practice of Counseling —
workshops on current topics in counseling 2
- CCP800 Independent Research Project 3

Counseling Psychology Courses 10 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

Practicum & Internship 6 credits

- Includes supervised field experience
- CCP520 Counseling Practicum 3
- CCP641 Counseling Internship 3

Electives choose 9 credits

Two electives must be in Counseling Psychology, one may be in a related field.

Master of Education With Concentration in

COUNSELING PSYCHOLOGY

36 credits • With Focus on Forensic Counseling

Core 11 credits

- CCP691-693 Professional Seminar I-III — 3 terms
@ 2 credits — with focus on issues, concerns &
professional development of forensic students 6
- CCP590-591 Theory & Practice of Counseling —
workshops on current topics in counseling 2
- CCP800 Independent Research Project —
with forensic focus 3

Counseling Psychology Courses 10 credits

- CCP501 Introduction to Counseling 1
- CCP540 Personality & Counseling Theory 3
- CCP650 Group Dynamics/Group Counseling & Human Systems 3

Basic Skills Course — Choose one

- CCP550 Basic Counseling Skills: Rogerian Therapy 3
- CCP715 Counseling Children & Adolescents
in Context: Basic Counseling Skills 3

Practicum & Internship 6 credits

- Includes supervised field experience in an approved
forensic setting.
- CCP520 Counseling Practicum 3
- CCP641 Counseling Internship 3

Forensic Focus 9 credits

- CCP611 Introduction to Forensic Counseling 3
- CCP621 Assessment & Intervention for the
Forensic Counselor 3
- CCP631 The Counselor in the Forensic Environment 3

Graduates are not eligible for licensure or vendorship in Massachusetts.

Counseling Psychology with focus on forensic counseling

provides an introduction to the field of counseling with a focus on issues which pertain to counseling adult and juvenile offenders, and the process of working with their

families, agencies, the courts, and other aspects of the criminal and juvenile justice systems. Students may seek employment as state and private provider case managers, clinicians, probation officers, and family outreach workers.



Master of Education With Concentration in

ADDICTION COUNSELING

36 credits

Core 10 credits

- CCP691-693 Professional Seminar I, II, III —
3 terms @ 2 credits 6
- CCP590 or 591 Theory & Practice of Counseling —
workshops on current topics in counseling 1
- CCP800 Independent Research Project 3

Counseling Psychology Courses 10 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

Practicum & Internship 6 credits

- Includes supervised field experience.
- CCP520 Counseling Practicum 3
- CCP641 Counseling Internship 3

Addiction Courses..... 10 credits

- CCP510 Ethics and Boundaries in Substance
Abuse Counseling 1
- CCP640 Addiction Disorders 3
- CCP606 Family Treatment of Substance Abuse 3
- CCP740 Substance Abuse Advanced Clinical Methods 3

CADAC licensure/certification — Cambridge College strives to offer the appropriate educational requirements for certification by MBSACC and licensing by The Massachusetts Dept. of Public Health. Additional courses may be required for CADAC certification in other states; consult the program coordinator.

Students are responsible for monitoring and understanding state requirements and regulations, and for ensuring that their program of study complies with all requirements for certification/licensure.

Addiction Counseling is for people who are committed to substance abuse/addiction treatment, education and prevention:

- Individuals seeking careers as certified alcohol and drug counselors.
- Currently practicing counselors.
- Practicing clinicians who wish to develop academic and professional credentials.
- People interested in expanding their skills in treating new populations of clients.

The courses provide education in the **five domains** of assessment, counseling, education, professional responsibilities, and case management.

The program emphasizes the **twelve core functions** of a substance abuse counselor as identified by the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc.: screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referrals, reports and record keeping, and consultation with other professionals.

Professional ethics for substance abuse professionals include the six requisite areas of client welfare, professional competence, professional accountability, financial concerns, emotional health, confidentiality.

The practicum/internship must be in an approved substance abuse treatment program with 300 hours of supervised practical experience with appropriate supervision in the twelve core functions.

Master of Education With Concentration in

MENTAL HEALTH COUNSELING

62 credits

First Year 32 credits

- CCP691-693 Professional Seminar I, II, III —
3 terms @ 2 credits 6
- CCP590 or 591 Theory & Practice of Counseling —
workshops on current topics in counseling 1
- CCP800 Independent Research Project 3

Counseling Practice Courses

- CCP501 Introduction to Counseling 1
- CCP540 Personality & Counseling Theory 3
- CCP550 Basic Counseling Skills: Rogerian Therapy 3
- CCP615 Psychopathology 3
- CCP630 Human Development Across the Lifespan 3
- CCP650 Group Dynamics/Group Counseling & Human Systems 3

Practicum & Internship

- Includes supervised field experience; see outline summary for requirements.
- CCP520 Counseling Practicum 3
 - CCP641 Counseling Internship 3

Licensed Mental Health Counselor (LMHC) — This program is designed so students will complete the academic requirements for LMHC licensure by the Massachusetts Board of Registration of Allied Mental Health Professionals. Candidates must also pass a competency examination and complete two years of post-masters supervised clinical practice.

Students are responsible for monitoring and understanding state requirements and regulations, and for ensuring that their program of study complies with all requirements for certification/licensure.

Second Year 30 credits

- CCP700 Internship Seminar 3
- CCP701 Advanced Internship Seminar 3
- CCP730 The Practice of Mental Health Counseling 3

Social & Cultural Course — choose one 3

- CCP561 Counseling Techniques with Multi-Problem Families in Changing Communities
- CCP627 Family Assessment from a Multicultural Perspective
- CCP635 Foundations in HIV/AIDS Education & Counseling
- CCP715 Multicultural Counseling: Children & Adolescents in Context
- CCP721 Women in the Family: a Cross-Cultural Perspective
- CCP754 Perspectives in Cross-Cultural Counseling
- CCP766 Cultural & Religious Issues in Counseling

Assessment/Appraisal Course — choose one 3

- CCP624 Assessment/Appraisal Process: Intelligence & Achievement Testing
- CCP626 Assessment/Appraisal Process: Projective Testing

Professional Orientation Course 3

- CCP622 Ethics & Professional Issues for School Counselors & Mental Health Practitioners

Special Treatment Issues — 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 Principles of Family Systems Therapy

Electives — choose three 9

Two electives must be in counseling psychology, one may be in education or a mediation course in the graduate management curriculum.

Master of Education With Concentration in

MENTAL HEALTH & ADDICTION COUNSELING

62 credits

First Year31 credits

- CCP691-693 Professional Seminar I, II, III —
3 terms @ 2 credits 6
- CCP800 Independent Research Project 3

Counseling Practice Courses

- CCP501 Introduction to Counseling 1
- CCP540 Personality & Counseling Theory 3
- CCP550 Basic Counseling Skills: Rogerian Therapy 3
- CCP615 Psychopathology 3
- CCP630 Human Development Across the Lifespan 3
- CCP650 Group Dynamics/Group Counseling & Human Systems 3

Practicum & Internship

Includes supervised field experience; see outline summary for requirements.

- CCP520 Counseling Practicum 3
- CCP641 Counseling Internship 3

Second Year31 credits

- CCP700 Internship Seminar 3
- CCP701 Advanced Internship Seminar 3
- CCP730 The Practice of Mental Health Counseling 3

Social & Cultural Course — choose one 3

- CCP561 Counseling Techniques with Multi-Problem Families in Changing Communities
- CCP627 Family Assessment from a Multicultural Perspective
- CCP635 Foundations in HIV/AIDS Education & Counseling
- CCP715 Multicultural Counseling: Children & Adolescents in Context
- CCP721 Women in the Family: a Cross-Cultural Perspective
- CCP754 Perspectives in Cross-Cultural Counseling
- CCP766 Cultural & Religious Issues in Counseling

Assessment/Appraisal Course — choose one 3

- CCP624 Assessment/Appraisal Process: Intelligence & Achievement Testing
- CCP626 Assessment/Appraisal Process: Projective Testing

Professional Orientation Course 3

- CCP622 Ethics & Professional Issues for School Counselors & Mental Health Practitioners

Special Treatment Issues — choose one 3

- CCP616 Counseling in the Schools
- CCP617 School Adjustment Counseling/School Social Work
- CCP670 Career Counseling
- CCP680 Human Sexuality
- CCP710 Principles of Family Systems Therapy

Addiction Courses

- CCP510 Ethics and Boundaries in Substance Abuse Counseling 1
- CCP640 Addiction Disorders 3
- CCP606 Family Treatment of Substance Abuse 3
- CCP740 Substance Abuse Advanced Clinical Methods 3

Licensed Mental Health Counselor (LMHC) — This program is designed so students will complete the academic requirements for LMHC licensure by the Massachusetts Board of Registration of Allied Mental Health Professionals. Candidates must also pass a competency examination and complete two years of post-masters supervised clinical practice.

CADAC licensure/certification — Cambridge College strives to offer the appropriate educational requirements for certification by MBSACC and licensing by The Massachusetts Dept. of Public Health. Additional courses may be required for CADAC certification in other states; consult the program coordinator.

Students are responsible for monitoring and understanding state requirements and regulations, and for ensuring that their program of study complies with all requirements for certification/licensure.

Master of Education With Concentration in

SCHOOL ADJUSTMENT COUNSELING

65 credits

First Year 38 credits

CCP691-693 Professional Seminar I, II, III — 3 terms
@ 2 credits; begin in first term 6

Includes clinical journal, assessments, professional growth plan
Take Communication & Literacy test (MTEL) during first or
second term.

- CCP590 or 591 Theory & Practice of Counseling —
workshops on current topics in counseling 1
- CCP800 Independent Research Project — on a topic related
to school adjustment counseling; third term 3
- CCP501 Introduction to Counseling 1
- CCP540 Personality & Counseling Theory 3
- CCP550 Basic Counseling Skills: Rogerian Therapy 3
- CCP614 Child & Adolescent Psychopathology 3
- CCP616 Counseling in the Schools 3
- CCP617 School Adjustment Counseling/School Social Work 3
- CCP630 Human Development Across the Lifespan 3
- CCP650 Group Dynamics/Group Counseling & Human Systems 3

Mass. D.O.E. Practicum/Internship Prerequisites

- Pass Communication & Literacy test (MTEL).
- Students from states other than Massachusetts must pass all
teacher tests required for this license by their own state; MTEL
tests not required.
- Pre-Practicum — 75 hours of directed field-based
training in conjunction with CCP501-715 0
- Pass all first-year requirements including IRP (38 credits).

First half (450 hrs) of 900-hour D.O.E. Practicum/LMHC Internship

In educational and/or mental health settings; supervisors must
meet D.O.E. & Board of Registration requirements.

CCP790-791 School Adjustment/Mental Health Field
Experience I-II — 2 terms @ 3 credits 6

Second Year 27 credits

CCP730 Practice of Mental Health Counseling 3

Assessment/Appraisal Courses

- CCP624 Assessment/Appraisal Proc.: Intelligence
& Achievement Testing 3
- CCP626 Assessment/Appraisal Proc.: Projective Testing ... 3

Social & Cultural Courses

- CCP561 Counseling Techniques with Multi-Problem
Families in Changing Communities 3
- CCP715 Multicultural Counseling: Children &
Adolescents in Context 3

Professional Orientation Course

CCP622 Ethics & Professional Issues for School
Counselors & Mental Health Practitioners 3

Career Course

CCP670 Career Counseling 3

Second half (450 hrs) of 900-hour D.O.E. Practicum/LMHC Internship

450 hours in the SSW/SAC role at one school site (may be done
in first year with coordinator's permission); supervisors must
meet D.O.E. & Board of Registration requirements.

- CCP792-793 School Adjustment/Mental Health Field
Experience III-IV — 2 terms @ 3 credits 6
- CCP708 School Adjustment Counseling Exit Portfolio 0

Entrance requirements: Bachelor's degree and other general
requirements for counseling psychology and educator licensure
programs apply; see Admission.

School Social Worker/School Adjustment Counselor (all levels)

— Program approved by the Massachusetts Department of
Education as preparation for initial licensure.

Paths to D.O.E. licensure outside Massachusetts: Many states
have reciprocal agreements with Massachusetts. Please contact
the education authorities in your state for requirements, proce-
dures, and recommended path to licensure.

Licensed Mental Health Counselor (LMHC)— This program is
designed so students will also complete the academic require-
ments for LMHC licensure by the Massachusetts Board of Reg-
istration of Allied Mental Health Professionals. Candidates must
also pass a competency examination and complete two years of
post-masters supervised clinical practice.

Students are responsible for monitoring and understanding state
requirements and regulations, and for ensuring that their program
of study complies with all requirements for certification/licensure.

Program subject to change as Massachusetts requirements
for licensure change. The College reserves the right to alter the
program to better prepare students to meet new requirements.

Master of Education With Concentration in

MENTAL HEALTH, ADDICTION & SCHOOL ADJUSTMENT COUNSELING

75 credits

First Year 38 credits

CCP691-693 Professional Seminar I, II, III — 3 terms
@ 2 credits; begin in first term 6

Includes clinical journal, assessments, professional growth plan.
Take Communication & Literacy test (MTEL) during first or
second term.

CCP800 Independent Research Project — on a topic related
to school adjustment counseling; third term 3

CCP590 or 591 Theory & Practice of Counseling —
workshops on current topics in counseling 1

Counseling Practice Courses

CCP501 Introduction to Counseling 1

CCP540 Personality & Counseling Theory 3

CCP550 Basic Counseling Skills: Rogerian Therapy 3

CCP630 Human Development Across the Lifespan 3

CCP650 Group Dynamics/Group Counseling & Human Systems 3

CCP614 Child & Adolescent Psychopathology 3

CCP616 Counseling in the Schools 3

CCP617 School Adjustment Counseling/School Social Work 3

Mass. D.O.E. Practicum/Internship Prerequisites

- Pass Communication & Literacy test (MTEL).
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pre-Practicum — 75 hours of directed field-based training 0
- Pass all first-year requirements including IRP (38 credits.)

First half (450 hrs) of 900-hour D.O.E. Practicum/LMHC Internship

In educational and/or mental health settings; supervisors must meet D.O.E. & Board of Registration requirements.

CCP790-791 School Adjustment/Mental Health Field
Experience I-II — 2 terms @ 3 credits 6

Second Year 37 credits

CCP730 The Practice of Mental Health Counseling 3

Social & Cultural Courses

CCP561 Counseling Techniques with Multi-Problem
Families in Changing Communities 3

CCP715 Multicultural Counseling: Children &
Adolescents in Context 3

Assessment/Appraisal Courses

CCP624 Assessment/Appraisal Process: Intelligence &
Achievement Testing 3

CCP626 Assessment/Appraisal Process: Projective Testing 3

Professional Orientation Course

CCP622 Ethics & Professional Issues for School
Counselors & Mental Health Practitioners 3

Career Course

CCP670 Career Counseling 3

Addiction Courses

CCP510 Ethics & Boundaries in Substance Abuse Counseling 1

CCP640 Addiction Disorders 3

CCP606 Family Treatment of Substance Abuse 3

CCP740 Substance Abuse Advanced Clinical Methods 3

Second half (450 hrs) of 900-hour D.O.E. Practicum/LMHC Internship

450 hours in the SSW/SAC role at one school site (may be done in first year with coordinator's permission); supervisors must meet D.O.E. & Board of Registration requirements.

CCP792-793 School Adjustment/Mental Health Field
Experience III-IV — 2 terms @ 3 credits 6

CCP708 School Adjustment Counseling Exit Portfolio 0

Entrance requirements: Bachelor's degree and other general requirements for counseling psychology and educator licensure programs apply; see Admission.

School Social Worker/School Adjustment Counselor (all levels)

— Program approved by the Massachusetts Department of Education as preparation for initial licensure.

Paths to D.O.E. licensure outside Massachusetts: Many states have reciprocal agreements with Massachusetts. Please contact the education authorities in your state for requirements, procedures, and recommended path to licensure.

Licensed Mental Health Counselor (LMHC) — This program is designed so students will complete the academic requirements for LMHC licensure by the Massachusetts Board of Registration of Allied Mental Health Professionals. Candidates must also pass

a competency examination and complete two years of post-masters supervised clinical practice.

CADAC licensure/certification — Cambridge College strives to offer the appropriate educational requirements for certification by MBSACC and licensing by The Massachusetts Dept. of Public Health. Additional courses may be required for CADAC certification in other states; consult the program coordinator.

Students are responsible for monitoring and understanding state requirements and regulations, and for ensuring that their program of study complies with all requirements for certification/licensure.

Program subject to change as Massachusetts requirements for licensure change. The College reserves the right to alter the program to better prepare students to meet new requirements.



Master of Education Leading to Massachusetts INITIAL LICENSURE in
SCHOOL GUIDANCE COUNSELING

48 Credits • 4-6 terms • Starts in Summer, Fall or Spring • Program approved by the Massachusetts Department of Education for the preparation of **school guidance counselors (PreK-8 or 5-12).**

REQUIREMENTS

CSG691-693 Professional Seminar: School Guidance Counseling & Graduate Research I, II, III — 3 terms @ 2 credits 6

Includes clinical journal, assessments, advisement, professional growth plan.

- CSG800 Independent Research Project in Guidance 3
- CCP501 Introduction to Counseling 1
- CCP540 Personality & Counseling Theory 3
- CCP614 Child & Adolescent Psychopathology 3
- CCP616 Counseling in the Schools 3
- CCP622 Ethics & Professional Issues for School Counselors & Mental Health Practitioners 3
- CCP624 Assessment/Appraisal Process: Intelligence & Achievement Testing 3
- CCP630 Human Development Across the Lifespan 3
- CCP650 Group Dynamics/Group Counseling & Human Systems 3
- CCP670 Career Counseling 3
- CCP715 Multicultural Counseling: Children & Adolescents in Context 3
- CSG695 Counseling & Consulting Techniques Lab 3

Guidance Counseling Practicum & Internship

Practicum prerequisite

- Pre-Practicum — 75 hours of directed field-based training. . 0

CSG789 Practicum — 100 hours 2

Internship Prerequisites

- Pass Communication & Literacy test (MTEL).
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pass all requirements listed for terms 1-3, including IRP.

CSG790-791 Internship & Seminar — 600 hours 6

Fall and/or Spring only; one or two terms; level PreK-8 or 5-12

- Completed Exit Portfolio required for credit.

SCHEDULE

FALL or Term 1

- CSG691 Professional Seminar I
- Take Communication & Literacy test (MTEL) .preq. for Internship
- CCP501 Intro. to Counseling
- CCP616 Counseling in the Schools
- CCP650 Group Dynamics
- CSG695 Couns. & Consult. Technq. Lab . preq. for Practicum
- Pre-Practicum — 75 hours preq. for Practicum

SPRING or Term 2

- CSG692 Professional Seminar II
- CCP540 Personality & Counseling
- CCP715 Multicultural Counseling
- CSG789 Practicum — 100 hours preq. for Internship

SUMMER or Term 3

- CSG693 Professional Seminar III
- CSG800 Independent Research Project
- CCP622 Ethics & Professional Issues
- CCP624 Intelligence & Achievement Testing
- CCP630 Human Development

FALL or Term 4

- CSG790 Internship & Seminar— 300 hours
- CCP670 Career Counseling

SPRING or Term 5

- CSG791 Internship & Seminar — 300 hours
- CCP614 Child & Adolescent Psychopathology

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance requirements: Bachelor's degree and other general requirements for counseling psychology and educator licensure programs apply; see Admission.

Path to licensure outside Massachusetts: Please contact the education authorities in your state for requirements, procedures, and recommended path to licensure.

Program subject to change: As Massachusetts and national CACREP requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Certificate of Advanced Graduate Studies in
COUNSELING PSYCHOLOGY

Minimum 36 credits

Core 15 credits

CCA801-803 Professional Seminar I, II, III — 3 terms @ 3 credits	9
CCA820-821 CAGS Counseling Internship: Mental Health Counseling — includes supervised field experience — 2 terms @ 3 credits	6

Courses..... choose 21 credits

Choose at least six courses in consultation with advisor

CCA704 Psychopharmacology	3
CCA705 Human Sexuality	3
CCA706-707 Family Assessment, Treatment & Intervention I-II	3
CCA708 Counseling Techniques With Multi-problem Families	3
CCA709 Basic Counseling Skills: Rogerian	3
CCA710 Child & Adolescent Psychological Development	3
CCA715 Multicultural Counseling Children & Adolescents	3
CCA716 Child & Adolescent Psychopathology	3
CCA721 Women in the Family	3
CCA730 The Practice of Mental Health Counseling	3
CCA754 Perspectives in Cross-Cultural Counseling	3
CCA756 Substance Abuse in the Family	3

CCA766 Cultural & Religious Issues in Counseling & Family Therapy	3
CCA771 Professional Issues & Ethics in Counseling & Family Therapy	3
CCA772 Psychopathology	3
CCA773 Group Dynamics/Group Counseling & Human Systems	3
CCA774 Biological Basis of Behavior	3
CCA775 Substance Abuse: Advanced Clinical Methods	3
CCA776 Basic Techniques in Brief Therapy	3
CCA778 Assessment/Appraisal Process: Intelligence & Achievement Testing	3
CCA779 Assessment/Appraisal Process: Projective Testing	3
CCA780 Foundations of Couples Counseling	3
CCA782 School Adjustment Counseling/School Social Work	3
CCA783 Career Counseling	3
CCA785 Human Psychological Development	3
CCA790 Professional Issues & Roles in School Counseling	3
CCA792 Counseling in the Schools	3
CCA796 Personality & Counseling Theory	3

The CAGS in Counseling Psychology is an advanced, post-master's degree. Students will increase their expertise, add a new credential and area of competency, or upgrade their credentials in order to meet requirements for licensure.

The CAGS program is open to people with master's degrees in counseling or closely related fields including social work, psychiatric nursing, pastoral counseling, and expressive therapies.

A Flexible Program — The program can be completed in one year, but may be completed over a longer period.

An Individualized Program — Each student meets with an advisor to plan an individualized academic program and establish a learning contract. They meet periodically to review educational and career goals.

This degree program may meet the LMHC licensure requirements. Course work must be considered carefully in consultation with the program coordinator.

Counseling Psychology Course Descriptions — M.Ed.

CCP501 Introduction to Counseling - 1 credit

Pre-Practicum hours of directed field-based training required for D.O.E. licensure.

This course introduces the field of counseling. It orients individuals to the field and, as a result, enables them to make optimum use of practicum, internship 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, professional associations (ACA, ASCA), making the best use of supervision and consultation, supervisor and agency expectations of intern behavior, personal survival and growth, 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.

CCP502 General Psychology - 3 credits

Students survey the broad range of topics including ethics, schools of psychological thought, the brain and its functions, language perceptions, dreams, learning, attention and concentration, psychology of gender, historical, social and cultural perspectives of psychology.

CCP503 Communication Skills for Counseling and Human Services - 3 credits

This course focuses on communication skills for counseling and human services professionals. We explore the nature of helping relationships and the communication necessary to build rapport and relationship, foster a working alliance, and establish mutually shared goals. Our exploration of spoken communication includes listening skills and attending behaviors, nonverbal communication, building empathy, gathering information and summarizing, self-disclosure, interpretation, and confrontation. Students learn to give and receive feedback, interact with clinical supervisors and graduate instructors, use role plays in training, and participate in groups. Our exploration of written communication focuses on observing and recording behavior of individuals and groups, summarizing observations, recording participant observations, reaction papers, and clinical record keeping.

CCP504 Computer Applications - 3 credits

This course familiarizes learners with the personal computer, Windows, word processing (Microsoft Word), spreadsheet (EXCEL), presentations (PowerPoint), E-mail and the Internet (Netscape). 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.

CCP505 Graduate Writing - 3 credits

Cross-listed as MMG505.

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.

CCP506 Evaluating & Understanding Psychological Research - 3 credits

This course orients students to psychology, counseling and other relevant journals. Students learn to identify relevant journals, develop a basic understanding of research design and types of articles, comprehend statistics, set criteria for selection and evaluation of relevant research, and write a sample critique. Students are encouraged to think critically and recognize varied research designs.

CCP507 Writing and Studying Effectively: Mechanics and Methods - non-credit

This review of the basics of English grammar and good writing helps students write papers and research projects. First, the course reviews the parts of speech, sentence structure, and punctuation, with emphasis on avoiding the most common errors. The second half of the course focuses on the fundamentals of good writing, including constructing correct sentences, creating an outline, and following it. Students are encouraged to work on the independent research project and other writing projects in class. Study methods are presented, such as using index cards, studying texts by outlining them and summarizing the main ideas.

CCP508 Physiological Bases of Human Behavior - 3 credits

This course explores the physiological factors contributing to observed and reported human behavior and experience. Topics include: the structure and function of the brain and nervous system; memory; the control of behavior; the control of internal functions; automatic behavior; brain damage (causes, types, and assessment, life-cycle and family sequelae); the effects of alcohol, drugs, and toxic substances; and addiction. The course explores relevant academic, professional, and popular literature.

CCP509 Critical Thinking for the Counseling Professions - 3 credits

This course develops the analytical thinking skills necessary to critically examine claims, evidence and assumptions, and to evaluate arguments. The course presents techniques for developing persuasive written and oral arguments. Students formulate

hypotheses, conceive and state definitions, and understand the difference between arguments of fact, value and policy.

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 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.

CCP520 Counseling Practicum - 3 credits

Enrollment limited to 10.

This course is for students beginning their master's 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. 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.

CCP535 Gestalt Therapy: The Use of Self in Therapy - 3 credits

This course will focus on Gestalt Therapy as well as transactional analysis. The student will learn to be simultaneously aware of interpersonal and intrapersonal dialogues. Role-playing, case presentation, and personal experiences will generate the material for academic discussion. The student will acquire tools appropriate to employ his/her self in counseling clients/patients in a variety of settings.

CCP540 Personality and Counseling Theory - 3 credits

Pre-Practicum: 15 hours of directed field-based training required for D.O.E. licensure.

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, criticized from a variety of perspectives, and placed in a context which recognizes their strengths and limits. 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.

CCP550 Rogerian Person-Centered Therapy: Basic Counseling Skills - 3 credits

The person-centered therapy of Carl Rogers and his followers is the focus of this course. Rogers's major theories and techniques and current modifications, as they evolved, are explored via read-

ings, tapes and discussions. Students also observe and participate in Rogerian counseling dyads. In the dyads, students work on individual issues and thereby promote their personal growth and counseling skills. The instructor models, by example, the distinctive characteristics of a Rogerian teacher and counselor; and helps develop a therapeutic atmosphere that diminishes defensiveness and facilitates student learning and growth. By this process, students learn person-centered therapy.

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.

CCP561 Counseling Techniques with Multi-Problem Families in Changing Communities - 3 credits

Offered in Spring and Summer only.

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. 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 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 socio-economic, linguistic and cultural differences which may affect families and relationship between the family and therapist.

CCP590-591 Theory and Practice of Counseling - 1 credit each

10 hours of workshops earn one credit.

Students choose from a variety of 2-hour (or longer) seminars on current topics in Counseling Psychology, taught by faculty and visiting practitioners. Topics include in-depth explorations of subjects not covered or only surveyed in academic courses, and aspects of counseling which are stressed in particular areas of counseling. Students and alumni are invited to attend additional workshops beyond their program requirement.

CCP597 Professional Development Seminar I - 2 credits

Through instruction and a supportive, collaborative, and investigative group process, this seminar provides group advisement and the ongoing opportunity for self-evaluation of adult learners in the Counseling Psychology Graduate Program. Students investigate career interests, evaluate work experiences, and network with other students and professionals in the field. Students receive assistance in setting goals and objectives within their program of choice.

CCP598 Professional Development Seminar II - 2 credits

Continuing the instruction, group process and personal investigation which began in Seminar I, this seminar intensifies students' exploration and field research concerning future practica, internships, chosen sub-major, and individual skills and preferences. Students conduct formal investigations of their own skills, prospective professional settings and working professionals in those settings.

CCP599 Professional Development Seminar III - 2 credits

This seminar continues the development of issues, data collection and relationships which began in Seminars I-II, and carries them forward through the development of a formal professional/learning plan and the completion of a number of mini-projects which lead students to reality-test personal choices, goals, interests and plans for further study.

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.

CCP601 Spiritual Dimensions of Aging in Families and Larger Systems - 3 credits

The spiritual needs of aging include: identity, meaning, love and wisdom. While these basic needs do not change with age, they often become intensified. In this seminar we look closely at the importance of spirituality in the care and treatment of our aging clients. We consider how the family, culture, media, and our own professional and personal histories shape our understanding and attitudes about aging and spirituality. We review contemporary theories about aging, families, and spirituality and consider the possibility that there is something primary, perhaps even sacred about the human quest for connectedness.

CCP605 Elder Care: Contemporary Issues and Innovations - 1 credit

Current trends and issues in elder care are addressed. Speakers from the community discuss employment possibilities and the future of elder care in our nation. The class addresses policy changes and the politics of elder care, with special consideration of how these changes impact new elder care professionals. Career and personal development are highlighted.

CCP606 Substance Abuse in the Family - 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.

CCP608 Basic Techniques in Brief Therapy - 3 credits

Brief therapy involves an active process of therapeutic interaction, during which therapist and client negotiate and complete an entire course of treatment in a pre-specified number of sessions (usually 12 or fewer). This course introduces participants to principle and practice in brief therapy. Students learn the basic skills needed to: (1) understand the principles of brief therapeutic practice; (2) act in accord with the requirements for ethical practice within a brief therapy framework; (3) explain a brief therapeutic approach to a client; (4) protect a client against untoward clinical results during a course of brief therapy; (5) assess for appropriateness of brief therapeutic treatment; (6) understand and utilize basic problem-solving techniques; (7) understand and utilize basic cognitive-behavioral techniques; (8) plan a brief therapy program; (9) create expectancies for positive change; (10) gain and utilize client feedback to maximize therapeutic efficacy; and (11) terminate with a client within a brief therapy model. Course format includes lecture, discussion, demonstration and participatory exercise. Students share their own cases for discussion and analysis.

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.

CCP611 Introduction to Forensic Counseling - 3 credits

Prerequisite: Take concurrently with CCP540 or after completing it. This course relates counseling theory and practice to the specialized roles and settings of forensic counselors. It identifies the counseling theories and technical approaches most appropriate to forensic work, and explores current social theories of offending behavior. Students examine relevant social, familial, psychological, and physiological factors in forensic case histories and social research on identified populations. Students explore concepts of client strengths, coping skills, risk factors, dangerousness, and addiction, as well as the processes of classification and profiling as related to members of identified populations. Students also are informed of laws and standards concerning victim protection and the duty to warn intended victims.

CCP614 Child and Adolescent Psychopathology - 3 credits

This course deals with the nature of neurotic and abnormal behavior and learning in childhood and adolescence. Particular attention is given to ego-defensive, adaptive and socio-cul-

tural aspects of behavior, and ways in which adaptive behavior becomes symptomatic. This course organizes disorders according to DSM IV. Case studies provide experience in classifying, diagnosing and categorizing various mental and emotional disorders common to children and adolescents. Discussions focus on psychopharmacology, prevalent psychotherapies, theories of normal and abnormal behavior, and current research findings that can assist the school counselor with consultation and developing a plan of action.

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 sociocultural aspects of behavior and ways in which adaptive behavior becomes symptomatic. The historical contexts in which psychopathology has been diagnosed and viewed historically from early medical concepts through the currently used Diagnostic Criteria, DSM-IV, are presented. 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 discussion.

CCP616 Counseling in the Schools - 3 credits

Pre-Practicum: 15 hours of directed field-based training required for D.O.E. licensure.

This course explores the world of the school counselor and other counselors whose practice brings them in contact with the schools. Topics include professional roles with respect to philosophy, practice and principles of school guidance counseling, personal counseling, group work, assessment, state approved curriculum frameworks, Massachusetts Comprehensive Assessment System and other state competency tests, classroom guidance, and a variety of and developmental/preventive programs. This course also discusses school laws and regulations with respect to national (ASCA) and state standards (MASCA). The course is presented in the manner which reflects individual and group counseling, consultative and ecological systems 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. Students are introduced to college and career counseling and pertinent post secondary resources to aid students in making decisions about future study or work. A major part of the course deals with consultation to teachers, parents and administrators. Another focus explores liaison with important individuals from the non-school community, and the roles of peer group in children's and adolescents' lives. There is also a study of the uses of technology as applied to the role of the school guidance counselor.

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 and other professionals who have similar interests in those students identified as having personal and social problems. The 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. Course issues include counseling process, systems assessment, exploring peer, parental and teacher-student relationships, mediating focal relationships, consulting to significant adults in the student's life as well as identifying, advocating and facilitating relationships with community and government agencies. The course will address juvenile justice and child protection issues as they impact young people and their families.

CCP621 Assessment and Intervention for the Forensic Counselor - 3 credits

Prerequisites: CCP540, CCP550 or CCP715, CCP611, and CCP631.

This course surveys psychopathology and assessment procedures and tools appropriate to forensic counseling. It continues the student's training in counseling and systems skills in forensic settings. Students survey the structure and elements of the DSM-IV diagnostic system, and apply them to sample case presentations. Then they survey the ACA ethical standards and identify ethical issues particularly relevant to forensic work. This is followed by a review of assessment tools and procedures found in forensic settings, with an emphasis on understanding assessment results as reported in the records of offenders. The course concludes with role-plays and case analyses which allow students to integrate, apply, and practice knowledge and skills learned in the course.

CCP622 Ethics and Professional Issues for School Counselors and Mental Health Practitioners - 3 credits

Replaces CCP602 and CCP612.

Pre-Practicum: 15 hours of directed field-based training required for D.O.E. licensure

This course provides an orientation to ethical issues in counseling practice. Relevant issues in mental health, school adjustment and guidance counseling are identified and explored. 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. Ethical practices are examined by the use of vignettes describing ethical dilemmas presented to the counselors.

Professional identification, discipline-appropriate professional associations and organizations, and publications regarding best practices and strategies in providing counseling services to students, individuals and families are identified and introduced.

CCP624 Assessment/Appraisal Process: Intelligence and Achievement Testing - 3 credits

Students learn about the administration, scoring and interpretation of the Wechsler Scales with emphasis on the WISCIII,

WPPSI, and the WAIS. 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, such as the TONI (Test of Non-Verbal Intelligence) is also discussed. Achievement testing and use of the WAIT (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 and discusses factors related to school achievement and state-approved curriculum frameworks.

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 the special education process, 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. 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 such as the Detroit Tests and the WRAML (Wide Range Assessment of Memory & Learning).

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 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, and the Rorschach, 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.

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 advan-

tages 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, cognitive, moral, and vocational adjustment. The processes of physical and psychological development including ethnic and gender differences will be studied.

CCP631 The Counselor in the Forensic Environment - 3 credits

Prerequisites: CCP540 and CCP611; must be taken concurrently with CPP550 or CPP715 or after completing it.

This course further 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.

CCP632 Child and Adolescent Human Development - 3 credits

Pre-Practicum: 15 hours of directed field-based training required for D.O.E. licensure.

This course deals with development of children and adolescents from birth to early adulthood. It covers the periods of infancy, early childhood, early adolescence, mid-adolescence, late adolescence and early adulthood. Attention is given to the influence of ego, cognitive, social, emotional, moral, and sexual development on the psychology of learning, student achievement, and on understanding the diagnosis and treatment of potential learning disorders and issues at each stage. Both normal and abnormal aspects of development are discussed. This course employs videos, lectures, case studies, class presentations and group discussions.

CCP635 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 interven-

tions, 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.

CCP640 Addiction Disorders - 3 credits

Designed for beginning and intermediate clinicians, this course provides a thorough foundation in substance abuse treatment. 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.

CCP641 Counseling Internship - 3 credits

Prerequisite CCP520; Enrollment limited to 10; revised April 2005. This course provides a real life experience of providing mental health counseling services to clients. A minimum of 200 hours of field placement gives the student intern an opportunity to learn, apply and sharpen diagnostic, treatment planning and counseling skills under the supervision of a qualified on site field supervisor and overseen by a Cambridge College internship facilitator.

Coursework integrates the practice of mental health counseling from screening through aftercare planning and discharge from treatment, with content areas necessary for aftercare planning and discharge from treatment, with content areas necessary for appropriate client treatment including but not limited to: 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 professionals and families.

Case presentations, biopsychosocial histories, progress notes and other relevant documentation of the field placement will be presented in class.

This internship must conform with Massachusetts regulations 262 CMR.

CCP645 Psychodynamic Perspectives - 3 credits

This course provides an overview of psychodynamic perspectives and their use in the therapeutic relationship. The class consists of lectures, case-studies, small group work and role plays. A detailed, in-depth case study is presented and discussed in class. Small group work focuses on the application of concepts. Students need no familiarity with psychodynamic concepts but should have some background in counseling and an interest in doing in-depth work with individual clients. Topics include: key aspects of psychoanalysis; object relations approaches; id, ego, superego; defense mechanisms; transference and countertransference; projective identification; dream analysis; confrontation and interpretation, working through empathy.

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.)

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.

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 Counseling Psychology Professional Seminar I - 2 credits

This is the first of three seminars focusing on students' skills, abilities, interests and goals. Students collaborate with each other sharing experiences, thoughts and ideas. They work together as a cohort group to begin formulating their individual research projects. Their perspectives are broadened as they integrate theory and practice with personal ideas—their own and their classmates'. Students prepare to move from the classroom into a field placement in a clinic or other counseling setting, focusing on core counseling functions including assessment, record keeping, and the establishment of goals and objectives in counseling. Throughout the three terms students discuss current trends in counseling, ethical considerations surrounding these trends, and present didactic information to their classmates. Specific agenda items are selected by identified student needs in collaboration with the seminar leader.

CCP692 Counseling Psychology Professional Seminar II - 2 credits

This, the second term of the Professional Seminar, provides an understanding of research design and statistical procedures to be used as tools for developing students' independent research projects (IRP). These tools, along with students' ideas, knowledge and skills, come together to form an IRP.

CCP693 Counseling Psychology Professional Seminar III - 2 credits

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 group dynamics, observations and assessments of students' learning experiences.

CCP700 Internship Seminar - 3 credits

Prerequisites: CCP520 and CCP641; 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 are required under the supervision of a qualified supervisor (Mass Regs 262 CMR). 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 of enhancing students' clinical skills in these areas. This course may be combined with CCP701.

This internship must conform with Massachusetts regulations 262 CMR.

CCP701 Advanced Internship Seminar - 3 credits

Prerequisites: CCP520, 641 and 700; CCP800/801 or IRP Completion; 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 are required under the supervision of a qualified supervisor (Massachusetts Regulations 262 CMR). 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. The completion of a portfolio demonstrating students advancement through their program of study is required in this course.

CCP710 Principles of Family Systems Therapy - 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

Pre-Practicum: 15 hours of directed field-based training required for D.O.E. licensure.

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 perspective, with strong emphasis on cultural strengths and concerns. Topics include: the world of the child, exceptionality, family approaches, evaluation, consultation, play/activity techniques, group work, counseling in the schools. Also: assessment; diagnosis; gathering and communicating information; relevant laws and regulations; ethics, ethnic, linguistic, racial, gender and religious diversity; interviewing, dealing with research; resources and referrals; hazards and problems of normal development; communicating with children and adolescents of different ages.

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.

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.

CCP725 Psychopharmacology - 3 credits

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. 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.

CCP726 Elder Care Planning and Management - 3 credits

This course gives a current picture of chronic illness, impairment, and disability in America. Students learn how demographic trends, advances in medical treatment, and the changing character of the American community impact health care and long term care. Students examine the health care system's response to the growing challenges of chronic care.

CCP730 The Practice of Mental Health Counseling - 3 credits

Offered in Spring and Fall 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 adjust-

ment 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 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.

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.

CCP766 Cultural and Religious Issues in Counseling and Family Therapy - 3 credits

This counseling psychology course explores the roles of culture, ethnicity, and religion in human relationships. It focuses on the impact of race, culture, religion and spirituality on personal lives and in the therapeutic process. Concepts are also applicable to work settings with multicultural personnel.

CCP790 School Adjustment/Mental Health Field Experience and Seminar I - 3 credits

This course is for students beginning their master's 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. 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.

CCP791 School Adjustment/Mental Health Field Experience and Seminar II - 3 credits

Prerequisite: CCP790; enrollment limited to 10; Spring and Fall terms only.

This course focuses on the counselor, the clients and on interactions with clients. It explores and sharpens diagnostic skills, clinical acumen, personal issues as a counselor, and counseling techniques through the sharing and analysis of case material and counseling experiences. Participants must actually be practicing counseling and audiotape some sessions.

A placement must include counseling with individuals and on-site supervision. Other specific requirements are announced in class. Further information is available in the Counseling Psychology Practicum Handbook.

Course requirements include: case presentations, completion of weekly process notes, a transcript of one case over time, assigned readings, and active participation in class discussions and critiques of case material.

This internship must conform with Massachusetts regulations 262(CMR).

CCP792 School Adjustment/Mental Health Field Experience and Seminar III - 3 credits

Enrollment limited to 10 per section; Spring and Fall only.

Open to individuals who have completed the 36-credit Counseling Psychology sequence, including internship, practicum and IRP, and others who have completed similar programs at other colleges.

The course focuses on students' counseling practice which is conducted in the field from week-to-week during the course. Requirements include a counseling internship from the first week of the course through its last week. Students are required to conduct a self-assessment of their counseling practice with the assistance of audio or video samples of their counseling practice. Counseling tapes are shared with colleagues in class, with informed client consent. Other class requirements are similar to those of CCP791.

This internship must conform with Massachusetts regulations 262(CMR).

CCP793 School Adjustment/Mental Health Field Experience and Seminar IV - 3 credits

Prerequisites: CCP790-792; Enrollment limited to 10 per section; Spring and Fall only.

This course requires counseling practice in an approved site with an approved supervisor. The counseling practice must take place during each week of the course. Case discussion, presentation of work samples, case notes and reports related to current counseling practice are essential to the course process. The process of the course is similar to that of CCP792 with one major difference. During this term, the student's focus on his/her counseling

practice will be integrated into a formal self-assessment. This assessment may be used in defining post-graduate areas of competence and areas for further training.

This internship must conform with Massachusetts regulations 262(CMR).

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. This thesis-like document describes their inquiry, their critical thinking, and their conclusions.

CSG691 Professional Seminar: School Guidance and Graduate Research I - 2 credits

One of the main goals of the school guidance professional seminar series is to orient students to methods of research, statistical analysis, needs assessment, and program evaluation as they relate to completion of an Independent Research Project (IRP).

The first term of Seminar focuses on the development of research skills, i.e. research design, quantitative and qualitative methods of research including but not limited to the single case study, action research, outcome based research, and on students' current abilities, interests and goals. Students collaborate in a cohort group sharing interests, completed work and critical comments. Students use the group as a learning resource, as each member develops an independent research project (IRP) with an emphasis on school guidance from proposal to completion. Students' perspectives are broadened as they relate information from their research to their life experience and perspectives of other group members. The group 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 and evaluation are also discussed. A final IRP proposal with a Review of Literature draft is required. (Revised April 2005)

CSG692 Professional Seminar: School Guidance and Graduate Research II - 2 credits

The second term of the Professional Seminar provides a further understanding of research design and statistical procedures to be used as tools for developing an independent research project (IRP). Statistical concepts such as measures of central tendency, variability, distributions, correlations, reliability and validity as well as other descriptive and inferential methods of presenting data along with a student's ideas, knowledge and skills, come together to form an IRP. Students continue to share their struggles and successes concerning the completion of the project as they exchange encouragement, advice and critical comment. A complete first draft of the IRP is required. (Revised April 2005).

CSG693 Professional Seminar: School Guidance and Graduate Research III - 2 credits

The final term of the Professional Seminar continues the emphasis on completion of the IRP. The group also examines guidance career options, credentialing issues, application of needs assessments to program evaluation and potential modifications. Discussions will also include reflections on group members' learning over the year, including group dynamics, member observations, and a formal assessment of student learning. The completed IRP is due at the end of the semester. (Revised April 2005)

CSG695 Counseling and Consulting Techniques Laboratory - 3 credits

Counseling skills such as interviewing, open invitation to talk, reflection, summarization, concreteness, 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, several models of counseling and consulting will be explored. The course will employ role playing, lecture, video, audio, presentations, readings and demonstrations. (Revised April 2005)

CSG789 School Guidance Practicum – 2 credits

Prerequisites: Pre Practicum, CSG695 and near completion of IRP.

Includes 100 clock hours of school fieldwork and attendance at a seminar. Fieldwork includes 40 hours of direct service providing individual, group, classroom developmental counseling or co-leading a workshop or training seminar. The remaining 60 hours are considered as indirect service and can include observation, other on-site activities assigned by a counseling supervisor. Seminar will include role taking, modeling, demonstration of basic counseling techniques, evaluation of audio and video tapes with clients. One contact hour of weekly supervision is required. (Revised April 2005)

CSG790-791 School Guidance Counseling Internship and Seminar - 3 credits

CSG790 and CSG791 may be completed in one or two consecutive semesters.

Prerequisites include: completion of Pre Practicum hours, CSG695, CSG789, and completion of IRP.

Onsite training supervised by a state-approved licensed/certified school guidance counselor is required; 600 clock hours minimum is required for Licensure/Certification.

The 600-hour internship will include 240 hours of direct service with one hour per week of supervision throughout the internship. Group supervision in the form of seminars on a regular basis is also required. In addition to direct service, interns will become familiar with a variety of professional services such as record keeping, supervision, information and referral, inservice and staff meetings, parent, staff, and administrative consultation, consultation with outreach programs and services, and contact/meetings with social service agencies. Interns will develop audio or videotapes for supervision purposes and will engage in administration and interpretation of assessment instruments, become familiar with research literature, technologies, and print and nonprint media. Internship evaluations will take place: 1) during group supervision, 2) twice by the supervising practitioner, and 3) three times by a Visiting Site Supervisor. Seminar will include role taking, modeling, demonstration of counseling techniques, and evaluation of counseling audio- or video tapes. (Revised April 2005)

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. 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 research document. This thesis document describes their inquiry, their critical thinking, and their conclusions. (Revised April 2005)

Counseling Psychology Course Descriptions — C.A.G.S.

CCA704 Psychopharmacology - 3 credits

This course assumes a significant level of proficiency in differential diagnosis as well as a basic understanding of neuroanatomy, neurophysiology, and the major psychotropic medications. The main thrust of this course is 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 is also a strong consideration of side effects, e.g.: tardive dyskinesia, ethical issues, and current research on 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. The emphasis is on a 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 a practicum/internship while enrolled in 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 his/her application of issues such as physical, intellectual, emotional and moral development.

CCA715 Counseling Children and Adolescents - 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. 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 axes and classification systems as they apply to children and adolescents. 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. 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.

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.

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.

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. 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.

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. 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/countertransference 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.

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 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. 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 utilizes both a didactic and experiential approach to understanding the dynamics common to small groups as well as how various leadership styles influence group process. While students will write journal analyses of group sessions and complete assigned readings, it is important to understand the therapeutic, organizational, social, and psychological benefits of groups in an applied setting. Students will examine how they have and/or will use groups in their daily work.

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. Particular attention is paid to the strengths and weaknesses of standardized tests. How test norms are established and applied to either individual or group administered tests is presented. Students explore the use and misuse of standardized tests with minority groups, diagnosing 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. A lab fee covers the cost of testing kits and forms.

CCA779 Assessment/Appraisal Process: Projective Testing - 3 credits

This course requires the student to demonstrate an understanding of the theory behind and the administration of a variety of projective tests. The tests concentrated on are the TAT, MMPI, 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.

CCA782 School Adjustment Counseling/School Social Work - 3 credits

Students develop a clear understanding of and facility with issues relevant to the roles and functions of school adjustment counselors. Individual systems, family and group counseling approaches are covered. Strong emphasis is placed on the use of community resources, and students are asked to inventory what is available in this regard. Juvenile justice and child protection issues as they impact young people and their families will also be addressed.

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.

CCA790 Professional Issues and Roles in School Counseling - 3 credits

This course explores several models of school counseling and their relationship to relevant ethics, laws, standards and professional associations. The course emphasizes daily best practices and strategies for dealing with ethical and legal dilemmas. Guidance, clinical school counseling and systems models are examined. Special emphasis is on developmental guidance, con-

sultation, harm prevention and reduction, and the evaluation and utilization of community resources.

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. Various theories are placed in relationship to these anchor points. Students practice applying these to cases in class 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.

CCA801-803 Professional Seminar - 3 credits each

CCA801 Foundations of Social Science Research
CCA802 Research Project
CCA803 Advanced Research Project

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.

This seminar provides a supportive group setting for self-assessment, planning, and preparation for degree completion. Students review graduation, training, practice and entry examination standards, as well as professional skills, knowledge and attitudes needed for successful transition into their chosen profession.

CCA820-821 CAGS Counseling Internship: Mental Health Counseling - 3 credits each

Students' current practice is in mental health 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.

EDUCATOR LICENSURE

MASTER OF EDUCATION PROGRAMS

Introduction & Policies

The Cambridge College School of Education offers a variety of innovative academic programs to train educators for classrooms, specialized education professions, and administration. They are within current Massachusetts state guidelines, are approved by the Massachusetts Department of Education, and are subject to its regulations and standards. To enable students to meet changing professional standards for licensure, programs are subject to change.

Massachusetts Licensure

Students in concentrations leading to licensure, who wish to pursue educator licensure in Massachusetts must contact the Department of Education, follow their procedures, and meet all requirements. Students must complete all academic program requirements, the practicum, the Massachusetts Tests for Educator Licensure, and any other state requirements. The practicum must be conducted in Massachusetts, in a school that uses the Massachusetts Curriculum Frameworks. Program coordinators are available to counsel students regarding licensure.

Paths to Licensure in Other States

Students must contact the education authorities in their own states and be responsible for their requirements and procedures. You are advised to follow the path to licensure recommended by your own state education authorities. You may:

- Take our Massachusetts-approved programs, which are accepted by many states, and follow your own state's licensure and educator testing procedures, leading directly to licensure by your own state. OR
- Obtain Massachusetts licensure (see above). Then, with Massachusetts licensure, you can pursue licensure in your own state under reciprocal agreements.

Students desiring licensure/certification MUST enroll in a state-approved educator licensure program. The College cannot fill out "approved program/recommendation of teacher certification" forms nor endorse for educator licensure graduates of other programs.

Licensure & Courses in Other States

Cambridge College is authorized in **California, Georgia, Tennessee, Virginia, and Puerto Rico**. Selected programs and courses may be taken at our regional centers. These states have reciprocal agreements with Massachusetts regarding educator licensure. Students completing a Cambridge College educator licensure program that is approved by the Mass. Dept. of Education may apply for licensure in these states under the reciprocal agreements.

Transfer Credit

Twelve credits may be accepted in transfer. This course work must meet all general criteria for transfer and match current program requirements. See Transfer of Credit for more information.

Practicum

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 Cambridge College faculty.

The acceptability of a practicum or practicum site is determined by the program coordinator in compliance with current Massachusetts Dept. of Education regulations.

Students are not allowed to register for the second segment of a two-term practicum if they have an *Incomplete* grade in the first segment.

Practicum in States Other than Massachusetts — The practicum is conducted in your home state. It may be adjusted to meet your own state's requirements, if they exceed Massachusetts requirements (no reduction of requirements permitted). A modified practicum is not acceptable for Massachusetts licensure. Please discuss your needs with your program director.

Practicum Prerequisites: Before registering for a practicum, students must:

- Pass the *Communication and Literacy* test, subject matter knowledge tests, and *Foundations of Reading* test (MTEL) as required by Massachusetts for the license sought.
- Students from states other than Massachusetts must pass all teacher tests required by their own states for the license sought; MTEL not required.
- 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 the nature and length of the pre-practicum, the courses, the clock hours fulfilling the role(s), the name and position of the College supervisor, supervising practitioner(s), and evidence of meetings between them and the candidate.

C.A.G.S. Practicum — When students enter the program, they are expected to have located a practicum site. Licensure students should have an agreement with a local educator with a license corresponding to the license for which they wish to apply, who is willing to serve as the supervising practitioner. A faculty supervi-

sor will be appointed by Cambridge College to arrange for on-site visits with licensure students during the practicum period.

Massachusetts C.A.G.S. students who have previously passed the *Communication and Literacy* test (MTEL) when obtaining their prerequisite license need not repeat the test. Students who obtained their Massachusetts educator license before these exams were required must take the MTEL as a licensure practicum prerequisite. Students from other states who have previously met their own state's current teacher test requirements need not repeat the test.

Students may petition to waive the practicum if they do not desire an administrative license. If the practicum is waived, students complete the Curriculum and Instruction portfolio.

C.A.G.S. Programs in Educational Leadership

Cambridge College offers a Certificate of Advanced Graduate Study (C.A.G.S.) for educators with master's degrees in education or closely related fields. The C.A.G.S. in Educational Leadership is an advanced degree program that provides opportunity to master new areas of practice and broaden knowledge and skills. Students learn to promote effective practice and manage change wisely in their educational communities and professional lives.

Educators can also earn other credentials such as master's-plus-30 or educational specialist, and advance in their careers.

Standards for Administrative Roles — Course work is structured in accordance with the Commonwealth of Massachusetts' common standards for administrators. These competencies — specific field of administration, educational leadership, school management, professional development, and equity — are embedded throughout the course work, practicum and research project.

The principles of effective administrative leadership prescribed by the Commonwealth of Massachusetts serve as focus points for developing administrative competencies — effective instructional leadership; effective organizational leadership; effective administration and management; promotion of equity and appreciation of diversity, effective relationships with the community; and fulfillment of professional responsibilities.

Students develop self-confidence about learning. They are empowered to bring new, positive leadership to our society and solve problems in schools, school systems and in community organizations. They will:

- Integrate theory, policy and research methods with leadership skills, organizational development, and management techniques.
- Effect systemic behavioral and organizational changes, with high levels of accountability.
- Develop the capacities of others to participate in change and reconfiguring of community resources. Help others think systematically, use information systems and action research techniques, expand their leadership capabilities, and develop



skills needed to manage personal and social change.

- Increase cross-cultural, cross-class communication and problem-solving skills.
- Bring about systematic changes that effectively meet the learning needs of their students, including those in multi-ethnic and multi-lingual communities.

Tests for Educator Licensure

Students are required to pass the Communication and Literacy test, subject matter knowledge tests, and the Foundations of Reading test (Massachusetts Tests for Educator Licensure) as required by Massachusetts for the license sought, before registering for a practicum. It is highly recommended that this exam be taken at the end of the first term. Academic support is available to students who need to strengthen basic skills before repeating the test.

States other than Massachusetts — Through reciprocal agreements, many states recognize academic programs approved by the Commonwealth of Massachusetts for licensure. However, the teacher testing requirements of each state still apply. Therefore, most students in our national programs leading to licensure take their own state's exams rather than the Massachusetts Tests for Educator Licensure. Students are responsible to check with the education authorities in their home states and plan accordingly.

Academic Support

Faculty support and cooperative learning help adult learners to meet the challenges of higher education and standards for educator 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 guide students through the writing process, from articulating a main idea, generating supporting details and organizing them, through proofreading and editing for errors.

Test Preparation — workshops in Massachusetts help students hone their communication and literacy skills in preparation for their teacher tests.

Advisement & 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 further academic counseling. Faculty Admission Committee recommendations are communicated to applicants.

Orientation — Just before each term begins, an Orientation/Registration session provides group course advisement for new students and assistance with course registration.

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 licensure. The Professional Seminar also includes a clinical journal and professional growth plan.

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/Research Project with responsibility for approval. Seminars focus on professional issues in the students' field and support professional development.

Report Card

Schools are at the heart of Cambridge College's mission. We believe that school children must have educators with whom they can identify in order to learn well. Therefore the College trains teachers and other school professionals who reflect the diversity of our public schools and understand first-hand the difficulties that school children and their families face.

Students who completed Cambridge College licensure programs and took the Massachusetts Tests for Educator Licensure show the following pass rates:

2003-2004 Academic Year	Cambridge College
Test Field/Category	Pass Rate
Basic Skills (Reading and Writing)	100%
Academic Content Areas:	
General Curriculum	98%
Foundations of Reading	.95%
Aggregate Score	.97%
Summary Pass Rate	.96%

Please note: These pass rates reflect our Massachusetts students. Most students in our NITE programs and out-of-state locations take their own state's teacher tests. Content area tests taken by fewer than 10 students are not reported.

Non-Licensure options

Selected initial licensure programs may be taken on a non-licensure basis.

Admission requirements are the same as for licensure students, unless otherwise stated on the program chart.

Applicants to programs that require prior licensure and/or experience under that license, who do not submit documentation of required prior license, may be admitted by signing a waiver stat-

ing that they understand that they will not be eligible for licensure at the completion of the program.

Academic requirements — All program components are required except the practicum and practicum seminar. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses. If necessary to keep the total number of credits at or above 32 credits, additional work will be specified. See program charts for non-licensure option information.

Educator Licensure Faculty

Faculty are listed in one primary field; many teach in other programs as well.

Anthony DeMatteo, Ph.D., LaSalle University; Dean, School of Education; Director, Educator Licensure Programs

Early Childhood & Elementary Education Faculty

Gloria Stanton, C.A.G.S., Bridgewater State College, Coordinator

Full-time faculty

Ethlyn Davis-Fuller, Ph.D. Boston College

Part-time faculty

Carol Jacobson, M.Ed. Northeastern University

Mary Keenan, M.A. University of New Hampshire

Natalie Lacroix-White, M.Ed. Harvard University

Rosanne Bacon Meade, C.A.G.S. American International College

Maureen J. Minasian, M.S. Bridgewater State College

Christopher R. Paniccia, M.A.T. Bridgewater State College

Susan Toohey, M.Ed. Cambridge College

Springfield, MA — Part-time faculty

Kathleen S. Connor, M.Ed. University of Massachusetts/ Amherst

Sylvia Santucci, M.Ed. Westfield State College

Lawrence, MA — Part-time faculty

Richard Burchill, M.Ed. Salem State College

Andrea Inamorati, Ed.M. Lesley University

Virginia — Part-time faculty

Lisa R. Buffaloe, Ed.D. Nova Southeastern University

Natalie T. Halloran, Ed. D. Nova Southern University

Health/Family & Consumer Science Faculty

Shirley Handler, Ed.D. University of Massachusetts/Amherst,
Coordinator

Kristan M. Bagley-Jones, M.S.W. Boston College

Moacir Barbosa, B.A. Wastington University St. Louis

Leslie Beale, Ed.D. Boston University

Mary Connolly, C.A.G.S. Bridgewater State College

Michael P. Gill, Ed.D. Boston University

Mary Ellen Kirrane, M.Ed. Suffolk University

C. David Luther, C.A.G.S. Boston State College

Ellen Makynen, M.Ed. Worcester State College

Patricia Minishak, M.S. Fitchburg State College, M.S. Florida State University

Jeremy Phillips, M.Ed. Harvard University

Jennifer Burgess Wolfrum, M.Ed. University of Texas/Austin

Instructional Technology Faculty

Hormoz Goodarzy, M.P.A., Harvard University; Coordinator

James A. Backer, Ph.D. Nova Southeastern University

Claudine Keenan, M.A. California State University

E. Molly Laden, M.Ed. Lesley University

Joyce LaTulippe, M.Ed. Harvard University

Kathleen H. McClaskey, M.Ed. Lesley University

Tammy E. Rodolico, M.Ed. University of Massachusetts/Amherst

Sandra T. Sicard, M.Ed. University of Toledo

Library Teaching Faculty

Joseph A. Mastrocola, M.Ed. Salem State College; Coordinator

Joseph W. Angelo, Ed.D., Boston University

Priscilla A. Angelo, M.S. Lesley University

Lucille Beeth, M.Ed. M.Ed. Cambridge College

Christina J. Brownell, M.L.S. University of Rhode Island

Barbara Camann, M.Ed. Salem State College

Lynne D. Cohen, M.Ln. Emory University

Joan Collins, M.L.S. Pratt Institute/New York

Ann M. Crogan, M.Ed. Lesley University

Diane B. Hallisey, M.Ed. Cambridge College; M.S. Simmons College

Maria Mastrocola, M.Ed. Salem State College

Geraldine O'Reilly, M.Ed. Cambridge College

Holly Samuels, M.S. Simmons College

Barbara Shea, M.S. Portland State University

Doris A. Smith, M.Ed. Antioch College

Springfield, MA — Part-time faculty

Christina Brownell, Master of Library and Information Studies,
University of Rhode Island

Donna Guerin, M.Ed. Cambridge College



Mathematics Institute Faculty

Full-time faculty

Mahesh Sharma, President, Cambridge College; Founder,
Mathematics Institute

Nicholas Rubino, Ph.D., Boston College; Coordinator,
Mathematics Institute

Peter Ash, Ph.D. University of Illinois

Part-time faculty

Mario Michael Arria, M.Ed. Boston State College

Jennifer R. Fonda, M.A. Boston University

Arnold Good, Ph.D. Illinois Institute of Technology

Delores J. Mitchell, M.B.A. Rutgers University

Paul M. Natola, M.Ed., Boston State College

James O'Keefe, M.S. Lesley University

Regina L. Ritscher, M.A. Harvard University

Charles N. Ramsay, M.Ed. Cambridge College

Virginia — Part-time faculty

Michael Andre Parker, M.S. Virginia State University

Allan F. (Bud) Livers, Jr., Ph.D. College of William and Mary

Curtiss E. Wall, Ph.D. Michigan State University

Nancy Wall, M.S. Old Dominion University

School Administration & CAGS Faculty

Full-time faculty

Sandra D. Bridwell, Ed.D. Indiana University/Bloomington; Professor

Kathleen M. Buckley, D.Ed., Boston College; Director, C.A.G.S. in
Educational Leadership

Part-time faculty

Christopher S. Boe, Ph.D. Berne University

Terrence J. Boylan, Ed.D. Boston University

Patricia R. Brooks, M.S. Indiana University

Joseph E. Buckley, M.Ed. Springfield College

Ellen V. Bueschel, Ph.D. Miami University (Ohio)

Carolyn Joan Burke, Ed.D. Boston University

Daniel Burke, Ed.D. Boston College

Marjorie Cook, C.A.S. University of Vermont

Bernard F. Creeden, Ed.D. Boston College

Joseph Daisy, Ed.D. Nova Southeastern University.

Debra Larkin Dunn, Ed.D. University of Massachusetts Lowell

Charles W. Elliott, M.Ed. Bridgewater State College

David L. Flynn, Education. Ph.D. Boston College

Patricia B. Grenier, Ed.D. Boston College

Anthony R. Hicks, Ed.D. Temple University

William L. Hoyt, Ed.D. Boston University

James M. Jenkins, Ed.D. University of South Carolina

Mary Athey Jennings, Ph.D. University of Minnesota

John J. Kelley, Ed.D. University of Massachusetts/Amherst

Judith S. Kelly, C.A.S. Harvard University

Elizabeth Keroack, Ed.D. Boston University

John K. Kerrigan, Ed.D. University of Massachusetts/ Amherst

John P. Kulevich, Ph.D. Boston College

Anthony Robert LaVerde, Ph.D. Boston College

Lynne G. Long, Ed.D. George Washington University

Steven Maio, Ed.D. Boston University

Christopher H. Martes, Ph.D. Boston College

Patricia E. Martin, Ed.D. Boston College

Sandra McCann-Beavers, Ed.D. Loyola University of Chicago

Mary Catherine Nash, Ph.D. Boston College

Morven S.W. Ngaiyaye, Ph.D. Loyola University of Chicago

Ray F. Shurtleff, Ed.D. Northeastern University

Barbara Thompson, Ed.D. University of Massachusetts/ Amherst

Lawrence Turner, Ed.D. Loyola University

Ronald E. Walker, M.Ed. Temple University

Richard Zusman, Ed.D. Northeastern University

Springfield, MA — Part-time faculty

Richard F. Lindgren, Ph.D. University of Connecticut

Robert A. Lindgren, Ph.D. University of Connecticut

Thomas McDowell, Ed.D., Nova Southeastern University

Anthony Rigazio-Digilio, Ed.D. University of Massachusetts

Eric W. Schroeder, M.Ed. University of Massachusetts

Karen Smith, Intermediate Administrator Certificate, Central
Connecticut State University

Virginia — Part-time faculty

Ella Benson, Ed.D. University of Virginia; Education Programs
Coordinator

Rebecca C. W. Adams, Ed.D. College of William and Mary

Janice Barclay, Ed.D. Harvard University

N. George Boothby, Ed.D. Nova Southeastern University

Jarred A. Cotton, Ed.D. George Washington University

William L. Dobney, Ed.D. Virginia Polytechnic Institute & State
University

Lora Friedman, Ed.D. University of Florida

Thomas M. LaGrasta, Ed.D. Boston University

Samuel F. Leary, Jr., Ed.D. Virginia Tech

Lynne Long, Ed.D. George Washington University

Deborah L. Mansfield, Ed.D. Nova Southeastern University

Donald Musselman, Ed.D. Virginia Tech

Linda Scott, Ed. D. George Washington University

Georgia — Part-time faculty

Sharlotte Evans, Ed.D. South Carolina State University; Director,
Georgia Center

Joan C. Ashley, M.A. Georgia Southern University

Carol J. Carey, Education Specialist, Georgia Southern University

Glenda B. Johnson, Ed.D. Illinois State University

Murray E. Miller, M.S. Valdosta State College, M.S. University of
Georgia, M.S. Fort Valley State College, (Georgia

Veta P. New, Ph.D. University of South Carolina

Charles Barry O'Neill, Ph.D. Georgia State University



Alice T. Pretlow, M.Ed. University of New Orleans
Alfred L. Reed, Ed.D. University of Colorado
Pearl S. Reid, C.A.S. State University of New York
Hershel J. Robinson, Ed.D. Nova South Eastern University (FL)
Geoffrey Schlichter, Ed.S. Augusta State University
Helena J. Tillar, Ed.D. South Carolina State University
Roger Williams, Ed.D. University of Georgia
Willie Woodbury, Ed.D. University of Colorado

Science Education Faculty — Part-time

John Papadonis, Coordinator; M.S. University of Massachusetts/
Lowell
Erma M. Anderson, M.T.S. College of William and Mary
Arlyn Christopherson, M.A. Mills College
Gregory L. Curran, M.S. State University of New York
Michael Anthony DiSpezio, M.A. Boston University
Charles Flynn, MAT Simmons College
Suzanne M. Flynn, M.S. University of Nebraska
Arlene Jurewicz-Leighton, M.S. Adelphi University
James P. Lucarelli, M.A. Baruch College
Alan McRae, M.Ed. Framingham State College
Bruce A. Mellin, M.S.T. Boston College
Elissa Milto, MEd. Tufts University
Merredith D. Portsmouth, M.A. Tufts University
Karen E. Reynolds, Ph.D. University of California/ Berkeley
Patricia Allen Rourke, M.A. George Washington University
Juliana Texley, Ph.D. Wayne State University
Stephen M Tomecek, B.A. Queens College

Special Education Faculty — Part-time

Mary L. Garrity, Ed.D. University of Massachusetts/Lowell,
Coordinator
Louise Andrews, M.S. State University of New York at Albany
Maura D. Buckley, M.Ed. Salem State College
Beverly Conte, Ed.D. Boston University
Anthony DeMatteo, Ph.D. LaSalle University
William P. DeRosa, C.A.G.S. Bridgewater State College
Elaine G. Dillon, M.Ed. Cambridge College
Joseph F. DiPietro, Psy.D. Massachusetts School of Professional
Psychology
James P. Dothard, Ed.D. Argosy University
George Flynn, Ed.D. University of Massachusetts/Boston
Kathleen S. Flynn, M.Ed. Northeastern University, M.Ed. Fitchburg
State College
Valerie Ardi Flynn, Ed.D. Boston College
Pamela I. Furline, Ph.D. Columbia University
Steve Gannon, M.Ed. Boston University
Joseph F. Hill, M.Ed. Cambridge College
Cheryl L. Meninno, Ed.D. University of Massachusetts

Joseph H. Schechtman, M.Ed. Boston University
Mahesh Sharma, Rajasthan University (India)
Josephine (Jo-Ann) C. Testaverde, Ed.D.
Judith K. Vazquez, M.Ed. Cambridge College
Helen F. Virga, M.Ed. Boston University
Springfield, MA — Part-time faculty
Ann L. Boskiewicz, M.Ed. Westfield State College
Gail Griffith, M.S. Southern Connecticut State University
Georgia — Part-time faculty

Nancy M. Moak, M.Ed. Mississippi State University, Ed.S. Georgia
Southern University, Ed.S. Augusta State University
Alice T. Pretlow, M.Ed. University of New Orleans

Virginia — Full-time faculty

Ella Benson, Ed.D. University of Virginia; Education Programs
Coordinator

Virginia — Part-time faculty

Lanett Willis Brailey, M.A. Ohio State University
Patricia D. Burgess, Ed.D. East Tennessee State University
Harolyn J. Katherman, Ed.D. Virginia Polytechnic Institute and
State University
Allan F. (Bud) Livers, Jr., Ph.D. College of William and Mary
Sheila Mingo Jones, Ph.D. Southern Illinois University
Lisa Jo Vernon, Ed.D. college of William and Mary

School Guidance & School Adjustment Faculty

See School of Psychology and Counseling faculty

Teaching English Language Learners Faculty

— Part-time

Ann Dolan, M.Ed. Boston State College, Coordinator
Deborah Ann Horan, Ph.D. Boston College



Initial Licensure Programs Overview

Licensure area	Level(s)	M.Ed. Credits	Additional Entrance Requirements?	Non-licensure option?
Early Childhood: Teacher of Students With & Without Disabilities	PreK-2	39	No	No
Elementary Teacher	1-6	37	No	No
General Science	1-6, 5-8	35	No	Science Education
Health/Family & Consumer Science	all levels	38	Yes; see program chart	Yes (omit practicum)
Instructional Technology	all levels	38	No	Yes (omit practicum)
Library Teacher	all levels	38	No	Yes (omit practicum)
Mathematics	1-6, 5-8, 8-12	38	Yes; see program chart	Math Education, certificates
School Administration: Superintendent/Assistant Superintendent	all levels	37	Yes; see program chart	Yes (omit practicum)
School Administration: Principal/Assistant Principal	PreK-6, 5-8, 9-12	37	Yes; see program chart	Yes (omit practicum)
School Administration: Supervisor/Director	level of prerequisite license	37	Yes; see program chart	Yes (omit practicum)
School Guidance Counselor	PreK-8, 5-12	48	No	No
School Social Worker/School Adjustment Counselor	All levels	65	No	No
Teacher of Students With Moderate Disabilities	PreK-8, 5-12	39	No	No
Teaching English Language Learners	PreK-6, 5-12	39	No	Yes (omit practicum), certificate

Educator Licensure Programs General Requirements for Admission

- **Bachelor's degree** from a regionally accredited college or university:
- **Interview** with your admissions counselor. Please be prepared to demonstrate the following:
 - Appropriate competencies and knowledge in the subject area and at the level of licensure sought.
 - Strong oral and written communication skills including organization and clarity of thought, the ability to communicate ideas, and the correct use of English.
 - Enthusiasm, sincerity and serious intent to become a licensed educator.

- Five years of **work experience** recommended.
- **Initial licensure programs in administration** (School Administration) require a prerequisite license and three full years of employment as outlined on program charts.

Some programs have additional, specialized entrance requirements. See program charts.

Documentation Required: see Admission.

Master of Education Leading to Massachusetts INITIAL LICENSURE in

EARLY CHILDHOOD: Teacher of Students With & Without Disabilities (Levels PreK-2)

39 Credits • 4 terms • Starts Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Professional Seminar & Project..... 9 credits

ECE691-693 Professional Seminar I, II, III —
3 terms @ 2 credits 6
Includes clinical journal, assessments, professional growth plan.
ECE800 Independent Learning Project 3

Initial Licensure Courses 25 credits

EIT712 Using Educational Technology to Improve
Teaching & Learning in the Math, Science &
Language Arts Classroom 3
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
MAT617 Teaching Mathematics in a Changing
World (PreK-12) 3

Practicum..... 5 credits

Prerequisites

- Pass Communication & Literacy, Early Childhood, and Foundations of Reading tests (MTEL).
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pass all required courses, including ILP.
- Pre-Practicum — 75 hours 0

ECE790 Practicum— 400 hours 3

ECE791 Practicum Seminar 2

- Exit Performance Portfolio required for credit.

SCHEDULE

EVERY TERM

ECE691-693 Professional Seminar I, II, III.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

SUMMER With the National Institute for Teaching Excellence

EIT712 Using Educational Technology
ELE594 Integrating Physical Education
ELE620 Integration of Children's Literature
ELE653 Teaching Science & Technology
ELE656 Teaching Soc. Sci., History & Multicultural Educ.
MAT617 Teaching Math in a Changing World

FALL

EIT712 Using Educational Technology
ELE510 Developmental Psych.
ELE594 Integrating Physical Education

SPRING

ELE653 Teaching Science & Technology
ELE656 Teaching Soc. Sci., History & Multicultural Educ.
ELE620 Integration of Children's Literature

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance 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 to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts INITIAL LICENSURE as an

ELEMENTARY TEACHER (Levels 1-6)

37 Credits • 4 terms • Starts Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Professional Seminar & Project..... 9 credits

ELE691N-693N Professional Seminar I, II, III in Elementary Education-Initial Level — 3 terms @ 2 credits 6
Includes clinical journal, assessments, professional growth plan.
ELE800 Independent Learning Project 3

Initial Licensure Courses 23 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
ELE656 Teaching Social Science, History & Multicultural Education for the Early Childhood & Elementary Curriculum 3
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
MAT617 Teaching Mathematics in a Changing World (PreK-12). 3

Practicum..... 5 credits

Prerequisites

- Pass Communication & Literacy, General Curriculum, and Foundations of Reading tests (MTEL).
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pass all required courses including ILP.
- Pre-Practicum — 75 hours 0

ELE790 Practicum— 400 hours 3

ELE791 Practicum Seminar 2

- Exit Performance Portfolio required for credit.

SCHEDULE

EVERY TERM

ELE691-693 Professional Seminar I, II, IIIstart 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

SUMMER With the National Institute for Teaching Excellence

ELE594 Integrating Physical Education
ELE620 Integration of Children's Literature
ELE653 Teaching Science & Technology
ELE656 Teaching Soc. Sci., History & Multicultural Educ.
MAT617 Teaching Math in a Changing World

FALL

ELE510 Developmental Psych.
ELE593 Integration of Visual Arts
ELE594 Integrating Physical Education
ELE620 Integration of Children's Literature
ELE790 Practicum **and** ELE791 Practicum Seminar

SPRING

ELE630 Classroom Mgt. with Models of Teaching
ELE653 Teaching Science & Technology
ELE656 Teaching Soc. Sci., History & Multicultural Educ.
ELE790 Practicum **and** ELE791 Practicum Seminar

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance 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 to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts INITIAL LICENSURE in
GENERAL SCIENCE (Levels 1-6)

35 Credits • 5-6 terms • Starts in Summer, Fall & Spring • Program initially approved: Cambridge College is planning to offer this program in the Fall 2005, subject to final approval by the Massachusetts Department of Education. Some changes may be required pending approval.

REQUIREMENTS

Professional Seminar & Project..... 7 credits

ESE691-692 Professional Seminar I, II — 2 terms @ 2 credits 4
Includes clinical journal, assessments, professional growth plan.
ESE800 Independent Learning Project 3

Science Methods 15 credits

SCI 680 Attaining Science Literacy 3
or ELE653 Teaching Science & Technology in the Early
Childhood & Elementary Curriculum 3
SCI682 Methods & Materials for Teaching Life Science . . . 3
SCI684 Methods & Materials for Teaching Earth Science . . 3
SCI686 Methods & Materials for Teaching Physical Science 3
EED600 Psychology of Mathematics Learning 3

Science Content..... 8 credits

Online courses offered in collaboration with the Jason Academy.
SCI591 Introduction to Online Science Learning 1
SCI601 Aquatic Ecology 1
SCI603 Electricity & Magnetism 1
SCI607 Structure of the Earth 1
SCI611 Ocean Science 1
SCI613 Earth in the Solar System 1
SCI619 Teaching Project-Based Science 1
SCI623 Science & Young Children 1

Practicum..... 5 credits

Prerequisites

- Pass Communication & Literacy test (MTEL) and the General Science (1-6) Subject Matter Knowledge test (MTEL).
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pre-Practicum — 75 hours 0
- Pass all required courses, including ILP.

SCI790A Practicum – 300 hrs in an elementary school science classroom (1-6) 3

SCI791 Practicum Seminar for Elementary Science Education 2

- Exit Performance Portfolio required for credit.

SCHEDULE

EVERY TERM

Take Communication & Literacy test (MTEL) first term
Online science courses — two five-week periods each term; selected courses offered each period.

SUMMER With the National Institute for Teaching Excellence

ESE691 Professional Seminar I
ESE692 Professional Seminar II **and** ESE800 ILP
SCI680 Attaining Science Literacy
SCI682 Meth. & Mat. for Life Science
SCI684 Meth. & Mat. for Earth Science
SCI686 Meth. & Mat. for Physical Science
EED600 Psych. of Math Learning
ELE653 Teaching Science & Technology

FALL in Burlington, MA

ESE691 Professional Seminar I
ESE692 Professional Seminar II **and** ESE800 ILP
SCI680 Attaining Science Literacy
SCI686 Meth. & Mat. for Physical Science
SCI790A Practicum **and** SCI791 Practicum Seminar

SPRING in Burlington MA except as noted

ESE691 Professional Seminar I
ESE692 Professional Seminar II **and** ESE800 ILP
EED600 Psych. of Math Learning in Cambridge
ELE653 Teaching Science & Technology
SCI682 Meth. & Mat. for Life Science
SCI684 Meth. & Mat. for Earth Science
SCI790A Practicum **and** SCI791 Practicum Seminar

All Cambridge College courses meet for 35 contact hours/3 credits.
Schedule for Cambridge; subject to change without notice.
Regional centers set their own schedules.

Entrance 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 to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts INITIAL LICENSURE in

GENERAL SCIENCE (Levels 5-8)

35 Credits • 5-6 terms • Starts in Summer, Fall & Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Professional Seminar & Project..... 7 credits

ESE691-692 Professional Seminar I, II — 2 terms @ 2 credits 4

Includes clinical journal, assessments, professional growth plan.

ESE800 Independent Learning Project 3

Science Methods 12 credits

SCI680 Attaining Science Literacy 3

SCI682 Methods & Materials for Teaching Life Science ... 3

SCI684 Methods & Materials for Teaching Earth Science .. 3

SCI686 Methods & Materials for Teaching Physical Science 3

Science Content..... 11 credits

Online courses offered in collaboration with the Jason Academy.

SCI591 Introduction to Online Science Learning 1

SCI601 Aquatic Ecology 1

SCI603 Electricity & Magnetism 1

SCI605 Water Quality 1

SCI607 Structure of the Earth 1

SCI609 Transfer of Energy 1

SCI611 Ocean Science 1

SCI613 Earth in the Solar System 1

SCI615 Forces & Motion 1

SCI617 Earth's History 1

SCI619 Teaching Project-Based Science 1

General Science Practicum 5 credits

Prerequisites

- Pass Communication & Literacy test (MTEL) and the General Science (5-8) Subject Matter Knowledge test (MTEL).
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pre-Practicum — 75 hours 0
- Pass all required courses including ILP.

SCI790B Practicum – 300 hrs (grades 5-8) 3

SCI791 Practicum Seminar
for Classroom Practicum Experience 2

- Exit Performance Portfolio required for credit.

SCHEDULE

EVERY TERM

Take Communication & Literacy test (MTEL) first term

Online science courses — two five-week periods each term; selected courses offered each period.

SUMMER With the National Institute for Teaching Excellence

ESE691 Professional Seminar I

ESE692 Professional Seminar II **and** ESE800 ILP

SCI680 Attaining Science Literacy

SCI682 Meth. & Mat. for Life Science

SCI684 Meth. & Mat. for Earth Science

SCI686 Meth. & Mat. for Physical Science

FALL in Burlington MA

ESE691 Professional Seminar I

ESE692 Professional Seminar II **and** ESE800 ILP

SCI680 Attaining Science Literacy

SCI686 Meth. & Mat. for Physical Science

SCI790B Practicum **and** SCI791 Practicum Seminar

SPRING in Burlington MA

ESE691 Professional Seminar I

ESE692 Professional Seminar II **and** ESE800 ILP

SCI682 Meth. & Mat. for Life Science

SCI684 Meth. & Mat. for Earth Science

SCI790B Practicum **and** SCI791 Practicum Seminar

All Cambridge College courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance 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 to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts INITIAL LICENSURE in **HEALTH/FAMILY & CONSUMER SCIENCES (All Levels)**

38 Credits • 4 terms • starts in the Fall • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Professional Seminar & Project.....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 3

Initial Licensure Courses

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

Health/Family & Consumer Science Practicum Practicum Prerequisites

- Pass Communication & Literacy test (MTEL).
- Pass Health/Family & Consumer Sciences Subject Matter Knowledge test (MTEL).
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pre-Practicum — 75 hours 0
- Pass all required courses, including ILP.

HEA790 Practicum – 300 hrs (150 hrs in an elementary school setting & 150 hrs in a secondary setting). . . 3

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. Program will total 33 credits. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.

SCHEDULE

EVERY TERM

EHE691N-693N Professional Seminar I, II, III . . .start in first term
Take Communication & Literacy test (MTEL) first term
EHE800 Independent Learning Project with Seminar III

FALL

EHE610 Principles of Health Promotion
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
EHE650 Preventing Unintentional Injury & Violence
EHE680 Teaching Skills for Risk Reduction
HEA790 Practicum **and** HEA791 Practicum Seminar

SUMMER With the National Institute for Teaching Excellence

EHE610 Princ Health Promotion & Disease Prevention
EHE650 Preventing Unintentional Injury & Violence
EHE660 Family & Interpersonal Health
EHE670 Bldg & Eval Coordinated School Health Programs

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.

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance requirements:

- Bachelor's degree and other general requirements (see Admission).
- Bachelor's degree with competencies in relevant content areas: 24 credit hours of work in personal health and wellness, child and adolescent growth and development, psychology, anatomy & physiology (required), drug abuse prevention, nutrition, human sexuality.
- Certificate as an instructor of first aid & CPR.

If these competencies are not in place at admission, students may complete them concurrently.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Master of Education Degree Leading to Massachusetts INITIAL LICENSURE in
INSTRUCTIONAL TECHNOLOGY (All Levels)

38 credits • 4 terms • Starts in the Summer • Program approved by the Massachusetts Department of Education

SUMMER program begins 15 credits
With the National Institute for Teaching Excellence

EIT691 Professional Seminar I in Instructional
Technology-Initial Level 3

Includes clinical journal, assessments, professional growth plan.

Take Communication & Literacy test (MTEL) in first term.

EIT600 Using the Computer as a Research Tool
for Educators. 3

EIT630 Perspectives on Pedagogy, Curric., & the Web. . . . 3

EIT640 Integration of Technology & Computer Applications
in the Classroom 3

EIT712 Using Educational Technology to Improve
Teaching & Learning in the Math, Science
& Language Arts Classroom 3

FALL 8 credits
In classroom residency (required for Mass. licensure)

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 10 credits
In classroom residency (required for Mass. licensure)

EIT693 Professional Seminar III in Instructional
Technology-Initial Level 1

EIT710 Legal & Ethical Internet Issues for Educational
Technology 3

Educational Technology Elective — Upper level course (600
or higher) chosen with approval of program
coordinator 3

EIT800 Independent Learning Project 3

Practicum Prerequisites

- Pass Communication & Literacy test (MTEL) and the Instructional Technology Subject Matter Knowledge test (MTEL)
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required
- Pass all required courses including ILP
- Pre-Practicum — 75 hours embedded in EIT600, 640, 703, 710 0

FALL 5 credits
In classroom residency (required for Mass. licensure)

EIT790 Practicum — 300 hours 3

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.

Please note: distance learning courses are not accepted for Massachusetts licensure.

Entrance requirements: Bachelor's degree and other general requirements (see Admission).

All courses meet for 35 contact hours/3 credits.

12 transfer credits may be accepted: transfer courses must be at graduate level with a grade of B or better from a regionally accredited institution & meet all general criteria for transfer (see Transfer of Credit). Courses must be completed within three years; content must closely match current Cambridge College courses.

Non-licensure Option: All program components are required except the Practicum, Practicum Seminar, and teacher tests. Program will total 33 credits. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Master of Education Degree Leading to Massachusetts INITIAL LICENSURE as a

LIBRARY TEACHER (All Levels)

38 credits • 4 terms • Starts in Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Professional Seminar & Project..... 9 credits

ELM691N-693N Professional Seminar I, II, III in Library
Teaching-Initial Level — 3 terms @ 2 credits 6
Includes clinical journal, assessments, professional growth plan.
ELM800 Independent Learning Project 3

Initial Licensure Courses 24 credits

ELM509 Overview of the School Library Program. 3
ELM515 Evaluation, Selection, & Management
of Learning Resources 3
ELM517 Literature for Young Adults. 3
ELM521 Reference Resources. 3
ELM523 Children's Literature. 3
ELM532 New Technologies in the School Library 3
ELM561 Production of Instructional Materials. 3

Elective — One educator licensure course (35 contact hours/
3 credits); special education and general education
recommended 3

Practicum in Library Teaching 5 credits

Prerequisites

- Pass Communication & Literacy test (MTEL).
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pass all required courses, including ILP.
- Pre-Practicum — 75 hours 0

ELM790 Practicum — 200 hours 3

ELM791 Practicum Seminar 2

- Exit Performance Portfolio required for credit.

Non-licensure option

All program components required except Practicum, Practicum Seminar, and teacher tests. Program total 33 credits. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.

SCHEDULE

EVERY TERM

ELM691N-693N Professional Seminar I, II, III . . .start in first term
Take Communication & Literacy test (MTEL) first term
ELM800 Independent Learning Project . . with Seminar II or III

SUMMER

ELM509 Overview of the School Library Program
ELM517 Literature for Young Adults
ELM521 Reference Resources
ELM523 Children's Literature
ELM532 New Technologies in the School Library
ELM561 Production of Instructional Materials

FALL

ELM509 Overview of the School Library Program
ELM515 Eval., Selection, Mgt. of Learning Resources
ELM523 Children's Literature
ELM790 Practicum **and** ELM791 Practicum Seminar

SPRING

ELM517 Literature for Young Adults
ELM521 Reference Resources
ELM561 Production of Instructional Materials
ELM790 Practicum **and** ELM791 Practicum Seminar

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance 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 to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts INITIAL LICENSURE in

MATHEMATICS (Levels 1-6)

38 credits • 4 terms • Starts in Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Professional Seminar & Project..... 9 credits

EME691N-693N Professional Seminar in Mathematics I, II, III -
Initial Level — 3 terms @ 2 credits 6
Includes clinical journal, assessments, professional growth plan.
EME800 Independent Learning Project 3

Initial Licensure Courses (1-6) 24 credits

MAT601 Psychology of Mathematics Learning 3
MAT603 Arithmetic to Algebra: Developing Mathematics
Patterns & Ideas 3
MAT605 Technology in Mathematics Learning & Teaching . . 3
MAT607 College Algebra 3
MAT609 Euclidean Geometry. 3
MAT615 History of Mathematics 3
MAT621 Data Analysis. 3
MAT623 Numerical & Geometric Structures. 3

Practicum..... 5 credits

Prerequisites

- Pass Communication & Literacy test (MTEL) and the Mathematics (1-6) Subject Matter Knowledge test (MTEL).
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pre-Practicum — 90 hours 0
- Pass all required courses including ILP

MAT790A Practicum in Mathematics— 300 hours 3

Home state site under a mathematics teacher with the appropriate license, under Cambridge College supervision.

MAT791 Practicum Seminar in Mathematics Teaching 2

- Exit Performance Portfolio required for credit.

SCHEDULE

EVERY TERM

EME691N-693N Professional Seminar I, II, III . .start in first term
Take Communication & Literacy test (MTEL) first term
EME800 Independent Learning Project with Seminar III

SUMMER With the National Institute for Teaching Excellence

MAT601 Psych. of Math Learning preqs. MAT607, 609
MAT603 Arithmetic to Algebra
MAT605 Technol. in Math preqs. MAT607, 609, 611 & 613
MAT607 College Algebra

FALL

MAT609 Euclidean Geometry
MAT615 History of Mathematics preqs. MAT607, 609 & 611
MAT790A Practicum **and** MAT791 Practicum Seminar

SPRING

MAT621 Data Analysis
MAT623 Numerical & Geometric Structures
MAT790A Practicum **and** MAT791 Practicum Seminar

All courses meet for 35 contact hours/3 credits.

Prerequisites as listed or program coordinator's approval.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance 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 to better prepare students to meet new requirements.



Master of Education Leading to Massachusetts INITIAL LICENSURE in

MATHEMATICS (Levels 5-8)

38 Credits • 4 terms • Starts in Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Professional Seminar & Project..... 9 credits

EME691N-693N Professional Seminar in Mathematics I, II, III -
Initial Level — 3 terms @ 2 credits 6
Includes clinical journal, assessments, professional growth plan.
EME800 Independent Learning Project 3

Initial Licensure Courses (5-8) 24 credits

MAT601 Psychology of Mathematics Learning 3
MAT603 Arithmetic to Algebra: Developing Mathematics
Patterns & Ideas 3
MAT605 Technology in Mathematics Learning & Teaching . . 3
MAT609 Euclidean Geometry. 3
MAT607 College Algebra 3
MAT611 Calculus I. 3
MAT613 Discrete Mathematics 3
MAT615 History of Mathematics 3

Practicum..... 5 credits

Prerequisites

- Pass Communication & Literacy test (MTEL) and the Mathematics (5-8) Subject Matter Knowledge test (MTEL).
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pre-Practicum — 90 hours 0
- Pass all required courses, including ILP.

MAT790B Practicum in Mathematics— 150 hours 3

Home state site under a mathematics teacher with the appropriate license, under Cambridge College supervision

MAT791 Practicum Seminar in Mathematics Teaching. 2

- Exit Performance Portfolio required for credit.

Entrance 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.

SCHEDULE

EVERY TERM

EME691N-693N Professional Seminar I, II, III . .start in first term
Take Communication & Literacy test (MTEL) first term
EME800 Independent Learning Project with Seminar III

SUMMER With the National Institute for Teaching Excellence

MAT601 Psych. of Math Learning preqs. MAT607 & 609
MAT603 Arithmetic to Algebra
MAT605 Technol. in Math preqs. MAT607, 609, 611 & 613
MAT607 College Algebra

FALL

MAT609 Euclidean Geometry
MAT615 History of Mathematics preqs. MAT607, 609 & 611
MAT790B Practicum **and** MAT791 Practicum Seminar

SPRING

MAT611 Calculus I. preqs. MAT607 & 609
MAT613 Discrete Mathematics preqs. MAT607 & 609
MAT790B Practicum **and** MAT791 Practicum Seminar

All courses meet for 35 contact hours/3 credits.

Prerequisites as listed or program coordinator's approval.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts INITIAL LICENSURE in
MATHEMATICS (Levels 8-12)

38 Credits • 4 terms • Starts in Summer, Fall or Spring • Program initially approved: Cambridge College is planning to offer this program in the Fall 2005, subject to final approval by the Massachusetts Department of Education. Some changes may be required pending approval.

REQUIREMENTS

Professional Seminar & Project..... 9 credits

EME691N-693N Professional Seminar in Mathematics I, II, III -
Initial Level — 3 terms @ 2 credits 6
Includes clinical journal, assessments, professional growth plan.
EME800 Independent Learning Project 3

Initial Licensure Courses (8-12).....24 credits

MAT611 Calculus I..... 3
MAT615 History of Mathematics 3
MAT625 Number Theory 3
MAT627 Abstract Algebra 3
MAT629 Non-Euclidean Geometry..... 3
MAT631 Calculus II 3
MAT633 Probability & Statistics 3
MAT635 Applied Mathematics 3

Practicum..... 5 credits

Prerequisites

- Pass Communication & Literacy test (MTEL) and the Mathematics (8-12) Subject Matter Knowledge test (MTEL).
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pre-Practicum — 90 hours 0
- Pass all required courses including ILP.

MAT790C Practicum in Mathematics— 150 hours 3

Home state site under a mathematics teacher with the appropriate license, under Cambridge College supervision

MAT791 Practicum Seminar in Mathematics Teaching. 2

- Exit Performance Portfolio required for credit.

Entrance 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.

SCHEDULE

EVERY TERM

EME691N-693N Professional Seminar I, II, III . . .start in first term
Take Communication & Literacy test (MTEL) first term
EME800 Independent Learning Project with Seminar III

SUMMER With the National Institute for Teaching Excellence

MAT627 Abstract Algebra req. MAT607
MAT629 Non-Euclidean Geometry..... req. MAT609
MAT633 Probability & Statistics req. MAT613

FALL

MAT611 Calculus I..... preqs. MAT607 & 609
MAT625 Number Theory req. MAT611
MAT790C Practicum **and** MAT791 Practicum Seminar

SPRING

MAT615 History of Math preqs. MAT607, 609 & 611
MAT631 Calculus II req. MAT611
MAT635 Applied Math preqs. MAT611 & 631
MAT790C Practicum **and** MAT791 Practicum Seminar

All courses meet for 35 contact hours/3 credits.

Prerequisites as listed or program coordinator's approval.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements-

Master of Education Leading to Massachusetts INITIAL LICENSURE as a

TEACHER OF STUDENTS WITH MODERATE DISABILITIES (Levels PreK-8 or 5-12)

39 Credits • 4 terms • Starts in Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Professional Seminar & Project..... 7 credits

ESP691N-692N Professional Seminar I, II in Special Education-Initial Level — 2 terms @ 2 credits 4

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.

ESP800 Independent Learning Project 3

Initial Licensure Courses 27 credits

ESP512 Inclusion & Classroom Behavior Management 3

ESP592 Adapting Materials & Instruction for Special Needs Student in Regular Education Classroom . . 1

ESP594 Collaboration & Consultation Techniques 2

ESP607 Psycho-Educational Assessment for Teaching Exceptional Children 3

ESP615 Assistive Technology: Modifying Curriculum for Diverse Learners. 3

ESP662 Principles of Language Development Bridging Differences & Disorders 3

ESP680 Pedagogy in Reading & English Language Arts . . . 3

ESP689 Theories of Typical & Atypical Human Development 3

ESP695 Laws & Regulations Pertaining to Special Education 3

MAT617 Teaching Math in a Changing World (PreK-12) 3

Special Education Practicum..... 5 credits

Prerequisites

- Pass Communication & Literacy, General Curriculum, & Foundations of Reading tests (MTEL).
For levels 5-12, students may pass either General Curriculum OR the MTEL subject matter test in a core academic subject: dance, English, foreign languages, history, mathematics, music, political science/political philosophy, reading (other than foundations of reading), science, theatre, visual arts.
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pre-Practicum — 75 hours 0
- Pass all required courses including ILP.

ESP790 Practicum 3

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 in Moderate Special Needs . . . 2

- Exit Performance Portfolio required for credit.

SCHEDULE

EVERY TERM

ESP691N-692N Professional Seminar I-II

ESP800 Independent Learning Project with Seminar II

ESP592 Adapting Materials & Instruction

ESP594 Collaboration & Consultation

ESP615 Assistive Technology

SUMMER With National Institute for Teaching Excellence

ESP662 Princ. of Language Dev.

ESP689 Typical & Atypical Behavior

ESP695 Laws & Regulations

ESP607 Psycho-Educational Assessment

MAT617 Teaching Math in a Changing World

FALL

ESP512 Inclusion & Classroom Behavior Mgt.

ESP680 Pedagogy in Reading & English Lang. Arts

ESP790A/B Practicum **and** ESP791 Practicum Seminar

SPRING

ESP512 Inclusion & Classroom Behavior Mgt.

ESP607 Psycho-Educational Assessment

ESP662 Language Development

ESP680 Pedagogy in Reading & English Lang. Arts

ESP790A/B Practicum **and** ESP791 Practicum Seminar

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance 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 to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts INITIAL LICENSURE as a

TEACHER OF ENGLISH LANGUAGE LEARNERS (Levels PreK-6 or 5-12)

39 credits • 4 terms • Starts in Summer or Fall • This program has been submitted to the Massachusetts Department of Education for approval. Some changes may be required pending approval.

REQUIREMENTS

Professional Seminar & Project..... 7 credits

ELL691-ELL692 Teaching English Learners - Initial Level
2 terms @ 2 credits 4
Includes clinical journal, assessments, professional growth plan.
ELL800 Independent Learning Project 3

Initial Licensure Courses27 credits

EDU631 Second-Language Acquisition & Literacy 3
ELL605 Teaching English Language Learners in Diverse
Settings. 3
ELL610 Linguistics & Language Variation 3
ELL620 Teaching Reading & Writing to Limited English
Proficient Students 3
ELL625 Technology for Linguistically Diverse Classrooms .. 3
ELL630 Equitable Assessment of English Language
Learners 3
ELL635 Sheltered English Instruction & Assessment 3
ELL640 Identification & Instruction of ELLS with Disabilities
& Limited Formal Schooling 3
ELL650 Teaching Content to English Language Learners .. 3

Practicum..... 5 credits

Prerequisites

- Pass Communication & Literacy and English Language Learners tests (MTEL).
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pre-Practicum — 75 hours 0
- Pass all required courses.

ELL790 Practicum — 300 hours 3

ELL790A Practicum (preK-6)

ELL790B Practicum (5-12)

Home state site under a TELL or ESL teacher with the appropriate license, under Cambridge College supervision.

ELL791 Practicum Seminar 2

- Exit Performance Portfolio required for credit.

SCHEDULE

SUMMER With National Institute for Teaching Excellence

ELL691 Professional Seminar I
EDU631 Second-Language Acquisition & Literacy
ELL635 Sheltered English Instruction & Assessment
ELL610 Linguistics & Language Variation
ELL620 Teaching Reading & Writing to LEP Students
ELL625 Technology for Linguistically Diverse Classrooms
ELL650 Teaching Content to English Language Learners

FALL

ELL691 Professional Seminar I
ELL692 Professional Seminar II **and** ELL800 ILP
EDU631 Second-Language Acquisition & Literacy
ELL630 Equitable Assessment
ELL640 Ident. & Instruc. of ELLS with Disabilities
ELL790 Practicum **and** ELL791 Practicum Seminar
Take Communication & Literacy test (MTEL) first or second term

SPRING

ELL692 Professional Seminar II **and** ELL800 ILP
ELL605 Teaching ELLs in Diverse Settings
ELL620 Teaching Reading & Writing to LEP Students
ELL635 Sheltered English Instruction & Assessment
ELL790 Practicum **and** ELL791 Practicum Seminar
Take English Language Learners test (MTEL).

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

If you enter in the 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.

Please note: distance learning courses are not accepted for Massachusetts licensure.

Entrance requirements: Bachelor's degree and other general requirements (see Admission).

Non-licensure Option: All program components are required except the Practicum, Practicum Seminar, and teacher tests. Program will total 34 credits. Non-licensure students must

complete all course contact hours and pre-practicum hours embedded in the courses.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts INITIAL LICENSURE in SCHOOL ADMINISTRATION

37 Credits • 4 terms • Starts in Summer, Fall & Spring

Program approved by the Massachusetts Department of 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 Courses21 credits

EAD662 Contemporary Issues & Topics in Educational
Administration 3

EAD684 Selection, Development, & Supervision
of Educational Personnel 3

EAD688 Legal Aspects of School Administration 3

EAD690 Finance & Business Administration for the
School Administrator 3

EAD712 Curriculum Development, Assessment &
Improvement for the School Administrator 3

EAD782 Reconceptualization of Schools 3

EAD720 Advanced Systems Theory — for
superintendent/assistant superintendent 3
OR

One Elective — for principal/assistant principal or supervisor/
director — 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

School Administration Practicum..... 5 credits

Prerequisites

- Pass Communication & Literacy test (MTEL).
- Students from states other than Massachusetts must pass all administrator tests required for this license by their own state; MTEL tests not required.
- Pre-Practicum — 75 hours 0
- Pass all initial licensure courses (with approval of the program coordinator, the last required course may be completed concurrently).

EAD790 Practicum — 300 hours in role & level of license
sought 5

EAD790A Superintendent/Assistant Superintendent (all levels)

EAD790B Principal/Assistant Principal (levels PreK-6)

EAD790C Principal/Assistant Principal (levels 5-8)

EAD790D Principal/Assistant Principal (levels 9-12)

EAD790E Supervisor/Director (at level of prerequisite license)

- Exit Performance Portfolio required for credit.

Non-licensure option

If licensure is not desired, licensure and experience requirements may be waived. To be admitted, students must sign a waiver stating that they understand that they will not be eligible for licensure at the completion of the program. All program components are required except the Practicum and teacher tests. Program will total 32 credits. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses. Non-licensure students may do a practicum in situations where licensure is not required for employment.

SCHEDULE

EVERY TERM

EAD691N-694N Professional Seminar I-IV.start in first term

Take Communication & Literacy test (MTEL) first term

EAD790 Practicum . . . Seminar III or IV required concurrently

SUMMER With National Institute for Teaching Excellence

EAD662 Contemporary Issues & Topics in Educ. Admin.

EAD684 Selection, Dev. Supervision of Educ. Personnel

EAD712 Curric. Dev. Assess. & Improvement

EAD782 Reconceptualization of Schools

EAD688 Legal Aspects of School Admin.

EAD720 Advanced Systems Theorysecond summer

FALL

EAD684 Selection, Dev. Supervision of Educ. Personnel

EAD688 Legal Aspects of School Admin.

EAD782 Reconceptualization of Schools

SPRING

EAD662 Contemporary Issues & Topics in Educ. Admin.

EAD690 Finance & Business Administration

EAD712 Curric. Dev. Assess. & Improvement

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Continued on next page

School Administration — Initial Licensure — continued

Entrance requirements: Bachelor's degree and other general requirements (see Admission) and the following:

Superintendent/Assistant Superintendent

- Initial license in another educational role.
- Three full years of employment under this prerequisite license.

Principal/Assistant Principal

- Initial license in another educational role.
- Three full years of employment in a district-wide school-based or other educational setting OR in an executive management/leadership role OR in a supervisory, teaching, or administrative role in a private school, charter school, higher education, or any approved other educational setting.

Supervisor/Director

- Initial or preliminary license in another educational role.
- Three full years employment in a school under the prerequisite license OR in an executive management/leadership role OR in a supervisory, teaching, or administrative role in a private school, charter school, higher education, or any approved other educational setting.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts INITIAL LICENSURE

**SCHOOL GUIDANCE COUNSELOR and
SCHOOL SOCIAL WORKER/SCHOOL ADJUSTMENT
COUNSELOR**
See School of Psychology & Counseling

Professional Licensure Programs Overview

Licensure area	Level(s)	M.Ed. degree, credits	Post-master's coursework 18 credits	
Elementary Teacher	1-6	M.Ed. - 34 credits	yes	Recommended if you already have a master's degree. Courses offered subject to sufficient enrollment
Health/Family & Consumer Science	all levels	M.Ed. - 36 credits	yes	
Instructional Technology	all levels	not offered	yes	
Library Teacher	all levels	not offered	yes	
Mathematics	1-6, 5-8, 8-12	M.Ed. - 33 credits	yes	
Teacher of Students With Moderate Disabilities	PreK-8, 5-12	M.Ed. - 34 credits	yes	

Educator Licensure Programs

General Requirements for Admission

- **Bachelor's degree** from a regionally accredited college or university (master's degree required for post-master's coursework).
- **Interview** with your admissions counselor. Please be prepared to demonstrate the following:
 - Appropriate competencies and knowledge in the subject area and at the level of licensure sought.
 - Strong oral and written communication skills including organization and clarity of thought, the ability to communicate ideas, and the correct use of English.
 - Enthusiasm, sincerity and serious intent to become a licensed educator.

- Five years of **work experience** recommended.
- **Professional licensure programs** require a current initial license in the area and at the level of professional licensure sought, and three full years of employment in the role of the license.
- **Initial licensure programs in administration** (School Administration and Special Education Administrator) require a prerequisite license and three full years of employment as outlined on program charts.

Some programs have additional, specialized entrance requirements. See program charts.

Documentation Required: see *Admission*.

Master of Education Leading to Massachusetts PROFESSIONAL LICENSURE as an

ELEMENTARY TEACHER (Levels 1-6)

34 Credits • 3 terms • Starts Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Professional Seminar & Project 9 credits

ELE691P-693P Professional Seminar I-III in Elementary
Education-Professional Level — 3 terms @ 2 credits 6
ELE800 Independent Learning Project 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
the Curriculum. 3
ESP592 Adapting Materials & Instruction for Special
Needs Students in the Regular Classroom 1
ESP721 Using Multiple Intelligences & Accelerated
Learning Techniques in Teaching English
Language Arts, Math, History & Science 3

Arts & Sciences 12 credits

EIT711 Advanced Technologies in Education 3
EIT712 Using Educational Technol. 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 Mathematics. 3

Further DOE 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.

SCHEDULE

EVERY TERM

ECE691-693 Professional Seminar I, II, III.start in first term
Take Communication & Literacy test (MTEL) first term
ECE800 Independent Learning Project with Seminar III
ESP592 Adapting Materials and Instruction

SUMMER With the National Institute for Teaching Excellence

EED615 Intro. to Integrative Learning
EED669 Language & Literacy
MAT708 Diagnosis & Remediation
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

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice

Regional centers set their own schedules.

Entrance 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.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Post-master's Courses Leading to Massachusetts PROFESSIONAL LICENSURE as an

ELEMENTARY TEACHER (Levels 1-6)

18 Credits • 3 terms • Starts in Summer, Fall or Spring • Program approved by the Massachusetts Department of Education.

REQUIREMENTS

Education Courses choose 9 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 the Curriculum	3
ESP721	Using Multiple Intelligences & Accelerated Learning Techniques in Teaching English Language Arts, Math, History & Science	3

Arts & Scienceschoose 9 credits

EIT711	Advanced Technologies in Education	3
EIT712	Using Educational 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 Mathematics.	3

Further DOE 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.

SCHEDULE

SUMMER With the National Institute for Teaching Excellence

EED615	Intro. to Integrative Learning
EED669	Language & Literacy
EED705	Multicultural Diversity
ENG701	Integration of Reading and 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

All courses meet for 45 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance requirements:

- Master's degree and other general requirements (see Admission).
- Initial license in elementary education.
- Three full years experience in the role of that license.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts PROFESSIONAL LICENSURE in HEALTH/FAMILY & CONSUMER SCIENCES

(All Levels)

36 Credits • 3 terms • Starts in the Fall • Program approved by the Massachusetts Department of 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 the 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 3
- EHE713 Assessing Health Literacy 3
- EHE800 Independent Learning Project 3

EVERY TERM

Choose two professional licensure courses (35 contact hours/3 credits) with approval of your program coordinator; EED705, 710, 712 suggested. See other professional licensure program charts for choices and schedules. 6

All courses meet for 35 contact hours/3 credits.
Schedule 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.

Further DOE 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.

Entrance requirements:

- Bachelor's degree and other general requirements (see Admission).
- Initial license in Health/Family & Consumer Science (all levels).
- Three full years experience in the role of that license.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Post-master's Courses Leading to Massachusetts PROFESSIONAL LICENSURE in

HEALTH/FAMILY & CONSUMER SCIENCES

(All Levels)

18 Credits • 3 terms • starts in the Fall • Program approved by the Massachusetts Department of Education

FALL

- EHE701 Current Research on the Interrelationship
of Risk Factors 3
- EHE703 New Perspectives in Teaching Human Sexuality . . 3
- EHE705 Promoting Wellness in a Media-Saturated Society . 3

SPRING

- EHE707 Aspects of Violence Prevention: Special
Concerns in Today's School Environment. 3
- EHE709 The Interdependence Between the Ecological
Environment & Human Health 3

SUMMER

- EHE711 Evaluation of School Health Programs 3

All courses meet for 45 contact hours/3 credits.
Schedule for Cambridge; subject to change without notice.
Regional centers set their own schedules.

Further DOE 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.

Entrance requirements:

- Master's degree and other general requirements (see Admission).
- Initial license in Health/Family & Consumer Science (all levels).
- Three full years experience in the role of that license.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Post-master's Courses Leading to Massachusetts PROFESSIONAL LICENSURE in
INSTRUCTIONAL TECHNOLOGY (All Levels)

18 Credits — Program approved by the Massachusetts Department of Education

Education Courses 9 credits

EED645	Using Educational Technology in the Project-Based Class	3
EED704	Seminar in Educational Issues	3
EUE608	Improving Instruction K-12 Using Technological Tools Embedded in the National Education Technology Standards	3

Technology Courses 9 credits

MAT605	Technology in Mathematics Learning & Teaching . . .	3
ECA702	Technology & Leadership in School Settings	3
EIT711	Advanced Technologies in Education	3

All courses meet for 45 contact hours/3 credits.
Schedule for Cambridge; subject to change without notice.
Regional centers set their own schedules.

Further DOE 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.

Entrance requirements:

Master's degree and other general requirements (see Admission).

- Initial license in instructional technology.
- Three full years experience in the role of that license.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Post-master's Courses Leading to Massachusetts PROFESSIONAL LICENSURE as a
LIBRARY TEACHER (All Levels)

18 Credits • Starts in Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

Education Courseschoose 9 credits

EED628	Effective Schools	3
EED704	Seminar in Current Educational Issues	3
EED705	Multicultural Diversity in Workplace & Curriculum . . .	3
EED710	Alternative Assessment Strategies Across the Classroom	3
ELM624	Cataloging & Classification	3

Arts & Scienceschoose 9 credits

EIT703	Impact of Technology on Education	3
EIT712	Using Educational Technology to Improve Teaching & Learning in the Mathematics, Science & Language Arts Classroom	3
ESP721	Using Multiple Intelligences & Accelerated Learning in Teaching English Language Arts, Mathematics, History & Science	3
ECA703	Managing Financial Resources	3

All courses meet for 45 contact hours/3 credits.
Schedule for Cambridge; subject to change without notice.
Regional centers set their own schedules.

Further DOE 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

Entrance requirements:

Master's degree and other general requirements (see Admission).

- Initial license as a school library teacher.
- Three full years experience in the role of that license.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts PROFESSIONAL LICENSURE in

MATHEMATICS (Levels 1-6)

33 Credits • 3 terms • Starts in Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Professional Seminar & Project..... 9 credits

EME691P-693P Professional Seminar in Mathematics -
Professional Level 3 terms @ 2 credits 6
Includes clinical journal, assessments, professional growth plan.
EME800 Independent Learning Project 3

Professional Licensure Courses (1-6) 24 credits

MAT613 Discrete Mathematics 3
MAT702 Elementary Statistics 3
MAT708 Diagnosis & Remediation of Learning Problems
in Mathematics 3
MAT710 Improving Mathematics Instruction (K-12). 3
MAT712 Integrating Quantitative & Spatial Thinking:
Geometry, Patterns, Graphs & Charts 3
MAT714 Problem Solving Strategies in Mathematics 3
MAT716 Mathematics Curriculum Development 3
MAT720 Mathematics Connections 3

Further DOE 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.

Entrance requirements:

- Bachelor's degree and other general requirements (see Admission).
- Initial license as a mathematics teacher (1-6).
- Three full years experience in the role of that license.

SCHEDULE

EVERY TERM

EME691P-693P Professional Seminar I, II, III . . .start in first term
EME800 Independent Learning Project with Seminar III

SUMMER With the National Institute for Teaching Excellence

MAT613 Discrete Mathematics preq. MAT607 & 609
MAT708 Diagnosis & Remediation preq. MAT702 & 710
MAT710 Improving Math. Instruct. . . preq. MAT607, 609 & 611
MAT712 Quantitative & Spatial Thinking. preq. MAT609 & 702

FALL

MAT714 Problem Solving Strategies
MAT720 Mathematics Connections

SPRING

MAT702 Elementary Statistics preq. MAT613
MAT716 Mathematics Curriculum Dev.

All courses meet for 35 contact hours/3 credits.

Prerequisites as listed or program coordinator's approval.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts PROFESSIONAL LICENSURE in

MATHEMATICS (Levels 5-8)

33 Credits • 3 terms • Starts in Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Professional Seminar & Project..... 9 credits

EME691P-693P Professional Seminar in Mathematics -
Professional Level 3 terms @ 2 credits 6

Includes clinical journal, assessments, professional growth plan.

EME800 Independent Learning Project 3

Professional Licensure Courses (5-8)24 credits

MAT702 Elementary Statistics 3

MAT704 Mathematical Modeling 3

MAT706 Linear Algebra 3

MAT708 Diagnosis & Remediation of Learning Problems
in Mathematics 3

MAT710 Improving Mathematics Instruction (K-12). 3

MAT712 Integrating Quantitative & Spatial Thinking:
Geometry, Patterns, Graphs & Charts 3

MAT714 Problem Solving Strategies in Mathematics 3

MAT716 Mathematics Curriculum Development 3

Further DOE 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.

Entrance requirements:

- Bachelor's degree and other general requirements (see Admission).
- Initial license as a mathematics teacher (1-6).
- Three full years experience in the role of that license.

SCHEDULE

EVERY TERM

EME691P-693P Professional Seminar I, II, III . . .start in first term

EME800 Independent Learning Project with Seminar III

SUMMER With the National Institute for Teaching Excellence

MAT704 Mathematical Modeling req. MAT706

MAT708 Diagnosis & Remediation req. MAT702 & 710

MAT710 Improving Math Instruct. req. MAT607, 609 & 611

MAT712 Quantitative & Spatial Thinking. req. MAT609 & 702

FALL

MAT706 Linear Algebra req. MAT607, 609 & 611

MAT714 Problem Solving Strategies

SPRING

MAT702 Elementary Statistics req. MAT613

MAT716 Math Curriculum Dev.

All courses meet for 35 contact hours/3 credits.

Prerequisites as listed or program coordinator's approval.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts PROFESSIONAL LICENSURE in

MATHEMATICS (Levels 8-12)

33 Credits • 3 terms • Starts in Summer, Fall or Spring • Program initially approved: Cambridge College is planning to offer this program in the Fall 2005, subject to final approval by the Massachusetts Department of Education. Some changes may be required pending approval.

REQUIREMENTS

Professional Seminar & Project..... 9 credits

EME691P-693P Professional Seminar in Mathematics -
Professional Level 3 terms @ 2 credits 6
Includes clinical journal, assessments, professional growth plan.
EME800 Independent Learning Project 3

Professional Licensure Courses (8-12) ... 24 credits

MAT613 Discrete Mathematics 3
MAT704 Mathematical Modeling 3
MAT706 Linear Algebra 3
MAT708 Diagnosis & Remediation of Learning
Problems in Mathematics. 3
MAT710 Improving Mathematics Instruction (K-12 & Beyond) 3
MAT712 Integrating Quantitative & Spatial Thinking:
Geometry, Patterns, Graphs & Charts 3
MAT714 Problem Solving Strategies in Mathematics 3
MAT716 Mathematics Curriculum Development 3

Further DOE 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.

Entrance requirements:

- Bachelor's degree and other general requirements (see Admission).
- Initial license as a mathematics teacher (1-6).
- Three full years experience in the role of that license.

SCHEDULE

EVERY TERM

EME691P-693P Professional Seminar I, II, III . . .start in first term
EME800 Independent Learning Project with Seminar III

SUMMER With the National Institute for Teaching Excellence

MAT613 Discrete Mathematics preq. MAT607 & 609
MAT708 Diagnosis & Remediation preq. MAT702 & 710
MAT710 Improving Math Instruct. . . preq. MAT607, 609 & 611

FALL

MAT706 Linear Algebra preq. MAT607, 609 & 611
MAT714 Problem Solving Strategies
MAT716 Math Curriculum Dev.

SPRING

MAT704 Mathematical Modeling preq. MAT706
MAT712 Quantitative & Spatial Thinking. preq. MAT609 & 702

All courses meet for 35 contact hours/3 credits.

Prerequisites as listed or program coordinator's approval.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Post-master's Courses Leading to Massachusetts PROFESSIONAL LICENSURE in

MATHEMATICS (Levels 1-6, 5-8, 8-12)

18 Credits • Starts in Summer, Fall or Spring • Program initially approved: Cambridge College is planning to offer this program in the Fall 2005, subject to final approval by the Massachusetts Department of Education. Some changes may be required pending approval.

REQUIREMENTS

Professional Licensure Courses

All courses 3 credits . . .choose 18 credits at your licensure level

Licensure level		1-6	5-8	8-12
MAT613	Discrete Mathematics	●		●
MAT702	Elementary Statistics	●	●	
MAT704	Mathematical Modeling	●		●
MAT706	Linear Algebra	●		●
MAT708	Diagnosis & Remediation of Learning Problems in Math.	●	●	●
MAT710	Improving Mathematics Instruction (K-12)	●	●	●
MAT712	Integrating Quantitative & Spatial Thinking: Geometry, Patterns, Graphs & Charts	●	●	●
MAT714	Problem Solving Strategies in Mathematics	●	●	●
MAT716	Mathematics Curriculum Development	●	●	●
MAT720	Mathematics Connections	●		

Further DOE 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.

Entrance requirements:

- Master's degree and other general requirements (see Admission).
- Initial license as a mathematics teacher (1-6, 5-8, or 8-12).
- Three full years experience in the role of that license.

SCHEDULE

SUMMER With the National Institute for Teaching Excellence

MAT613	Discrete Mathematics	req. MAT607 & 609
MAT704	Mathematical Modeling	req. MAT706
MAT708	Diagnosis & Remediation	req. MAT702 & 710
MAT710	Improving Math Instruct.	req. MAT607, 609 & 611
MAT712	Quantitative & Spatial Thinking.	req. MAT609 & 702

FALL

MAT706	Linear Algebra	req. MAT607, 609 & 611
MAT714	Problem Solving Strategies	
MAT716	Math Curriculum Dev.	
MAT720	Mathematics Connections	

SPRING

MAT702	Elementary Statistics	req. MAT613
MAT704	Mathematical Modeling	req. MAT706
MAT712	Quantitative & Spatial Thinking.	req. MAT609 & 702
MAT716	Math Curriculum Dev.	

All courses meet for 45 contact hours/3 credits.

Prerequisites as listed or program coordinator's approval.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Master of Education Leading to Massachusetts PROFESSIONAL LICENSURE as a

TEACHER OF STUDENTS WITH MODERATE DISABILITIES (Levels PreK-8 or 5-12)

34 Credits • 3 terms • Starts in Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Professional Seminar & Project..... 7 credits

ESP691P-692P Professional Seminar I, II in Special Education-Professional Level — 2 terms @ 2 credits 4

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 3

Education Courses choose 12 credits

EED628 Effective Schools 3

EED704 Seminar in Current Educational Issues 3

EED705 Multicultural Diversity in Workplace & Classroom . . 3

EED710 Alternate Assessment Strategies Across the Curriculum 3

ESP721 Using Multiple Intelligences & Accelerated Learning Techniques in Teaching English Language Arts, Math, History, & Science 3

Arts & Sciences choose 15 credits

EIT703 Impact of Technology on Education 3

EIT712 Using Educational Technology to Improve Teaching & Learning in Math, Science, & English Lang. Arts . 3

ENG701 Integration of Reading & Writing With Children's Literature 3

ESP701 Students with Disabilities & the Visual Arts 3

MAT708 Diagnosis & Remediation of Learning Problems in Mathematics 3

MAT710 Improving Mathematics Instruction (K-12) 3

Further DOE 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 license
- 50-hour mentored experience beyond the induction year

SCHEDULE

EVERY TERM

ESP691P-692P Professional Seminar I, II

ESP800 Independent Learning Project with Seminar II

SUMMER

EED704 Seminar in Current Educ. Issues

EED705 Multicultural Diversity

EIT712 Using Educ. Technology

ENG701 Integration of Reading & Writing With Children's Lit

ESP701 Students with Disabilities & the Visual Arts

MAT708 Diagnosis & Remediation

FALL

EED628 Effective Schools

ESP721 Using Multiple Intel. & Accel. Learning

MAT710 Improving Math Instruction

SPRING

EED710 Alternate Assessment Strategies

EIT703 Impact of Technology

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance requirements:

- Bachelor's degree and other general requirements (see Admission).
- Initial license in moderate special education.
- Three full years experience in the role of that license.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Post-master's Courses Leading to Massachusetts PROFESSIONAL LICENSURE as a
**TEACHER OF STUDENTS WITH MODERATE
DISABILITIES (Levels PreK-8 or 5-12)**

18 Credits • Starts Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Education Courseschoose 9 credits

- EED704P Seminar in Current Educational Issues 3
- EED705P Multicultural Diversity in the Workplace
& Classroom 3
- EED710P Alternate Assessment Strategies Across
the Curriculum 3
- ESP721P Using Multiple Intelligences & Accelerated Learning
Techniques in Teaching English Language Arts,
Math, History, & Science. 3

Arts & Scienceschoose 9 credits

- EIT703P Impact of Technology on Education 3
- EIT712P Using Educational Technology to Improve Teaching
& Learning in Mathematics, Science, & English
Language Arts 3
- ENG701P Integration of Reading & Writing With
Children's Literature 3
- MAT708P Diagnosis & Remediation of Learning
Problems in Mathematics. 3
- MAT710P Improving Mathematics Instruction (K-12). 3

Further DOE 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.

SCHEDULE

SUMMER

- EED704P Seminar in Current Educ. Issues
- EED705P Multicultural Diversity
- EIT712P Using Educ. Technology
- ENG701P Integration of Reading & Writing With Children's Lit.
- MAT708P Diagnosis & Remediation

FALL

- ESP721P Using Multiple Intel.& Accel. Learning
- MAT710P Improving Math Instruction

SPRING

- EED710P Alternate Assessment Strategies
- EIT703P Impact of Technology

All courses meet for 45 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance requirements:

- Master's degree and other general requirements (see Admission).
- Initial license in moderate special education.
- Three full years experience in the role of that license.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

PROFESSIONAL ADVANCEMENT

GRADUATE PROGRAMS FOR LICENSED/CERTIFIED TEACHERS & OTHER EDUCATION PROFESSIONALS

Introduction & Policies

Renewal, Advancement, Special Topics

The academic programs outlined in this section are for experienced, fully credentialed educators who wish to advance or renew their careers by pursuing course work in their own professional interests, or who work in settings where educator licensure is not required. Educators in corporate and community settings also find their needs met by our programs.

These programs do not lead to educator licensure/certification. *The School of Education cannot fill out "approved program/recommendation of teacher certification" forms that state education authorities may require, nor can the College "endorse" for educator licensure graduates of these programs.*

If you wish to pursue educator licensure/certification, please see our Massachusetts-approved educator licensure programs, outlined in the next section of this catalog.

Learning Community & Faculty

The Cambridge College School of Education is a broadly based, inclusive learning community. Our diverse faculty of scholar-practitioners includes experienced teachers, school administrators and educators, and attracts a highly diverse student body.

Effective Learning & 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.

Schools

Schools are at the heart of Cambridge College's mission, and our goal is to train effective educators who can help their students succeed. The College trains teachers and other school professionals who reflect the diversity of our nation's public schools, and who understand first-hand the difficulties that school children and their families face.

We believe that school children must have teachers with whom they can identify in order to learn well. Their performance is partly attributable to the role models and the teaching strategies they experience.

Therefore, we recruit working adults, bilingual, and minority students, including those who have not been served well by traditional education. We work with motivated adults to help them strengthen the academic skills needed for success. Cambridge

College provides writing tutors and test preparation workshops. The gate is at the end, not the beginning.

Please Research & Plan Carefully

1. Double check with your school system and state education authorities to find out whether the licensure you now hold will continue to be accepted in coming years. Educators in private schools that do not now require licensure should ask whether licensure may soon be required.

2. Contact the education authorities in your own state — You are responsible to understand and meet their requirements for licensure/certification/credential and to follow their procedures. Ask what kind of academic program is required.

3. Read the catalog — Please read the Cambridge College Academic Catalog to get all the information about our education programs. You are responsible for your program choice.

Advisement & Professional Seminar

Admissions counselors give applicants an overview of the College's academic programs and assist with the application process. Program directors are available for further academic counseling. Faculty Admission Committee recommendations are communicated to applicants.

Orientation — Just before each term begins, an Orientation/Registration session provides group course advisement for new students and assistance with course registration.

Professional Seminar — 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.

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/Research Project with responsibility for approval. Seminars focus on professional issues in the students' field and support professional development.

Taking Licensure Courses

Students not pursuing educator licensure are welcome 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.**

Course Categories

The non-specialist M.Ed. program requires course work across several categories within education.

Course descriptions typically are listed at the end of each course description. If not listed, ask your professional seminar leader.

Category 1: General Teaching Methods

Strategies, research, practice and experiences to help teachers design effective classroom strategies, better understand students, and improve participation and achievement.

Licensure courses in Early Childhood, Elementary, and Moderate Disabilities may fit category 1.

Category 2: Content Areas & Methods

Courses focus on specific content areas; or on research about learning, teaching, assessment and effective practice in specific content areas.

Licensure courses in Early Childhood, Elementary, and Moderate Disabilities may fit category 2. Ask your professional seminar leader. Most courses in Mathematics, Science and Health fit this category.

Category 3: Critical Thinking & Problem Solving Skills

Courses develop creativity, critical thinking, and problem-solving across the curriculum to improve teaching and personal development.

Category 4: Educational Psychology & Philosophy

Courses deal with the psychological, cognitive, and affective development of children. Courses look at learning theories, brain development and the implications for teaching of psychology, linguistics, artificial intelligence, neurology and neuropsychology.

Some licensure courses in School Guidance Counseling may fit category 4.

Category 5: Social Organization of Schools & Their Administration

Courses deal with social dimensions of education. Issues relating to diversity figure prominently: learning styles, ethnicity, race and gender. Courses deal with organization and administration of schools, along with related issues and challenges.

Most licensure courses in School Administration fit category 5.



Education Faculty

Faculty are listed only in their primary field; many teach in more than one program. See also Educator Licensure Faculty. Additional faculty teach in the summer. See NITE Academic Catalog.

Anthony DeMatteo, Ph.D., LaSalle University, Dean, School of Education; Director, Educator Licensure Programs

Jorge Cardoso, Ed.D., Boston University; Director, NITE; Executive Director, Institute for Responsive Education; Coordinator, general M.Ed.

Kathleen M. Buckley, D.Ed., Boston College; Director, C.A.G.S. in Educational Leadership

Education Faculty

Full-time Faculty

Sandra D. Bridwell, Ed.D. Indiana University/Bloomington; Professor

Ethlyn Davis-Fuller, Ph.D. Boston College

John Grassi, Ph.D. Columbia Pacific University; Professor; Vice President, Alumni College

Lyda Peters, M.Ed., University of Illinois; Professor

Part-time Faculty

Jeanne Davidson Adair, Ed.D. Harvard University

Judith A. Alaimo, M.Ed. Cambridge College

Brenda Stallion Barkley, Ph.D. Ohio State University

Darryll L. Barksdale, C.A.G.S. Cambridge College

Lindamichelle Baron, Ph.D. Columbia University

Lettie Battle, MFA New York University

Charlotte Blackman, Ed.D. Loyola University

Leslie Beale, Ed.D. Boston University

Kenneth C. Boatner, Ed.D. University of Massachusetts/Amherst

Peter J. Bodge, M.Ed. Cambridge College

Malcolm Bonner, Ed.D. Fielding Institute

Donna I. Burrill, M.Ed. Cambridge College

Janis Byers, M.S.W. Boston College

Rose J. Campbell, Ed.D. Nova Southeastern University

Thomas Campbell, M.Ed. Cambridge College

Kathleen D. Carroll, M.Ed. Cambridge College

Frank Capurso, C.A.G.S. Cambridge College

Richard L. Cohen, M.A. Beacon College (Boston)

Beverly Conte, Ed.D. Boston University

Michelle da Costa, M.Ed. University of Massachusetts

Evelyn Baker Dandy, Ph.D. University of South Carolina

Angela L. Futch Davis, Ph.D. Southern Illinois University

Ester Johanna De Jong, Ed.D. Boston University

Chet Delani, Ed.D. Boston College

Vincent V. Delgado, J.D. Western New England College School of Law

Angela DiNapoli, M.Ed. Boston College

Peter Dublin, Ed.D. Columbia University

Philip C. Dyer, C.A.G.S. Bridgewater State College

Ronald H. Fenn, M.Ed. Cambridge College

Henry P. Gallina, M.S. University of Southern California, Diploma, University of London

Jonathan Andrew Goodman, M.A.T. Brown University

Rosemarie Greene, M.Ed. University of Massachusetts

Yaacoub Nicholas Hallak, Ph.D. Union Institute and University

Sara R. Hamerla, Ed.D. Boston University

Virginia L. Mayo Hardy, Ed.D.

Diane Harper, M.A. Boston University

John Harutunian, M.A. University of Alabama

Elizabeth M. Hastings, M.Ed. Cambridge College

Joyce Hope, Ed.D. Boston University

Neal David Hurton, C.A.G.S. Salem State College

Geoffrey Jacques, M.A. City University of New York

Catherine M. Ross Jenkins, M.A. Olivet Nazarene University

Harold C. Johnson, Ed.D. South Carolina State University

Hulon Johnson, Ed.D. Loyola University/Chicago

Kathleen Jane Jones, M.Music Northwestern University

Edward M. Kaufman, M.S. University of Vermont

Steven J. Kelley, M.M. Cambridge College

Herbert I. Kronish, M.Ed. Cambridge College

Miriam E. Kronish, M.Ed. Boston University

Charlotte F. LeHecka, Ph.D. University of North Carolina, Greensboro

David M. Lyons, Ed.D. University of Massachusetts/Boston

Paul E. Lyons, M.Ed. Boston University

Marla J. Martin, M.Ed. Lesley University

Theresa D. Mattison, Ed.D. Fielding Institute

Janice T. McBratney, M.Ed. Lesley College

Joanne M. McCarthy, M.A. Tufts University

Susan J. McGilvray-Rivet, Ed.D. Boston University

Kimberly A. McGrath, M.Ed. Cambridge College

Mary Campbell Nash, Ed.D. University of Massachusetts/Amherst

Mary Catherine Nash, Ph.D. Boston College

James A. Nocito, M.Ed. Cambridge College

Farideh Oboodiat, Ph.D. University of Texas - Austin

John P. O'Keefe, M.S. Lesley University

John M. Ortiz, Ph.D. Pennsylvania State University

Edmund William Ostrander, Ph.D. Union Institute

Linda Ostrander, Ph.D. Union Institute

Meikle E. Paschal, Ed.D. University of Massachusetts-Lowell



Richard D. Pavao, C.A.G.S. Bridgewater State College
Ann Louise Perrault, M.S. Southern Connecticut State University
Lucia C. Papile, M.Ed. University of Massachusetts Boston
Linda L. Peterson, M.S. Boston College
Maurice Pope, Ed.D. Wayne State University
Jeri McLeod Rabchenuk, M.S.W. Simmons College
Ricky P. Sahady, Ed.D. Columbia University
Caetano Valadao Serpa, Ph.D. Gregorian Pontifical University
Margaret C. Serpa, M.Ed. Boston State College
Barbara Shaw-Gale, M.A. Lesley College
John G. Silva, M.A. Lesley College
Jane Skelton, C.A.E.S. Boston College
Celia Slattery, M.A. Lesley University
Richard Stakun-Pickering, M.Ed. Plymouth State College
Dale (Anika Nailah) Thomas, B.S. New York University
Andrew E. Thompson, M.S. Worcester Polytechnic Institute
Anne Thompson, M.A.T. Bridgewater State University
Barbara G. Vaughn, M.Ed. National-Louis University
Jeannette Vos Groenendal, Ed.D. National Arizona University
Joanne M. Welch, Ed.D. American International College
Windon Wenger, Ph.D. University of Sarasota
Leon R. Worthley, M.S. University of Oregon

Springfield, MA Faculty — See also educator licensure and CAGS faculty

Susan Brown, M.Music University of Massachusetts; Coordinator, Education programs, Springfield
Monique Dangleis, M.Ed. Cambridge College
Lenore A. Daniele, M.Ed. American International College
Debra Vaughan Donaldson, M.Ed. Lesley University
Dawn M. Fontaine, M.A. University of Massachusetts
John S. Montanaro, M.S. Central Connecticut State University
Ann Louise Perrault, M.S. Southern Connecticut State University
Sylvia Santucci, M.Ed. Westfield State College
Marcia J. Scherpa, M.Ed. University of Massachusetts Amherst
Judith K. Vazquez, M.Ed. Cambridge College

Lawrence, MA Faculty — See also educator licensure faculty

Judith A. Alaimo, M.Ed. Cambridge College
Valerie Ardi Flynn, Ed.D. Boston College
Elizabeth Hastings, M.Ed. Cambridge College
Joel S. Rubin, C.A.S. Harvard University

Georgia Faculty — See educator licensure faculty

California Faculty

Brenda Harari, Ph.D. University of California/Santa Barbara

Virginia Faculty — See also educator licensure faculty

Chris Boyd Brewer, M.A. Columbia Pacific University
Lora Friedman, Ed.D. University of Florida Gainesville

Humanities

John Bremer, M.A. University of Cambridge (UK); Chandler Steiner Chair in Humanities; Director, Humanities

Literacy Education Faculty (Part-time)

Olga Frechon, C.A.G.S. Harvard University, Coordinator
Judith Blanco, M.A. University of Massachusetts
Peter Golden, M.A. National University of Ireland
Catherine Jenkins, M.A. Olivet Nazarene University
Natalie Lacroix-White, M.Ed. Harvard University
Deana Lew, M.Ed. Lesley University
Catherine Marchant, Ed.D., Harvard University
Brenda Ann Petrofsky, B.A. Kean College
Oneida Fox Roye, M.Ed. Boston University
Deborah Carr Saldana, Ed.D. University of Houston

Mathematics & Science Education — See educator licensure faculty

School Nurse Education Faculty (Part-time)

Patricia Johnson, Ed.D., University of Massachusetts, Amherst; Coordinator
Marcia Buckminster, R.N.C. Northeastern University
Eileen M. DiBattista, M.Ed. Cambridge College, R.N.
Margaret Hainsworth, Ph.D. University of Connecticut
Kathleen A. Hassey, M.Ed. Cambridge College, R.N.
Opal J. Hines-Fisher, M.Ed. Fitchburg State College, R.N.
Patricia A. Kenney, M.Ed. Emmanuel College, R.N.
Betty R. Kinder, M.B.A. University of Rhode Island, R.N.
Karen Licht, M.A. Northeastern University
Jane C. Romano, M.S.N. University of Massachusetts/Amherst
Carol R. Shelton, Ph.D. Brandeis University, R.N.
Jane B. Simpson, M.Ed. Cambridge College, R.N.
Carolyn Wood, Ph.D. University of Connecticut, R.N.

California Faculty (Part-time)

Gail E. Clark, Ph.D. Adult Education, Azusa-Pacific University
Patricia A. Hachiya, M.Ed. University of La Verne
Sandra Landry, M.Ed. California State University at Fullerton
Catherine A. Owens, M.Ed. Cambridge College
Maria G. Rivera-Klein, M.S.N. Azusa-Pacific University, M.A. California State University
Cora-Lou (Penny) Stone, Master's Degree in Public Health Loma Linda University
Linda University



Individualized M.Ed. Faculty

Pedro Schuck, Ed.D., Boston University; Professor ; Director.
I.M.Ed.

Part-time Faculty, Puerto Rico

Ruth L. Arroyo-Betancourt, Ed.D. Interamerican University of
Puerto Rico
Loretta Baugh, Ph.D. University of Massachusetts/Amherst
Juanita Benjamin, M.Ed. Lesley University
Vanessa M. Besosa, Ed.D. Interamerican University of Puerto Rico
Roslina Burgos, M.Ed. Cambridge College
Evelyn Cadiz-Rojas, Ed.D. Interamerican University of Puerto Rico
Irving Cancel, M.Music New England Conservatory of Music
Marcos B. Carvajal, M.Ed. Cambridge College
Luz Ivette Cruz-Martinez, Ed.D. Dowling College
Edward H. Fankhanel, Ed.D. University of Sarasota
Francisco Figueroa, M. Music New England Conservatory
Astrid Guerra-Arcelay, M.A. Art Institute of Chicago
Iris Guinals, M.A. University of Puerto Rico
Rosenid Hernandez-Badia, Ph.D. Berne University (New Hampshire)
Melanie Joy, Ph.D. Saybrook Graduate School
Eddie Laboy-Nieves, Ph.D. Venezuelan Scientific Research Institute
Jaime E. Malave, Ph.D. University of Texas/Austin
Darmiz Mangual-Ruiz, M.S. Carlos Albizu University (PR)
Justo Mendez, Ph.D. Universidad Central de Madrid
Susan Miller, M.Ed. Cambridge College
Yvonne Montfort, Ed.D. University of Puerto Rico

Sonia Ivette Morales-Matos, M.Music Indiana University
Amarilis Noriega, M.Ed. University of Phoenix
David Pagan-Rodriguez, M.A. El Centro de Estudios Avanzados
de Puerto Rico y el Caribe
Lydia Platon, M.A. Université de Paris III, La Sorbonne Nouvelle
(Paris)
Rosguely Quinones-Girona, M.Ed. Cambridge College
Carlos Ramos, Ed.D. Interamerican University of Puerto Rico
Eloy Recio-Ferreras, Ed.D. University of Puerto Rico
Jose Antonio Reyes-Rivera, Ed.D. Interamerican University of
Puerto Rico
Roberto Rinaldi-Jovet, Ph.D. Carribean Center for Advanced
Studies (PR)
Norma Serrano, Ph.D. SUNY/Buffalo
Eneida Sierra, M.A. Bridgeport University (CT)
William E. Ubinas, Ed.D. Adam Smith University
Osvaldo Vazquez, Ph.D. University of Wisconsin/Madison

Humane Education (International Institute for Humane Education, Surry, Maine)

Mary Pat Champeau, M.A. New York University; Coordinator
of M.Ed. and certificate programs, International Institute for
Humane Education
Melanie Joy, Ph.D. Saybrook Graduate School
Zoe Weil, MTS Harvard Divinity School; President and Co-
Founder of the International Institute for Humane Education



Master of EDUCATION

32 Credits • 3 terms • Starts in Summer, Fall or Spring

This degree program does not satisfy licensure requirements for K-12 public school teachers.

REQUIREMENTS

Core 11 credits

- EED691-693 Professional Seminar I, II, III. 6
- EED800 Independent Learning Project 3
- EED590-591 Theory & Practice of Education — workshops . . 2

If nine or more transfer credits are accepted, the Professional Seminar is reduced to two terms and the workshops to one credit.

Education Courses choose 18 credits

Choose six courses across all the categories below, from **general education courses, licensure courses, and other education programs.** This distribution requirement provides a broad sweep of graduate level knowledge and skills for mid-career educators.

1. General Teaching Methods
2. Content Areas & Methods
3. Critical Thinking & Problem Solving Skills
4. Educational Psychology & Philosophy
5. Social Organization of Schools & Their Administration

Waivers to the category distribution requirement may be petitioned to the Dean if a modified course plan might better meet professional goals.

Open elective.....choose 3 credits

One graduate course from the School of Education, Psychology & Counseling, or Management.

SCHEDULE

EVERY TERM

- EED691-693 Professional Seminar I, II, III.start in first term
- EED800 Independent Learning Project with Seminar III

Courses from other education programs & open electives

FALL (category number in parentheses after title)

- EED518 Effective Classroom Discipline (5)
- EED564 Motivation & Teaching (4)
- EED587 All Kids Can Learn(1)
- EED610 Teaching Critical Thinking Skills (3)
- EED706 Working with Parents (5)
- EED590 Workshops

SPRING (category number in parentheses after title)

- EED544 The Teacher as Artist (2)
- EED610 Strategies for Teaching Critical Thinking Skills (3)
- EED615 Integrative Learning & Learning Styles (1)
- EED647 Human Brain, Human Learning (4)
- EED591 Workshops

SUMMER With the National Institute for Teaching Excellence

category number in parentheses after title)

- EDU500 Creative Movement & Learning (2)
- EDU605 Online Research (2)
- EED503 Teaching Children with Different Learning Styles (1)
- EED511 Educ., Spirituality & Personal Growth (4)
- EED514 Classroom Assessment Techniques (4)
- EED516 Writing Across the Curriculum (2)
- EED518 Effective Classroom Discipline (5)
- EED522 Negotiation & Conflict Resolution (5)
- EED533 Technol. & Computer App's (2)
- EED536 Moral Development in Children (4)
- EED538 Introduction to Storytelling (2)
- EED544 The Teacher as Artist (2)
- EED547 Sound Psychology: Musical Alternatives (4)
- EED564 Motivation & Teaching (4)
- EED580 Problem Solving & Thinking Skills (3)
- EED587 All Kids Can Learn (1)
- EED598 Creativity & Critical Thinking (3)
- EED608 The Successful Inclusion Classroom (1)
- EED610 Teaching Critical Thinking Skills (3)
- EED620 Drama & Improvisation Techniques (1)
- EED622 Ethical Dilemmas for the 21st Century (4)
- EED642 Succeeding with the Resistant Student (4)
- EED666 Altering Unproductive Student Behav. (4)
- EED715 Theory & Pract. of Accelerated Learning (1)
- EED732 The Culture of Adolescence (4)
- EED733 Puppetry in Learning & Teaching (1)

Schedule for Cambridge; subject to change without notice
Regional centers set their own schedules.

Entrance requirements: Bachelor's degree and other general requirements (see Admission)

12 transfer credits may be accepted: Transfer courses must be at graduate level with a grade of B or better from a regionally accredited institution and meet all general criteria for transfer (see Transfer of Credit).

Master of Education With Concentration in

INTERDISCIPLINARY STUDIES

32 Credits • 3 terms • Starts in Summer, Fall or Spring

This degree program does not satisfy licensure requirements for K-12 public school teachers.

Core 11 credits

- EED691-693 Professional Seminar I, II, III —
3 terms @ 2 credits 6
- EED800 Independent Learning Project 3
- EED590-591 Theory & Practice of Education — workshops . . 2

If nine or more transfer credits are accepted, the Professional Seminar is reduced to two terms and the workshops to one credit.

Courses choose 21 credits

Seven graduate courses in education, counseling psychology, and/or management.

Entrance requirements: Bachelor's degree and other general requirements (see Admission)

12 transfer credits may be accepted: Transfer courses must be at graduate level with a grade of B or better from a regionally accredited institution and meet all general criteria for transfer (see Transfer of Credit).

Interdisciplinary Studies allows students to tailor an interdisciplinary graduate program for their own needs. Students are assigned to a professional seminar in the subject area from which they intend to take most of their courses, and the seminar leader serves as the academic advisor. Based on a student's

academic and professional goals, the seminar leader and student create an academic plan and choose courses. There are no specific required courses beyond the core curriculum. Any Cambridge College graduate courses may be taken provided any course prerequisites are met.

Cambridge College certificate of completion

HIGHLY QUALIFIED TEACHER OF ENGLISH LANGUAGE LEARNERS

6 or 9 credits • These courses are part of a licensure program that has been submitted to the Massachusetts Department of Education for approval. Some changes may be required pending approval.

EVERY TERM 6 or 9 credits

Summer with the National Institute for Teaching Excellence

- EDU631 Second-Language Acquisition & Literacy 3
- ELL635 Sheltered English Instruction & Assessment 3
- ELL620 Teaching Reading and Writing to Limited English Proficient Students (*for early childhood, elementary, reading, and English language arts teachers*) 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."

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance requirements: Bachelor's degree and other general requirements (see Admission).

(Courses must meet current program requirements at time of matriculation).

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 leading to initial licensure as a Teacher of English Language Learners.

Program subject to change: This program includes licensure courses that may change as Massachusetts requirements for licensure change. The College reserves the right to alter this program accordingly.

Master of Education With Concentration in LITERACY EDUCATION

32 Credits • 3 terms • Starts in Summer • This degree program does not satisfy licensure requirements for K-12 public school teachers.

SUMMER program begins 15 credits

With the National Institute for Teaching Excellence

EUL691 Professional Seminar I 3

Literacy specialist options — choose one

EARLY LITERACY Grades 1-5

EDU630 Emergent Literacy: Reading, Writing &
Oral Development in the Early Grades 3

EDU631 Second-Language Acquisition & Literacy 3

EDU632 Understanding Reading K-5. 3

EDU635 Developing Writing Skills in the Early
Childhood Years 3

MIDDLE & SECONDARY LITERACY Grades 6-12

EDU602 The Theory & Practice of Teaching
Reading Comprehension (8-12) 3

EDU612 From Writing to Reading 3

EDU622 Active Assessment for Active Reading 3

EDU625 Reading Comprehension in the Content Areas . . . 3

FALL 8 credits

EUL692 Professional Seminar II (online) 2

Includes plan to implement in your classroom

EUL800 Independent Learning Project 3

With focus on literacy education

One Literacy Elective. 3

SPRING 9 credits

One Literacy Elective. 3

Two Literacy or Education Electives. 6

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.

Entrance 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 educa-

tion. Transfer courses must be at graduate level with a grade of B or better from a regionally accredited institution and meet all general criteria for transfer (see Transfer of Credit).

MORE PROGRAM OPTIONS

Non-licensure options within educator licensure programs

Selected initial licensure programs may be taken on a non-licensure basis. See licensure program charts for further information.

- **Health/Family & Consumer Science**
- **Instructional Technology**
- **Library Teacher**
- **School Administration**
- **Teacher of English Language Learners**

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. If necessary to

keep the total number of credits at or above 32 credits, additional work will be specified. See program charts for non-licensure option information.

Transfer credit — Licensure program policies apply.

Admission requirements are the same as for licensure students, unless otherwise stated on the program chart.

Applicants to programs that require prior licensure and/or experience under that license, who do not submit documentation of required prior license, may be admitted by signing a waiver stating that they understand that they will not be eligible for licensure at the completion of the program.

Master of Education With Concentration in

MATHEMATICS EDUCATION

32 Credits • 3 terms • Starts in Summer, Fall or Spring

This degree program does not satisfy licensure requirements for K-12 public school teachers.

REQUIREMENTS

Professional Seminar & Project 9 credits

- EME691-EME693 Professional Seminar in Mathematics I, II, III
3 terms @ 2 credits 6
- EME800 Independent Learning Project 3

Mathematics Specialist Options

Choose One 12 credits

Also available as mathematics specialist certificates

ELEMENTARY/MIDDLE SCHOOL

- MAT601 Psychology of Mathematics Learning 3
- MAT603 Arithmetic to Algebra: Developing Mathematics
Patterns & Ideas 3
- MAT605 Technology & Mathematics Learning & Teaching .. 3
- MAT708 Diagnosis & Remediation of Learning Problems
in Mathematics 3

HIGH SCHOOL

- EED606 Preparing Students to Learn Calculus
Concepts & Skills 3
- EED613 Teaching High School Geometry Effectively
to Low Performing Students 3
- MAT601 Psychology of Mathematics Learning 3
- MAT708 Diagnosis & Remediation of Learning Problems
in Mathematics 3

Electives 11 credits

- Two Mathematics content electives 6
- One Education elective 3
- EED590-591 Theory & Practice of Education — workshops .. 2

SCHEDULE

EVERY TERM

- EME691-693 Professional Seminar I, II, IIIstart in first term
- EME800 Independent Learning Project with Seminar III
- Math content electives see Math licensure programs
- Education electives see other Education programs

SUMMER With the National Institute for Teaching Excellence

ELEMENTARY/MIDDLE SCHOOL

- MAT601 Psych. of Math Learning preqs. MAT607, 609
- MAT603 Arithmetic to Algebra
- MAT605 Technol. in Math preqs. MAT607, 609, 611, 613
- MAT708 Diagnosis & Remediation preqs. MAT702 & 710

HIGH SCHOOL

- EED606 Preparing Students to Learn Calculus
- EED613 Teaching High School Geometry Effectively
- MAT601 Psych. of Math Learning preqs. MAT607, 609
- MAT708 Diagnosis & Remediation preqs. MAT702 & 710

FALL

- EED590 Workshops

SPRING

- EED591 Workshops

Licensure courses meet for 35 contact hours/3 credits.

Prerequisites as listed or program coordinator's approval.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance requirements: Bachelor's degree and other general requirements (see Admission).

12 transfer credits may be accepted: six credits must be in mathematics content; six credits may be in other areas of education. Transfer courses must be at graduate level with a grade of B or better from a regionally accredited institution and meet all general criteria for transfer (see Transfer of Credit).

Program subject to change: This program includes licensure courses that may change as Massachusetts requirements for licensure change. The College reserves the right to alter this program accordingly.

Master of Education With Concentration in
SCIENCE EDUCATION

32 Credits • 3 terms • Starts in Summer • This program does not satisfy licensure requirements for K-12 public school educators.

SUMMER program begins 15 credits
With the National Institute for Teaching Excellence

ESE691 Professional Seminar I 3

General Science specialist options — choose one

ELEMENTARY SCHOOL GENERAL SCIENCE

SCI682 Methods & Materials for Teaching Life Science ... 3
SCI684 Methods & Materials for Teaching Earth Science .. 3
SCI686 Methods & Materials for Teaching Physical Science 3
EED600 Psychology of Mathematics Learning 3

MIDDLE SCHOOL GENERAL SCIENCE

SCI680 Attaining Science Literacy 3
SCI682 Methods & Materials for Teaching Life Science ... 3
SCI684 Methods & Materials for Teaching Earth Science .. 3
SCI686 Methods & Materials for Teaching Physical Science 3

HIGH SCHOOL GENERAL SCIENCE

SCI681 Methods & Materials for Teaching
High School Chemistry 3
SCI683 Methods & Materials for Teaching
High School Biology. 3
SCI685 Methods & Materials for Teaching
High School Physical Science 3
SCI687 Methods & Materials for Teaching
High School Earth Science/Astronomy 3

FALL 8 credits

ESE692 Professional Seminar II (Burlington, MA) 1
ESE800 Independent Learning Project with science focus .. 3
Online science courses 4

SPRING 9 credits

Online science courses 2
Education courses (in Cambridge) **or**
science content electives (online). 7

Online Science Courses 1 credit each

Offered in collaboration with the Jason Academy: Two five-week periods each term; selected courses offered each period.

Choose courses at the level of your specialization.

Levels	Elementary	Middle	High
SCI591 Introduction to Online Science Learning	●	●	●
(new) Science & Young Children	●		
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	●	●	
SCI625 Teaching Science Safely in High School	●	●	●
SCI627 Teaching Chemistry through Inquiry		●	●
SCI629 Practical Meteorology		●	●

All Cambridge College courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance requirements: Bachelor's degree and other general requirements (see Admission).

12 transfer credits may be accepted: Courses must meet all general criteria for transfer (see Transfer of Credit), and current program requirements: Six credits must be science content or science methods courses. The remaining six credits may be in general education or sciences.

Program subject to change: This program includes licensure courses that may change as Massachusetts requirements for licensure change. The College reserves the right to alter this program accordingly.

Master of Education With Concentration in

SCHOOL NURSE EDUCATION

32 Credits • 3 terms • Starts in Summer • This degree program is for school nurses who seek professional advancement and does not satisfy licensure requirements.

SUMMER program begins 15 credits
With the National Institute for Teaching Excellence

ESN691 Professional Seminar I 3

Choose four core courses

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 3

Elective (see list at right; limited selection offered online & at regional centers) 3

SPRING 9 credits

Electives (see list at right; limited selection offered online & at regional centers) 9

If you enter in the fall or spring

- Work with program coordinator to choose electives and/or begin research for the independent learning project.

Entrance requirements:

- Bachelor's degree and other general requirements (see Admission).
- Registered nursing license (RN).

Electives

The remaining summer core course. 3

ESN590-591 Workshops 1 or 2

ESN592 Developmental Leadership for School Nurses (NBCSN Exam Preparation) 1

Initial licensure courses:

- School Guidance Counseling
- Health/Family & Consumer Science

EED522 Negotiation & Conflict Resolution for the Classroom Teacher 3

EED549 Cultural Diversity & Developmentally Appropriate Practices 3

EED553 Wellness: Understanding the Dynamics of a Health Enhancing Life Style 3

EED566 Education of the Exceptional Child. 3

EED706 Working With Parents in the Public School. 3

EUE663 A Comprehensive Approach to Safe Playgrounds. . 3

CCP725 Psychopharmacology 3

CCP740 Substance Abuse: Advanced Clinical Methods. . . 3

Other courses in Counseling Psychology, Management, or Education may be taken as electives with program coordinator's approval.

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 be at graduate level with a grade of B or better from a regionally accredited institution and meet all general criteria for transfer (see Transfer of Credit).

School Nurse Education

Inspired by increased responsibilities of school nurses, and the requirements of state departments of education, Cambridge College's master's program enables school nurse professionals to gain additional competencies, strengthen their knowledge, and accelerate their careers. The curriculum focuses on nursing process with school age children, management and evaluation of school health programs, and related legal and ethical issues. The

school nurse's role as a leader in the school and community is emphasized.

The program builds upon the standards of the National Association of School Nurses and reflects the competency requirements outlined by the Massachusetts Department of Education, but it does not lead to licensure or certification in any state.

Master of Education With Concentration in

SCHOOL NURSE EDUCATION-ACCESS

41 Credits • 4-5 terms • Starts in Fall or Spring • For Qualified Students Without Bachelor's Degree — This degree program is designed for school nurses who seek professional advancement and does not satisfy licensure requirements. Program available only at Cambridge campus.

Fall or Spring—Prerequisite Courses 9 credits

MMG505	Graduate Writing	3
MMG508	Information Research & Technology	3
MMG517	Research Methods for Managers	3

SUMMER program begins 15 credits
With the National Institute for Teaching Excellence

ESN691	Professional Seminar I	3
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Choose four core courses

ESN660	Principles, Process, & Practices of School Health Management.	3
ESN710	Dealing With Grief and 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	3

Elective (see list at right; limited selection offered online & at regional centers) 3

SPRING 9 credits

Electives (see list at right; limited selection offered online & at regional centers) 9

Electives

The remaining summer core course.		3
ESN590-591	Workshops	1 or 2
ESN592	Developmental Leadership for School Nurses (NBCSN Exam Preparation)	1

Initial licensure courses:

- School Guidance Counseling
- Health/Family & Consumer Science

EED522	Negotiation and Conflict Resolution for the Classroom Teacher	3
EED549	Cultural Diversity & Developmentally Appropriate Practices	3
EED553	Wellness: Understanding the Dynamics of a Health Enhancing Life Style	3
EED566	Education of the Exceptional Child.	3
EED706	Working With Parents in the Public School.	3
EUE663	A Comprehensive Approach to Safe Playgrounds.	3
CCP725	Psychopharmacology	3
CCP740	Substance Abuse: Advanced Clinical Methods.	3

Other courses in Counseling Psychology, Management, or Education may be taken as electives with program coordinator's approval.

Entrance requirements:

- Registered nursing license (RN).
- Evidence of personal and professional accomplishment, and demonstration of the academic and professional skills needed to succeed in graduate study.
- High school diploma or GED certificate.
- Eight years of responsible work experience after high school recommended.

Master of Education With Concentration in
HUMANITIES

32 Credits • 2 summers • This degree program does not satisfy licensure requirements for K-12 public school teachers.

SUMMER 1 program begins 15 credits
Cambridge residency required

HUM620	Humanities Seminar I: The Meaning of the Humanities.	2
HUM640	Arts Seminar I: The Arts & the Humanities	4
Three content electives @ 2 credits (see list at right)		6
HUM751	Humanities Essay I.	3

- If taken in the first summer, credits will total 15.
- Individual conferences may be arranged with faculty the 6th week of the summer term.

SUMMER 2 15 credits
Cambridge residency required

HUM720	Humanities Seminar II: The Philosophy of the Humanities.	2
HUM740	Arts Seminar II: The Fine & Manual Arts	4
Three content electives @ 2 credits (see list at right)		6
HUM752	Humanities Essay II	3

- May be taken in the first fall term or second summer.
- If taken in the second summer, credits will total 15.
- Individual conferences may be arranged with faculty the 6th week of the summer term.

SUMMER or FALL 2 credits

HUM753	Humanities Essay III	2
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Content Electives

Topics in literature, history and humanities will be determined in consultation with students and faculty prior to the start of each summer term, to serve students' interests and goals. Courses may include:

HISTORY

HIS600	The Ancient Greek World
HIS630	Birth of a Nation: the Federalist Papers
HIS635	The First Five Presidents/U.S
HIS650	The History of Ideas I: Plato's <i>Republic</i>
(new)	A History of England to 1950

LITERATURE

LIT640	From Book to Film: Representations of Literature in Popular Cinema
LIT600	Introduction to Fiction Writing
(new)	Works and Days: Biography and Autobiography
(new)	The Epics of Homer
(new)	The Eastern Epic
(new)	Contemporary Women Poets
(new)	Modern/Contemporary World Literature: Africa, India, and the Caribbean
(new)	Innovations in Contemporary Writing
(new)	History of Ideas II: Plato on Love

HUMANITIES

(new)	Mathematics/Models of Truth
(new)	History of Political Thought I: Plato to Machiavelli
(new)	The History of the Theatre

Entrance requirements: Bachelor's degree and other general requirements (see Admission).

Certificate options also available: one summer's course work of 12 or 15 credits in history, literature or humanities as outlined above.

No transfer credits are accepted.

Humanities & Freedom

Cambridge College understands the proper subject matter of the humanities to be, ultimately, human freedom. It is the freedom of each and every human being to create meaning, to give intelligibility to all that we think and do, especially in history and literature. The concentration in the humanities focuses on both the analysis

and synthesis of human freedoms, as it is expressed in the works of the great authors as well as in the spoken and written words of students. Thus the emphasis upon language and of systems of notation reveals the freedoms that are available to all of us. For this reason our concentration in the humanities is called *Humanities and Freedom*.

INDIVIDUALIZED MASTER OF EDUCATION

32 Credits — This degree program does not satisfy licensure requirements for K-12 public school teachers.

First Term **6 credits**

In consultation with your faculty advisor, select or create a unified area of study, choose courses, and create an academic plan.

- EIM610 Planning Seminar: IMED — directed study with your faculty advisor. 3
- One course (distance learning) 3

Second Term **6 credits**

Distance learning

- Two courses 6

Third Term **8 credits**

Distance learning

- Two courses 6
- EIM601 Research Methods I 2

Fourth Term **8 credits**

Distance learning

- Two courses 6
- EIM602 Research Methods II 2

Fifth/Last Term **4 credits**

Distance learning

- EIM800 IMED Thesis 4

Entrance requirements:

- Bachelor's degree and other general requirements (see Admission).
- Residency outside Massachusetts, including New England, the U.S.A., and international locations. Exceptions will be

made for Massachusetts residents based on one of the following (documentation required): Residence in a rural area or island community, temporary or permanent disability, age over 60, homebound for at least one year, third shift worker.

The Individualized M.Ed. is a distance learning program for motivated independent learners who have a clear academic focus and professional goals. The program's personalized learning experiences are excellent preparation for doctoral study. It is not for students seeking licensure. You will be assigned to a faculty advisor with expertise in the subject area from which you intend to take most of your courses.

Area of Study

In consultation with your faculty advisor, you will select or create a unified area of study, choose courses, and create an academic plan.

Working with experienced Cambridge College faculty, you will receive expert academic guidance to realize your personal and professional goals and complete a master's degree. You will learn how to develop courses, support your studies with College and community resources, and document your learning.

Your courses may include:

- Online courses.
- Directed independent studies.
- Summer one-week intensive courses in Massachusetts.
- 12 transfer credits relevant to your theme from other institutions; three of these credits may be taken after enrolling.

Humane Education

Cambridge College, in affiliation with the International Institute for Humane Education (IIHE), addresses issues at their core and challenges the belief systems that perpetuate suffering and injustice. We accomplish this through broad-based humane education, a comprehensive field of study and approach to teaching that draws connections between human rights, environmental ethics, animal protection, and cultural issues. It explores how we might live with compassion and respect for everyone: not just our friends and neighbors, but all people; not just our own dogs and cats, but all animals; not just our personal home environment, but also the earth itself, our ultimate home. It invites people to envision creative solutions to problems and to take individual action, so that their life choices can help improve the world. Humane education is a hopeful and rewarding method of achieving sustainability and peaceful coexistence.

You'll learn to teach about the issues, foster critical thinking, and present complex and sensitive information in traditional and non-traditional settings.

The knowledge base of humane education is drawn from the fields of human and animal rights, cultural studies, environmental ethics, and education. The courses teach presentation and implementation skills, and knowledge of issues.

Continued on page 117

Individualized Master of Education With Concentration in
HUMANE EDUCATION

32 Credits • 5 terms • Starts in Summer

This degree program is offered in collaboration with the International Institute for Humane Education in Surry, Maine. The program is for educators, activists, and concerned citizens who desire to bring the perspectives and methods of humane education to public and private schools, non-profit organizations, and other community settings. The program does not satisfy licensure requirements for K-12 public school teachers.

SUMMER program begins 7 credits

EIM610	Planning Seminar: IMED — five-day orientation and planning seminar in Maine	3
EIH620	Introduction to Humane Education (distance learning)	4

FALL 4 credits

Distance learning

EIH630	Animal Protection.	4
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SPRING 6 credits

Distance learning

EIH640	Environmental Ethics	4
EIM601	Research Methods I	2
Teacher Training Week — in May.		0

SUMMER 2 7 credits

Distance learning

EIH730	Cultural Issues & the Media	4
EIH790	Practicum in Humane Education	1
EIM602	Research Methods II	2

FALL/LAST TERM 8 credits

Distance learning

EIH740	Human Rights	4
EIM800	IMED Thesis	4

Entrance requirements:

- Bachelor's degree and other general requirements (see Admission).
- Residency outside Massachusetts, including New England, the U.S.A., and international locations. Exceptions will be made for Massachusetts residents based on one of the fol-

lowing (documentation required): Residence in a rural area or island community, temporary or permanent disability, age over 60, homebound for at least one year, third shift worker.

Program length — This program may be completed in five terms as shown above; it may be done in six-seven terms.

Continued from page 116

Teachers — The M.Ed. in Humane Education can provide direction and spirit for your teaching, from the start or at mid-career. However, it **does not meet the requirements for K-12 public school teachers**. Humane education will complement the knowledge and skills you will gain from an educator licensure program (see *Educator Licensure Programs*).

If you are a fully licensed/certified teacher, the program may lead to professional advancement.

Mentoring — Students are offered mentoring on a monthly basis by faculty. Your mentoring sessions may take place by e-mail or telephone. Module readings and assignments can have a profound effect, and the faculty encourage you to take full advantage of the mentoring available.

Teacher training week — In addition to the initial orientation, M.Ed. students gather together about a year into their program for a teacher training week (five days). On-site training includes

practical, hands-on learning, and offers you an opportunity to practice humane education activities and techniques with an audience of fellow students and faculty.

A teaching practicum enables you to apply what you've learned by designing and presenting a humane education program in your community. The practicum must be approved by faculty and can be done at any time in your program.

Is distance learning right for you? — Distance learning makes an M.Ed. in Humane Education accessible and convenient for people around the world. We all benefit from international perspectives and efforts to advance humane education globally. However, distance learning requires self-discipline and self-motivation. Please evaluate your work style when deciding whether to apply.

Contact the International Institute for Humane Education
www.iihed.org • (207) 667-1025

EDUCATIONAL LEADERSHIP

CERTIFICATE OF ADVANCED GRADUATE STUDIES PROGRAMS WITH & WITHOUT LICENSURE

Cambridge College offers a Certificate of Advanced Graduate Study (C.A.G.S.) for educators with master's degrees in education or closely related fields. The C.A.G.S. in Educational Leadership is an advanced degree program that provides opportunity to master new areas of practice and broaden knowledge and skills. Students learn to promote effective practice and manage change wisely in their educational communities and professional lives.

Educators can also earn other credentials such as master's-plus-30 or educational specialist, and advance in their careers.

Standards for Administrative Roles

Course work is structured in accordance with the Commonwealth of Massachusetts' common standards for administrators. These competencies – specific field of administration, educational leadership, school management, professional development, and equity – are embedded throughout the course work, practicum and research project.

The principles of effective administrative leadership prescribed by the Commonwealth of Massachusetts serve as focus points for developing administrative competencies – effective instructional leadership; effective organizational leadership; effective administration and management; promotion of equity and appreciation of diversity, effective relationships with the community; and fulfillment of professional responsibilities.

Students develop self-confidence about learning. They are empowered to bring new, positive leadership to our society and solve problems in schools, school systems and in community organizations. They will:

- Integrate theory, policy and research methods with leadership skills, organizational development, and management techniques.
- Effect systemic behavioral and organizational changes, with high levels of accountability.
- Develop the capacities of others to participate in change and reconfiguring of community resources. Help others think

systematically, use information systems and action research techniques, expand their leadership capabilities, and develop skills needed to manage personal and social change.

- Increase cross-cultural, cross-class communication and problem-solving skills.
- Bring about systematic changes that effectively meet the learning needs of their students, including those in multi-ethnic and multi-lingual communities.

C.A.G.S. Practicum

When students enter the program, they are expected to have located a practicum site. Licensure students should have an agreement with a local educator with a license corresponding to the license for which they wish to apply, who is willing to serve as the supervising practitioner. A faculty supervisor will be appointed by Cambridge College to arrange for on-site visits with students during the practicum period.

C.A.G.S. students who have previously passed the Communication and Literacy test (MTEL) when obtaining their prerequisite license need not repeat the test. Students who obtained their Massachusetts educator license before these exams were required must take the MTEL as a practicum prerequisite. Students from other states who have previously met their own state's current teacher test requirements need not repeat the test.

For further information about the practicum, see Educator Licensure Programs (M.Ed.).

Students may petition to waive the practicum if they successfully completed a practicum in their master's-level work that fulfills the Massachusetts Department of Education licensure standards. If the practicum is waived, students complete the Curriculum and Instruction portfolio.

Licensure Policies

For further information, see Educator Licensure Programs (M.Ed.).



C.A.G.S. in Educational Leadership Leading to Massachusetts INITIAL LICENSURE in
SCHOOL ADMINISTRATION

36 Credits, 39 Credits for Superintendent/Ass't. Superintendent • 4 terms • Starts in Summer, Fall or Spring

Program approved by the Massachusetts Department of 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

Research & Practicum 12 credits

ECL800	Foundations of Social Science Research	3
ECL801	Advanced Graduate Research Seminar	3
ECA805	Practicum/Seminar I	3
ECA806	Practicum/Seminar II	2
ECA807	Action Research Project.	1

Practicum Prerequisites:

- Pass Communication & Literacy test (MTEL), if not previously passed.
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.

Educational Leadership Core 9 credits

ECL802	Advanced Leadership	3
ECL803	Advanced Technologies in Education	3
ECL804	Advanced Leadership in Policy & Practice	3

Initial Licensure Courses 15 credits

ECA701	School Management & the Law	3
ECA703	Managing Financial Resources.	3
ECC707	Meeting the Challenge of School Restructuring . . .	3
ECA725	Instructional Leadership: Supervision & Administration of Educational Personnel.	3
ECC710	Assessment & Developing & Evaluating Curriculum	3
ECA720	Advanced Systems Theory (additional course for superintendent/assistant superintendent; program total 39 credits)	3

Non-licensure option

Students who do not desire licensure, but wish to concentrate their studies in school administration, will follow the program of studies for School Administration. During the two practicum courses, students may complete an administration practicum or the practicum requirements for Curriculum & Instruction. To be admitted, students must sign a waiver stating that they understand that they will not be eligible for licensure at the completion of the program.

Entrance requirements: Master's degree and other general requirements (see Admission) & the following:

Superintendent/Assistant Superintendent

- Initial license in another educational role.
- Three full years of employment under this prerequisite license.

Principal/Assistant Principal

- Initial license in another educational role.
- Three full years of employment in a district-wide school-based or other educational setting OR in an executive management/

SCHEDULE

EVERY TERM

ECL800	Foundns. of Social Sci. Research
ECL801	Adv. Grad. Research Seminar preq. ECL801
ECA805-806	Practicum/Seminar I-II. preq. ECL800-801
ECA807	Action Research Project. with Seminar II

FALL

ECL802	Adv. Leadership
ECL803	Adv. Technol. in Education
ECA703	Managing Financial Resources
ECC710	Assess. Dev. Eval. Curric.
ECA701	School Management & the Law

SPRING

ECA701	School Management & the Law
ECC707	School Restructuring
ECA725	Instructional Leadership
ECL804	Adv. Leadership in Policy & Pract. . . . preq. ECL802

SUMMER With the National Institute for Teaching Excellence

ECA725	Instructional Leadership
ECC707	School Restructuring
ECC710	Assess. Dev. Eval. Curric.
ECL802	Adv. Leadership
ECL804	Adv. Leadership in Policy & Pract. . . . preq. ECL802
EAD720	Adv. Systems Theorysecond summer

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

leadership role OR in a supervisory, teaching, or administrative role in a private school, charter school, higher education, or any approved other educational setting.

Supervisor/Director

- Initial or preliminary license in another educational role .
- Three full years of employment in a school under the pre-requisite license OR in an executive management/leadership role OR in a supervisory, teaching, or administrative role in a private school, charter school, higher education, or any approved other educational setting.

C.A.G.S. in Educational Leadership Leading to Massachusetts INITIAL LICENSURE as a
SPECIAL EDUCATION ADMINISTRATOR (All Levels)

36 credits • 4 terms • Starts in Summer, Fall or Spring • Program approved by the Massachusetts Department of Education

REQUIREMENTS

Research & Practicum 12 credits

- ECL800 Foundations of Social Science Research 3
- ECL801 Advanced Graduate Research Seminar 3
- ECS805 Practicum/Seminar I 3
- ECS806 Practicum/Seminar II 2
- Home state site under a special education administrator with the appropriate license, with Cambridge College supervision.
- ECS807 Applied Action Research Project 1

Practicum Prerequisites:

- Pass Communication & Literacy test (MTEL), if not previously passed.
- Students from states other than Massachusetts must pass all teacher tests required for this license by their own state; MTEL tests not required.
- Pass all course work.

Educational Leadership Core 9 credits

- ECL802 Advanced Leadership 3
- ECL803 Advanced Technologies in Education 3
- ECL804 Advanced Leadership in Policy & Practice 3

Initial Licensure Courses 15 credits

- ECA725 Instructional Leadership: Supervision & Administration of Educational Personnel. 3
- ECS712 Advanced Psycho-Educational Assessment & Education Planning. 3
- ECS713 Administration of Special Education Programs 3
- ECS714 Collaboration & Consultation Techniques 3
- ECS716 Philosophical & Psycho-Social Foundations of Education 3

Non-licensure option

Students who do not desire licensure, but wish to concentrate their studies in school administration, will follow the program of studies for Special Education Administrator. During the two practicum courses, students may complete an administration practicum or the practicum requirements for Curriculum & Instruction. To be admitted, students must sign a waiver stating that they understand that they will not be eligible for licensure at the completion of the program.

SCHEDULE

EVERY TERM

- ECL800 Foundns. of Social Sci. Research
- ECL801 Adv. Grad. Research Seminar preq. ECL800
- ECS805-806 Practicum/Seminar I-II
- ECS807 Action Research Project. with Seminar II

FALL

- ECL802 Adv. Leadership
- ECL803 Adv. Technol. in Educ.
- ECS716 Philos. & Psycho-Social Found'ns

SPRING

- ECA725 Instructional Leadership
- ECL804 Adv. Leadership in Policy & Pract. preq. ECL802
- ECS712 Advanced Psycho-Educ. Assess't

SUMMER With the National Institute for Teaching Excellence

- ECA725 Instructional Leadership
- ECL802 Adv. Leadership
- ECL804 Adv. Leadership in Policy & Pract. preq. ECL802
- ECS713 Admin. of Special Ed.
- ECS714 Collab. & Consult. Technq.
- ECL803 Adv. Technol. in Educ. second summer

All courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance requirements:

- Master's degree and other general requirements (see Admission).
- Initial license: special education, school psychologist, school social worker/school adjustment counselor, or speech, language & hearing disorders teacher.
- Three full years of employment in a district-wide school-based or other educational setting OR:
- Three full years of employment in law, public policy, higher education, or other related field accepted by the department.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

C.A.G.S. in Educational Leadership With Concentration in

EDUCATIONAL SPECIALIST IN CURRICULUM & INSTRUCTION

36 Credits • 3 terms • Starts in Summer, Fall or Spring

This degree program does not satisfy licensure requirements for K-12 public school teachers.

REQUIREMENTS

Research & Practicum 12 credits

Course and seminar support completion of the research project.

ECL800 Foundations of Social Science Research 3

ECL801 Advanced Graduate Research Seminar 3

ECC805-806 Practicum/Seminar I-II — 2 terms 5

No on-site supervision required; your faculty advisor will provide practicum assignments.

ECC807 Applied Action Research Project 1

Educational Leadership Core 9 credits

ECL802 Advanced Leadership 3

ECL803 Advanced Technologies in Education 3

ECL804 Advanced Leadership in Policy & Practice 3

Courses choose 15 credits

ECA704 Effective Schools 3

ECA725 Instructional Leadership: Supervision & Administration of Educational Personnel 3

ECC705 Curriculum Design & Renewal for the 21st Century. 3

ECC706 Critical Thinking & Problem Solving 3

ECC707 Meeting the Challenge of School Restructuring ... 3

ECC708 Learning Theories & Instructional Design 3

ECC709 Alternative Assessment: Theory & Practice. 3

ECC710 Assessment & Developing & Evaluating Curriculum 3

ECS717 Educational Technology & Special Education 3

SCHEDULE

EVERY TERM

ECL800 Foundns of Soc. Sci. Research

ECL801 Adv. Grad. Research Seminar preq. ECL801

ECC805 Practicum/Seminar I preq. ECL800, 801

ECC806 Practicum/Seminar II preq. ECC805 & all concentration courses or coordinator's permission

ECC807 Research Project with Practicum/Seminar Ii

SUMMER With the National Institute for Teaching Excellence

ECA725 Instructional Leadership

ECC706 Critical Thinking

ECC707 School Restructuring

ECC710 Assess. Dev. Eval. Curriculum

ECL802 Adv. Leadership

ECL804 Adv. Leadership in Policy & Pract. ... preq. ECL802

ECS717 Educ. Technol. & Spec. Educ.

FALL

ECC710 Assess. Dev. Eval. Curriculum

ECL802 Adv. Leadership

ECL803 Adv. Technol. in Education

SPRING

ECA704 Effective Schools

ECA725 Instructional Leadership

ECC707 School Restructuring

ECL804 Adv. Leadership in Policy & Pract. ... preq. ECL802

Some courses meet for 35 contact hours/3 credits.

Schedule for Cambridge; subject to change without notice.

Regional centers set their own schedules.

Entrance requirements: Master's degree and other general requirements (see Admission).

12 transfer credits may be accepted: Transfer courses must be at post-graduate level with a grade of B or better from a regionally accredited institution and meet all general criteria for transfer (see Transfer of Credit).

Program subject to change: This program includes licensure courses that may change as Massachusetts requirements for licensure change. The College reserves the right to alter this program accordingly.

Recommended for teachers who wish to improve their instructional skills and/or take on a non-licensed leadership role.

EDUCATION COURSES

Master's Course Descriptions

Not all courses are offered every term.

The course category number is given at the end of each course description.

EARLY CHILDHOOD & ELEMENTARY EDUCATION

(ECE, ELE)

ECE691-693 Professional Seminar in Early Childhood Education - 3 terms, 6 credits total

"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 licensed in early childhood education. This seminar leader is the students' academic advisor and guides them through their graduate program.

The cohort studies professional standards for early childhood teachers and the requirements for state licensure. 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.

ECE790 Early Childhood Education Practicum - 3 credits

Prerequisites: Prepracticum, all initial licensure courses, Pass all teacher tests required by Massachusetts (or your own state) for this license.

Practicum Seminar required concurrently: ECE791.

400 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 Practicum experience provides student 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 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.

ECE791 Practicum Seminar in Early Childhood Education - 2 credits

Practicum required concurrently: ECE790.

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.

ECE800 Independent Learning Project in Early Childhood 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 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. Parts of the project may be implemented during the practicum.

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 thrust 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. (4)

ELE521 Teaching Reading and Writing in the Early Childhood and Elementary Curriculum - 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. (2)

ELE593 Integration of Visual Arts in Early Childhood and Elementary Grades - 1 credit

Pre-practicum hours of directed field-based training required. 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. This course introduces basic art techniques and inexpensive, easily available materials that are simple to use.

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. A trip to the Fogg Museum is included.

ELE594 Integrating Physical Education into the Early Childhood and Elementary Curriculum - 1 credit

Pre-practicum hours of directed field-based training required. 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 Literature in Early Childhood and Elementary Curriculum - 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. (2)

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. (1)

ELE653 Teaching Science and Technology in the Early Childhood and Elementary Curriculum - 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 with the Massachusetts state frameworks in science and technology 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. (2)

ELE656 Teaching Social Science, History, and Multicultural Education in Early Childhood and Elementary Curriculum - 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. They 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. Educators 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. (2)

ELE691-693 Professional Seminar in Elementary Teaching - 3 terms, 6 credits total

ELE691N-693N - Initial Level

ELE691P-693P - Professional Level

"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 licensed in elementary education. This seminar leader is the students' academic advisor and guides them through their graduate program.

The cohort studies professional standards for elementary teachers, and the requirements for state licensure. They also look at related questions 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 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.

ELE790 Elementary Teaching Practicum - 3 credits

Prerequisites: Prepracticum, all initial licensure courses, Pass all teacher tests required by Massachusetts (or your own state) for this license.

Practicum Seminar required concurrently: ELE791.

Effective Fall 2003: 400 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 Practicum experience provides student 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 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 for the elementary level, 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 in Elementary Education - 2 credits

Practicum required concurrently: ELE790.

Exit Performance Portfolio required for credit.

The seminar for classroom/clinical 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.

ELE800 Independent Learning Project in 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 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 in the field; parts of the project may be implemented during the practicum.

EDUCATION (EDU, EED, EUE)

EDU602 The 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.

EDU603 Integrating Media Literacy Instruction into the Classroom - 3 credits

“Integrating Media Literacy” targets teachers of grades 5-12 who are considering building elements of media literacy instruction into their program. Participants will be introduced to the core principles of media literacy. Classes will focus on both print and electronic media, but will especially consider issues related to television consumption. Members will be exposed to various media research avenues, current literature and some classroom media education approaches. The role of media literacy in the establishment of the Massachusetts English Language Arts Curriculum Framework will be a significant focus. Participating teachers can develop a unit suitable for introduction into their classes.

EDU605 Online Research for Teaching and Learning - 3 credits

Pupils must learn how to find relevant information among the abundance of raw data provided by the Internet, evaluate its worth, and correctly use it in the proper contexts. At the same time, pupils must understand and withstand the temptations of cut-and-paste transfer of information, bypassing the true processing of this information into knowledge. During this course teachers learn to develop their own Internet skills as well as their pupils' Internet skills. This occurs within a constructivist framework, emphasizing many key enabling skills for successful project-based learning.

EDU610 Project-Based Learning in Middle and High School - 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, 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.

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 Development in the Early Grades - 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.

EDU631 Second-Language Acquisition and Literacy - 3 credits

This is an introductory comprehensive course on literacy and the English language learner with a focus on teaching children acquiring English literacy. Educators gain an understanding of the larger social, cultural, and political context of English literacy, and of the cognitive and psycholinguistic challenges inherent in learning a second language. The course readings and lectures focus on the following questions: What is the process of becoming bilingual? What language policies support individual bilingualism? What are the challenges of adapting mainstream strategies to an English as a Second Language classroom? How is reading in a second language different to reading in a first language.

EDU632 Understanding Reading K-5 - 3 credits

This course introduces theoretical and instructional issues in reading development. Educators engage in reflective, critical considerations of students' diverse needs as readers. Strong emphasis is 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: 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, 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. (1)

EED504 Brain-Based Strategies for Teaching Today - 3 credits

Today's classrooms provide an enormous challenge for educators at all levels. This course presents the latest brain based research and uses that research to identify problems and develop strategies to successfully meet the needs of even the most challenging students. (4)

EED507 Educational 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. (3)

EED509 The Universal Language of Music in Education and Culture - 3 credits

"If we achieve that purity of the heart when it is 'emptied of all but love,' if we keep all the chords in proper tune, they 'trembling pass in music out of sight' (Gandhi). This dynamic course explores music's potency in the classroom. Music is approached as a means of comprehending the soul of diversity and thereby resolving dissonance into harmony in the diverse classroom. Teachers develop perception and interpretation of distinct sounds through knowledge of the fundamental elements of sound and

music. They learn to integrate music and/or musical education across the curriculum. They gain understanding and a taste for varied styles of music, including their own musical preferences, in a multi-cultural society and classroom. A special focus is on practical classroom activities for immediate use. (2)

EED511 Education, Spirituality and Personal Growth - 3 credits

The psychology of religious experience touches upon a myriad of contemporary issues relevant to educational and clinical contexts and raises questions about the limitations of our usual educational/developmental models in dealing with such matters. Cross-cultural and comparative studies of religious traditions reveal that many cultures have viewed normal stages of growth and development as including periodic, non-ordinary states of consciousness, often called "extraordinary" or "spiritual" by western psychological observers. Interdisciplinary in nature, this course explores educational and psychological research materials that deal with the impact of the spiritual dimensions upon education and development. (4)

EED514 Classroom Assessment Techniques - 3 credits

As classes become larger and more diverse, teachers need alternative, non-traditional methods of assessing student performance. Based on the theory that teachers who are deeply involved with their students don't need a test to know how well they read, write, compute or think, this course describes and devises practical ways for classroom teachers across the curriculum to become more skilled assessors of student learning with less reliance on standardized testing. Theory and accepted classroom assessment practices are examined and course participants devise techniques applicable to their own teaching situations. (4)

EED516 Writing Across the Curriculum - 3 credits

If you don't like to write or have bad memories about school writing experiences, this course is for you. This course shows teachers how to incorporate writing instruction and activities into their classrooms in meaningful ways. Teachers learn how to use and assess writing as a learning activity without being accomplished writers and without having a knowledge of grammar. They also practice creating writing assignments that promote effective learning, produce good writing, and are easy to correct and grade.

This course, developed over a ten year period, has had input from teachers all over the country. Its primary goal is to make writing a manageable activity in the classroom, one that requires students to exert intellectual efforts while limiting demands placed on the teacher. (2)

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. (5)



EED520 Civil Rights and Social Justice: 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. (5)

EED522 Negotiation and Conflict Resolution for the Classroom Teacher - 3 credits

This course increases knowledge and skills in conflict management. Teachers become better negotiators and conflict managers with 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 is also emphasized. Learning is experiential, including video-tapes, role plays and simulations. (5)

EED525 Language Arts Methods and Materials for Elementary Teachers (K-6) - 3 credits

This course provides teachers with practical techniques in guided and independent reading, writing, editing and word skills to take back to their classrooms for immediate use. Teachers learn to improve reading and raise overall writing assessment scores of their students regardless of ability levels. (2)

EED533 Integration of Technology and Computer Applications to Enlighten the Curriculum for the 21st century - 3 credits

No computer experience necessary. Participants explore technology and computer applications with hands-on activities. The course surveys interactive learning systems by reviewing lessons in each discipline that use technology to enhance learning. Software applications and programs use both the Apple and IBM systems. (2)

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, Vigotsky, 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. (4)

EED538 Introduction to Storytelling - 3 credits

Once upon a time, fairy tales and folk tales were the first introduction to literature, but that was long ago and most people have forgotten. The purpose of this course is to read, tell and compare stories in their varied and multicultural settings. We shall examine a variety of techniques used in storytelling. The course will acquaint students with a wide range of fairy tales, folk tales, myths, and modern stories and relate them to the ethnic backgrounds and experience of the class. The course will be helpful to educators, counselors, and adults who wish to rediscover the joys of storytelling. (2)

EED541 The Process of Teacher Renewal - 3 credits

In an era of education reform, we need to understand the conditions and techniques that keep experienced teachers motivated and challenged. This course helps teachers and administrators understand teacher career cycles and stages and respond to different needs and interests at various career points. Particular attention is paid to research on professional development, intrinsic and extrinsic rewards and appropriate challenges. Students learn the role of reflection in renewing a sense of purpose and revitalizing a commitment to teaching. Attention is paid to both the teacher's and the administrator's role in facilitating and supporting renewal. (1)

EED544 The Teacher As Artist - 3 credits

Materials fee. This course provides classroom teachers with the basic concepts and methodology of traditional art experience. This class has been a constant source of inspiration to those with "limited" art experience as well as to those who are practicing art teachers. The course is committed to the philosophy that you need not be an "artist" to take this course because you already are one. Activities include an introduction to drawing and color theory, creative visualization, and a final symbolic self portrait. (2)

EED547 Sound Psychology: Musical Alternatives for Learning, Teaching and Counseling - 3 credits

This highly interactive, experiential course introduces the use of music and sound, combined with basic psychology, for counseling, learning and teaching. The course presents practical exercises and psycho-musicology concepts and techniques to enhance personal and professional experiences, control internal and external environments, increase learning, enhance socialization and communication skills, and create more positive, trusting and comfortable relationships with students. Psycho-musicology

concepts and techniques provide creative ways of enhancing relaxation and creativity as well as listening, time management and memorization skills. Sound psychology approaches to bridging cross-cultural differences and dealing with anger, depression, stress, and low self-esteem are also modeled. (4)

EED552 Facing History and Ourselves: Holocaust and Human Behavior - 3 credits

This course studies, mostly, 20th century genocide as a way of understanding history and human behavior. How did this horror take place? Who were the perpetrators, bystanders, resistors, victims, and rescuers? What do those labels mean? How did decisions get made? We also ask of ourselves: How do we identify ourselves and others? How do we divide people into "us" and "them"? What are prejudice, discrimination, stereotyping, and racism? We carefully reflect on the *Facing History and Ourselves* educational materials to see why they have been so effective for students and teachers. (2)

EED553 Wellness: Understanding The Dynamics of Health - 3 credits

This course addresses the multidimensional factors that influence our health and wellness. Going beyond the traditional notion of "wellness" (nutrition and fitness), we explore the emerging paradigm shift in health and address the new research findings in mind-body dynamics and psychoneuroimmunology. The six dimensions of health and their lifestyle implications are examined. Students examine strategies for self-empowerment and healthy behavior. While we explore acknowledged and non-traditional risk factors for disease, and identify protective factors in health and wellness. A presentation/paper, journal writing, goal setting and readings are required for the course. (5)

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. (2)

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. (1)

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. (4)

EED566 Education of the Exceptional Child - 3 credits

This course examines contemporary issues related to identifying and defining exceptionality within the context of public education. Students focus on the selection of specific techniques and curriculum materials to alleviate learning difficulties and maximize learning experiences for children with cognitive, speech and language, sensory motor and attentional limitations. Strategies and practical interventions that optimize social and emotional development and reduce behavioral and discipline concerns are explored. Lastly, the course examines methods of encouraging and stimulating students who are exceptionally talented in a variety of domains but tend to be underachievers. (1)

EED567 Science for Every Learner: Brain-Compatible Paths to Scientific Understanding - 3 credits

This course demonstrates a format that combines inquiry-based learning with accelerated learning, multiple intelligences, performance tasks, rubrics, and ongoing assessment to increase scientific understanding. Stories and songs put children's scientific discoveries into a broader context. The course helps link curriculum to the National Science Standards. Teachers can use the format presented here to make their own multi-faceted lesson plans for science or other topics. (2)

EED568 Spanish for Educators - 3 credits

This course teaches a unique and effective way to communicate in situations where language barriers exist. It enhances communication between all school personnel and Spanish-speaking students, their parents, and community members. Topics include proper pronunciation, obtaining basic information, school safety, incidents, parental contacts, and much more. This course will benefit all school personnel at elementary, middle, and high school levels. (2)

EED573 EcoPsychology - 3 credits

Study abroad in Puerto Rico or Cuba with required readings and classroom sessions before and after. Ecopsychology is a holistic, interdisciplinary field of study informed by research in human ecology, sustainable economic de-

velopment, and globalization. This course emphasizes ecological systems-thinking in both theoretical and experiential ways. Students gain an expanded awareness of the self in relation to all its contexts. This study abroad in countries with different economic and political realities provides a cross-cultural learning laboratory.

EED574 Humanities Perspectives: Images of Women - 3 credits

An exploration of the contributions of women to society, this course will develop students' awareness, sensitivity, and knowledge of the achievements of women. The course examines images of women from many fields and challenges students to develop new images and role models for the 21st century (5)

EED579 The Balanced Literacy Curriculum in the Elementary School - 3 credits

This course reviews current research and literature on literacy instruction at a elementary school level, and investigates various methods of implementing a comprehensive literacy curriculum in the elementary classroom. We also share literacy instructional resources, including big books, chants, poetry, trade books, read-alouds, and skills development material, both commercial and teacher-made. (2)

EED580 Problem-Solving and Thinking Skills - 3 credits

Materials fee.
We look at various skills and strategies for problem-solving. We study methods to assess individual problem-solving and learning styles, and ways of acquiring good problem-solving strategies and skills. This course is a practical hands-on experience for anybody who deals with problems at the individual or group level. Readings and other handouts are provided by the instructor for which a fee will be collected. A bibliography will be available at the first class session. (3)

EED583 How to Write Classroom Tests and Performance-Based Assessments - 3 credits

"This is a "how to" course that gives a basic introduction to classroom test design and performance-based (authentic) assessments. It provides needed context, with more emphasis on skill development and practice than on measurement theory and statistics. We learn how to construct more valid and reliable traditional test items including true/false, multiple choice, completion, matching and essay. We also learn how to create performance-based learning assessment tasks, how to design rubrics, and how a portfolio is used in performance-based learning. (1)

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.

Participants should read, in advance of the course, Alice Walker's *The Color Purple*, Maya Angelou's *I Know Why The Caged Bird*

Sings, and Toni Morrison's *Beloved*. These are only some of the rich curriculum material. (5)

EED586 How to Teach and Reach All Students Using Multiple Intelligence - 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 presented 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. (4)

EED587 All Kids Can Learn: You Can Make It Happen - 3 credits

This highly interactive course examines new instructional strategies and demonstrates learning processes necessary in 21st century classrooms. We explore mental literacy and brain-compatible learning, and answer the question, "Why is it imperative that we change instructional strategies?" Learner outcomes, educational values, and methodology become evident. Instructional strategies are modeled, including brain-based learning, learning styles, developing integrated units with multiple intelligences, selecting alternative assessments and conducting collaborative problem-solving experiences. (1)

EED589 Integrating Educational Technology into the Elementary Curriculum to Enhance Content (K-6) - 3 credits

In this course educators explore techniques for integrating technology into the classroom curriculum, including the one-computer classroom, parent and community involvement, and using technology in early childhood. Participants develop a complete interdisciplinary unit, locate and organize existing web sites on a topic, and design interesting units around those sites. Students look at a variety of software packages and learn how to introduce and modify them to meet the needs of their classroom. (2)

EED590-591 Theory and Practice of Education - 1 credit each

Fall and Spring only.
Education workshops; 10 hours of workshops earn one credit; 20 hours earn two credits. Choice among many topics in education, school and health.

EED592 Interdisciplinary Curriculum: Arts, Science and Social Studies - 3 credits

Participants investigate the arts, science and social studies with a multi-disciplinary approach. Using participatory, hands-on learning, concepts in each area are explored, emphasizing problem solving and designing integrated curricula. This course: (1) enables teachers to understand basic concepts in the arts, science and social studies, (2) encourages individual investigation in these areas, using discovery approaches, and (3) supports teachers' construction of new understandings of these disciplines and their interconnections. (2)

EED594 Internet Integration in the Classroom - 3 credits

Prior computer experience not necessary.
Learn to access many of the educational resources on the Internet and develop strategies for implementing online commu-

nications in the classroom. This course introduces fundamental technology skills to successfully utilize the Internet as a teaching tool and to integrate this technology in related curricula. Classroom management techniques, ethical issues and legal concerns are addressed. (1)

EED598 Creativity and Critical Thinking - 3 credits

This course increases understanding and practice of critical and creative thinking. It introduces basic questions about the nature of thinking and the relationship between critical and creative thinking. Students are involved in activities designed to improve their own critical and creative thinking skills. They explore observation, interpretation, inference, conclusion, problem-solving, imaging and invention. Readings cover issues such as thinking strategies, environments that foster critical and creative thinking, traits of creative individuals, and related educational topics. A special focus is on promoting critical and creative thinking in educational settings. (3)

EED604 Graduate Level Writing for Social Science Research: Writing Your ILP - 3 credits

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. (5)

EED606 Preparing Students to Learn Calculus Concepts and Skills - 3 credits

This course develops the concepts that play a central role in learning calculus at the high school level, exploring these ideas from graphical, numerical, and algebraic perspectives. Teachers learn to demonstrate how mathematics is used to model physical reality, and how this modeling facilitates problem solving. They learn how to facilitate small group work with their students to increase their confidence in their own ability to master calculus topics. (2)

EED608 The Successful Inclusion Classroom - 3 credits

Students learn about different techniques and models that promote the successful inclusion of all students in a classroom. They learn how to plan collaboratively with other teachers to meet students' needs and enrich the learning environment for all. By reading current literature, sharing experiential knowledge and engaging in collaborative activities, participants construct an image of a successful inclusionary environment and develop plans for implementation in their own teaching environments. (1,4,5)

EED610 Strategies for Teaching Critical Thinking Skills Across the Curriculum - 3 credits

Strategies for teaching critical thinking are among the most important tools that teachers need in order to support children in becoming successful thinkers and problem solvers in the 21st century. With the increased attention to national and state aca-

demical content standards, teachers are challenged to incorporate strategies in the classroom that will facilitate success for all children in high-stakes testing and in the real world beyond the classroom. This course explores the possibilities for creating critical thinking classrooms by examining the concepts of thinking, intelligence, and problem solving, and how these understandings are translated into curriculum, teacher expectations, and student participation. This course incorporates and models the effectiveness of active participation and student-centered curriculum. Assignments draw on and pertain directly to the personal and professional experience of the students. (3)

EED613 Teaching High School Geometry Effectively to Low Performing Students - 3 credits

This course examines the nature of posing high school geometry problems, writing proofs that involve fundamental mathematics concepts, and the major types of problems that some high school students have in learning the subject. It discusses possible causes of these learning problems and suggests remediation techniques. Teachers focus on the structure of space and the spatial relations around them, measure selected aspects of their environment, and learn how to communicate these clearly to their students. (2)

EED615 Introduction to Integrative Learning and Learning Styles - 3 credits

Professional licensure course: additional instructional hours and requirements.

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. (1)

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 (5)

EED618 Integrative/Accelerated Learning: Classroom Applications - 3 credits

Professional licensure course: additional instructional hours and requirements.

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. (1)

EED619 Whole-Brain Teaching Techniques for At-Risk Students - 3 credits

This course provides specific whole-brain teaching strategies for successfully teaching "at-risk" students. Topics include group-building, team building, paradigm shifting activities, cooperation skills, coping with stress, working with values, and goal-setting. Educators learn about teaching children study skills which really work, NLP techniques to enroll, not control, use of feedback, activating the "7 intelligences," teacher presentation skills, and behavior-changing skills. These strategies can be applied to any classroom teaching situation. (4)

EED620 Drama and Improvisation Techniques for Creative Leadership and Teaching - 3 credits

This course is an experiential exploration of dramatic and improvisational theater techniques applied to teaching across the curriculum and to leading and presenting to groups. Class includes physical exercise, movement and theater games, emotional and expressive exercises, presentations on stage, problem solving for effective communication, and development of original content lessons. Participants develop a powerful stage presence, effective communication, and creative expression and leadership in groups. Techniques are applied to classroom and business environments. (1)

EED621 Grant Development and Management For Educators and Not-For-Profit Managers - 3 credits

This course is for educators and non-profit managers who have never written a grant proposal and wish to know more about this seemingly mysterious aspect of fundraising. By the end of the course, students will be able to: shape funding ideas; research funding sources; construct components of a grant proposal; master technical writing skills; and become familiar with non-profit management practices. Students experience a non-threatening environment in which to practice new skills. They produce a technically sound and competitive grant proposal specific to their professional needs. (5)

EED622 Ethical Dilemmas of 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 attention 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. (4)

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. (5)

EED626 Schools, Teachers and the Law - 3 credits

This course will survey all major laws effecting teachers, administrators and students. Topics such as special education, student discipline, bilingual education, testing, employment discrimination and disability issues will be discussed. No background in law is required. This course will satisfy licensing requirements for school administrators in many areas. (5)

EED628 Effective Schools - 3 credits

Professional licensure course: additional instructional hours and requirements.

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.

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. (3)

EED633 Authentic Assessment for Differing Learning Styles - 3 credits

How many times have your students said, after taking one of your tests, "I studied the wrong stuff." This course shows how to redesign assessments so as to ascertain what students really know, enhance the learning process, and enable teachers to use more innovative instructional methods. Participants learn how to design authentic assessments such as portfolios, exhibitions, oral presentations, projects, and apprenticeships. (4)

EED634 Inside the Problem Solving and Critical Thinking Technology Classroom - 3 credits

Teachers/educators explore and discover, implementation and integration techniques of educational technology for classroom

instruction. Emphasis is on analyzing strategies for curriculum integration using national and state standards, problem solving software for curriculum mapping, utilizing technology for alternate assessment, and higher-order web based classroom projects. Various disciplines (K-12) are explored including curriculum technology software, critical thinking, and problem solving software. (3)

EED635 Integrating Algebra and Geometry at the High School Level - 3 credits

This course explores the relationship between the study of algebra and of geometry at the high school level. Teachers examine strategies for solving problems and developing geometric proofs through explorations of hands-on methods of instruction. The nature and process of mathematical thinking and the application of algebraic and geometric concepts are the underlying components of this course. (2)

EED642 Succeeding with the Resistant Student - 3 credits

Teachers are excellent because of how they teach, not what they teach. Students learn how 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 learners. 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. (4)

EED643 Using the Multiple Intelligences to Master the Standards - 3 credits

This highly interactive course shows you how to motivate and engage all kinds of learners while, at the same time, mastering the required standards. Learn how to turn any subject matter into an exciting adventure. Develop skills to keep intelligences-fair assessments and activities in alignment with what matters most. (4)

EED644 Theories of Leadership for Educators and Administrators - 3 credits

Leadership is defined as working through and with people to accomplish organizational goals; it represents a blend of theory and experiential activities. Participants discuss leadership, motivation, effective use of personal and organizational power, and teacher empowerment. Learning is supported through sharing new ideas, debating current issues and understanding certain trends in managerial practice and leadership behavior. (5)

EED645 Using Educational Technology in the Project-Based Classroom - 3 credits

Professional licensure course: additional instructional hours and requirements.

Participants create and explore project-based educational technology that engages students in higher order thinking and cooperative learning. Participants learn how to develop internet lesson plans, use Powerpoint for instructional delivery and

alternate assessment, use graphic organizers for curriculum mapping, develop a Webquest, work collaboratively with other teachers at remote sites, and discover models of successful student outcomes using portfolio rubrics. Emphasis is on successful classroom applications and using these tools in the one-computer classroom. Strong focus is on helping teachers to implement the beginning stages of educational technology. Beginners and newly initiated computer users are encouraged to register. (1)

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. (4)

EED652 Classroom Management - 3 credits

Participants learn strategies and techniques for managing students in classrooms. Emphasis is on interpersonal relations, arrangement of space, management of time, working with individual students, small group and large group structures, content and process. Conflict resolution strategies are presented. We also examine teaching strategies which result in effective management of learning. (5)

EED653 Curriculum Development and Design Using the Accelerated Model - 3 credits

This course gives participants an opportunity to become more skillful in effectively facilitating and designing using the AL method. It offers participants the chance to integrate everything they have learned about effective teaching and classroom management strategies, brain research, and how it impacts the learning environment, and the importance of designing curriculum that addresses the individual needs of each learner.

EED657 The Inner Game of Teaching: Body, Mind and Energy as Hidden Resources - 3 credits

Drawing from disciplines as varied as alternative medicine, new physics and the spiritual and healing traditions of indigenous peoples, this didactic and experiential course introduces new and ancient perspectives on the relationship between energy, consciousness and the body.

Topics include intuition, altered states, energy fields and field theory, effect of beliefs and emotions on the body, creativity and imagination in the learning process, eco-psychology and more. Students explore ways to deepen and enhance the quality of their own lives and their work in education. (5)

EED658 The Cognitive and Affective Education of Urban Youth - 3 credits

The course examines theoretical and practical approaches to educating urban youth for the 21st century. Emphasis is on socio-cultural, psychological and educational practices that contribute to positive or inhibit optimal development in urban youth. Models of pedagogy are evaluated to determine if they foster behaviors that maximize the development of creativity, social awareness and social responsibility and motivations for academic excellence and community service. (4)

EED663 Teaching Social Studies: The United States Through the Media - 3 credits

This intensive survey course explores social, political, economic, and cultural values of the United States from Colonial times to the present through an examination of electronic and print media. Day one examines Colonial times, the pre-industrial North, and the Antebellum South. Day two investigates the westward movement, the Civil War, Reconstruction, and immigration/migration. Day three is devoted to World War I and the Depression, Prohibition, the rise of the white gangster/hero, and the Harlem Renaissance. Day four culminates with World War II, Civil Rights, Vietnam, and the Women's Movement. (2)

EED664 Creativity Intelligence: Teach Smarter, Not Harder - 3 credits

This hands-on course explores ways to involve and motivate students and improve results. Modern forms of the Socratic method can be used effectively with large numbers of students and gets them to examine their own awareness and respond with understanding. Use of Einstein-style discovery visual thinking provides intellectual benefits and makes thinking more effective. The techniques learned in this course may save a substantial amount of classroom time and effort; however, this is not a time management course. It is a major methods and self-development course. (3)

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. (4)

EED667 Teaching Tools for the Twenty-First Century - 3 credits

Professional licensure course: additional instructional hours and requirements.

This is a highly interactive learning experience examining new instructional strategies for the twenty-first century. "Mental literacy" and "brain compatible learning" are explored. The learning processes in the classroom are reviewed. The question, "Why is it

imperative that we change instructional strategies?" is answered. Twenty-first century learner outcomes, educational values, and methodology become evident. Instructional strategies useful to everyday classrooms are modeled such as crafting lessons, developing integrated units, selecting alternative assessments, and conducting collaborative problem-solving experiences. (1)

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. (2)

EED672 Training for Trainers - 3 credits

Concepts and practices of staff development and training are considered from the perspective of adult learning in the workforce and the impact of organizational environments on possibilities for such learning. Course content includes designing and evaluating training as a learning intervention, and varieties of training interventions. (5)

EED673 Teachers as Leaders - 3 credits

This course relates the role of teacher to that of leader. It specifically targets teachers who intend to practice leadership in the classroom rather than in an administrative position. The course bolsters the self-esteem of the teaching professional. Participation in class discussions and group presentations is required. (5)

EED674 The Examined Life - 3 credits

From Socrates, Plato, and Aristotle down to Benjamin Franklin, Frederick Douglas and 20th century thinkers and writers, we have been warned that an "unexamined life is no life at all." While I agree with this notion, the course need not be limited to Western thinking and methods; this is up to the participants. This course convenes a forum for penetrating the hazy areas between thought, language and action. How we feel, believe, and think forms the truths of our lives and methods of seeming and being.

The class may explore how we deal with the strong effects of subliminal imagery from high-tech advertising, how we distinguish human inconsistency from hypocrisy, how we interpret human sexuality, how we understand the nature of law, and how we deal with possibility/probability (or none at all) of god(s). (4)

EED682 Schools and Their Communities - 3 credits

This course analyzes school-community relationships from a variety of perspectives, forms of parent participation, the community



as a resource for learning, the political dimension of schools. Participants reflect on their own setting and build a community relations plan. (5)

EED685 Assessment of Learning K-12 - 3 credits

This course introduces educators to the study of assessment methods based on two premises: (1) Single assessments are a poor basis for making important decisions about student performance and (2) assessments do not always provide valid information. Participants study and develop authentic methods for assessing higher order thinking skills and learn how to design and interpret traditional test data. In context of social issues such as ethnic and gender bias and special learners in the regular classroom, participants develop formats that suit their own professional needs and design performance-based, portfolio assessments and objective assessments. They learn to knowledgeably converse with students, parents and administrators about the appropriate use and interpretation of test data; and become stronger advocates for fair testing. (4)

EED687 Educational Leadership - 3 credits

This course on educational leadership analyzes factors, issues, and concepts in leadership and policy development. The course focuses on theories, models, strategies and practices germane to educational leadership. The class includes hands-on activities and critical analysis of case studies and emphasizes analysis of leadership strategies. Leadership and policy development are placed in the context of current national school reform efforts to show the significance of the relationship between leadership and learning, teaching, curriculum, and instruction in effecting school improvement. (5)

EED691-693 Professional Seminar in Education - three terms @ 2 credits

"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 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. (5)

EED705 Multicultural Diversity Issues at the Workplace and the 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). (5)

EED706 Working with Parents in the Public School - 3 credits

Although a teacher's primary role is with students, teachers find that their work with parents is also important and rewarding. When parents feel good about their child's teacher and school, the youngster is more likely to receive encouragement and reinforcement of desirable school behavior. Parents can also be valuable resources for teachers, sharing their time and expertise. The rewards and punishments available in school may not elicit desired behavior from a youngster. When this occurs, school personnel need to involve parents in developing a behavior change program for the student. This course presents techniques and strategies for developing better working relationships with parents, as well the literature in this area. (5)

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. (1)



EED715 Theory and Practice of Accelerated Learning - 3 credits

Building on the pioneering work of Dr. Georgi Lozanov and Suggestopedia, this intensive course introduces teachers, management trainers and counselors to the art of full spectrum learning and teaching through which students acquire new information more rapidly and with less stress. Participants receive instruction and practice in creating a carefully orchestrated, highly positive learning environment for making learning more rapid, effective and enjoyable. Course requirements include attendance at all class sessions, participation in all class activities, completion of a group curriculum project, and completion of all required reading. (1)

EED721 Special Topics in Contemporary Education - 3 credits

This course offers varying viewpoints on educational issues of current concern. Students select topics that are being debated in their home districts. They conduct literature searches to find possible solutions and develop position papers for possible presentation to students, faculty, administrators, school boards, and other community groups. (1)

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. 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. Videos, readings, and discussions include frank depictions of adolescent sexuality and violence, which some students may find disturbing. (4)

EED733 Use of Puppetry in Integrated Learning and Teaching - 3 credits

This course helps students integrate their visual and performing artistic capabilities into their teaching, and use puppetry in children's learning. Lectures, cooperative learning projects, and hands-on activities provide a knowledge of the history of puppetry and instructional techniques in the use of puppetry to teaching subject content and manage a classroom. Students develop skills for crafting several kinds of puppets and introductory techniques for using puppets in classrooms and other teaching settings. (1)

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 program 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.

EUE513 Critical Thinking and Analysis Through the Visual and Performing Arts - 3 credits

This overview and in-depth introduction to the multidisciplinary arts acquaints students with how artists of different cultures think and create. The course includes the visual arts, music (classical and jazz), theater, ballet, tap, the Broadway stage, Hollywood, television, and their interrelationships. Students examine the lives, works or performances of artists in each discipline and their theories of expression. We carefully develop an awareness of how artists use intuitive and critical thinking to create and re-create. Students increase their range of understanding through hands-on experience of the arts — exhibits, performances, films, interviews of artists, and group projects. (3)

EUE522-523 Survey of African American Literature to the 1920s; 1920s to the Present - 3 credits each

The rise of the Atlantic slave trade; literature by Africans, Anglo-Africans and Afro-Americans, especially poetry and autobiography; literature on slavery.

EUE537 Integrating Music in the Curriculum - 3 credits

This course helps teachers learn to create a "sound" learning environment that builds upon musical intelligence and enhances learning. Participants learn to use music to enhance their students' concentration, attentiveness, motivation, and retention. Music therapy principles are used to explain the physical, mental, emotional, and spiritual effects of music. Techniques for developing motivating and exciting lesson plans include selection of appropriate music for desired effect. We also explore the integration of various cultural music styles into the curriculum.

This course is applicable to all grade levels and content areas. It is also useful for music and special education teachers, counselors, and administrators interested in understanding the use of music in the classroom. (1)

EUE545 Brain Gym - 3 credits

Brain Gym is a series of quick, fun, and energizing activities that integrate and balance the brain for thinking, feeling and performing in any context. In a learning environment these movements eliminate stress from the environment and maximize students' ability to receive, process, store and access information. Teachers who participate in these activities will increase their ability to effectively manage their behavior and raise their self esteem. Teachers in this course learn the Brain Gym activities and how to use them in their classrooms. (1)

EUE572 Brain-Compatible Learning and the Arts of Teaching - 3 credits

Here's how to create a powerful classroom learning experience that is based upon how the brain learns. This course presents effective classroom approaches and activities that support natural learning processes. Learn about multiple intelligences and discover how to teach to all students through their strengths while increasing abilities in challenge areas. Find out how brain-body cycles effect learning and discover Edu-K and other techniques that prepare the learner by integrating mind and body. Experience numerous ways to use music to create an enhanced atmosphere

that expands retention, stimulates problem-solving abilities, and increases joy and meaning in the classroom. Explore the reasons accelerated learning techniques are so effective in helping students learn quickly and easily. (2)

EUE589 Cross-Cultural Rhythms: Sound Ethnomusicology for Bridging Diversity in the Classroom - 3 credits

Diversity implies difference, novelty, variety. Cultural, social, racial, gender, age, ethnic, economic, political and other differences can create barriers. In this course, psychology and music are combined to provide practical techniques, concepts and resources to help educators bridge differences and increase our sensitivity to differences that can hinder understanding. Emphasis is on relationship building, attentive listening, clear communication, respect and acceptance of diversity. Experiential exercises involve class participation, relaxation techniques, skill building exercises, music and video presentations, readings and discussion. Unique identities are celebrated in a safe, collaborative environment. (2)

EUE603 Asking the Right Questions - 3 credits

Getting students to ask the right questions is a crucial step on the path to developing life-long learners. When students ask the right questions, they not only learn what we want them to learn; they also develop habits of mind that will enable them to learn on their own. We explore methods of using journals and discussions to explicitly teach the habit of thoughtful questioning. The core model is the Socratic seminar. In addition, teachers look at how projects, particularly those involving the arts, naturally lead students to ask the right questions. Teachers share their thoughts and reflect on their own practice as they move toward creating a short unit. (3)

EUE613 Roll Up Your Sleeves for Science - 3 credits

Students gain the knowledge, tools, desire, and methods to make elementary science an exciting "hands-on" learning experience. We cover units in life sciences, physical sciences, earth science, and inquiry-applied science. One of the highlights of the course is a half-day marine science trip to one of the New England Aquarium's tidepool collecting sites at Marblehead, MA. The remaining days are packed with experiments and activities that utilize readily available materials. The activities support the national benchmark standards in elementary science and the Massachusetts state frameworks. Students will get their hands soiled, curiosity stirred, and emotions heightened, and leave with bags filled with experiments to use to spark their students' interests.

ENGLISH (ENG)

ENG701 Integration of Reading and Writing With Children's Literature - 3 credits

Professional licensure course: additional instructional hours and requirements.

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.

GENERAL SCIENCE (ESE, SCI)

ESE691-692 Professional Seminar in General Science Education - two terms @ 2 credits

"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 licensed in general science (5-8) education. This seminar leader is the students' academic advisor and guides them through their graduate program.

Students integrate professional standards with science content, conducting meaningful hands-on laboratory activities. These in-class activities with faculty guidance support the middle school science content standards and make online course work in the sciences more meaningful for students.

Pro-Sem I makes a model for the middle school science classroom. Activities address technology and engineering content and methods to support the Massachusetts Curriculum Frameworks standards. Students also learn how to align their district's middle school science curriculum with the Frameworks. Pro-Sem II activities address safety in the science classroom, and methodology, and pedagogy.

The cohort studies professional standards for general science teachers, and the requirements for state licensure. Transformed by the resulting knowledge, competencies, attitudes and values, students become reflective science teachers 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.

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.

SCI604 Exploring the Science and Math of Change

Museum Institute for Teaching Science - Summer of 2005. During this intensive 2-week course, teachers in the Boston region receive training at the Boston Children's Museum, Franklin Park Zoo, the MIT Museum, and the New England Aquarium. At each site, educators draw from their unique resources and areas of expertise to demonstrate innovative, inquiry-based techniques for teaching science and math. First-hand experience and experimentation are essential elements of our dynamic, hands-on approach.

The 2005 Institute will feature the science and math of change. Change takes many forms and can occur in a matter of seconds or over the course of evolutionary time. Whether biological, chemical, physical, or cultural, the causes and effects of change can be quantified. During the upcoming Summer Institute, we will explore methods for recording change and using its measurement to identify predictable cycles.

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 in-

vestigates 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 cele-

tial 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 and 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

SCI630 Science and Young Children - 1 credit

Online course.

This course probes the exploratory nature of science experiences for preK-3 children; presents a variety of activities in earth, life, and physical sciences; and reviews selected pedagogical strategies that promote success in teaching and learning in science in

the early grades. Students in the course engage in focused online discussions that expand and deepen weekly content, collaborate in building an individual and class bank of annotated resources, plan standards-based instruction, and submit a formal paper.

SCI680 Attaining Science Literacy - 3 credits

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.

SCI681 Methods and Materials for Teaching High School Chemistry - 3 credits

This course pays special attention to safe laboratory techniques for entry-level chemistry courses in public high schools. Some of the core standards supported by hands-on instructional techniques include: properties of matter, atomic structure, periodicity, chemical bonding, chemical reactions, solutions, acids and bases.

SCI687 Methods and Materials for Teaching High School Earth Science/Astronomy - 3 credits

This lab-based course exposes teachers to current teaching techniques in earth science and astronomy. Content area include: earth, sun and moon movement; planetary motion; earth history, geology and structure; and fossils.

SCI685 Methods and Materials for Teaching High School Physical Science - 3 credits

A laboratory focus takes center stage in this course. Core standards supporting the national benchmarks for physics include: motion and forces, conservation of energy and momentum, heat and heat transfer, waves, electromagnetism and electromagnetic radiation.

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.

SCI683 Methods and Materials for Teaching High School Biology - 3 credits

Students will apply biology content and principles to the high school classroom environment. A hands-on approach to life science will expose teachers to current laboratory practices

of seasoned practitioners. Topics will vary, including form and function, cell biology, classification, general zoology/botany and environmental science.

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.

SCI790 Practicum in General Science - 3 credits

- **SCI790A Levels 1-6 – 300 hours**
- **SCI790B Levels 5-8 – 150 hours**

Prerequisites: Prepracticum, all initial licensure courses, Pass all teacher tests required by Massachusetts (or your own state) for this license.

Practicum Seminar required concurrently: SCI791.

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 science 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 science teacher 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.

SCI791 Practicum Seminar in General Science - 2 credits

Practicum required concurrently: SCI790.

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.

SCI800 Independent Learning Project in 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.

HEALTH/FAMILY & CONSUMER SCIENCES (EHE, HEA)

EHE610 Principles of Health Promotion and Disease Prevention: Public Health Issues - 3 credits

Pre-practicum: 10 hours of directed field-based training required.

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. (5)

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. (2)



EHE630 Growth and Development, Human Sexuality and Family Management Skills - 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 of teaching about pre-natal development, infant and child care, parenting skills, consumer and environmental health issues affecting the family. (2)

EHE640 Promoting Wellness: 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. (2)

EHE650 Preventing Unintentional Injury and 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. (2)

EHE660 Family and Interpersonal Health: Promoting Mental Health Through School-Based Interventions - 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. (5)

EHE670 Building and Evaluating 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. (5)

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. (2)

EHE691N-693N Professional Seminar I, II, III in Health Education - Initial Level - 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 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 in Health Education - Professional Level - 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 pro-

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.

**EHE692P Professional Seminar II in Health Education
- Professional Level - 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.

**EHE693P Professional Seminar III in Health Education
- Professional Level - 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 Risk 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: Special Concerns
in Today's School Environment - 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 The Interdependence Between the Ecological
Environment and 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

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 com-



munication 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 in Health/Family and 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 in Health/Family and Consumer Science - 3 credits

Prerequisites: Prepracticum, all initial licensure courses, Pass all teacher tests required by Massachusetts (or your own state) for this license.

Practicum Seminar required concurrently: HEA791.

Effective Fall 2003: 300 hours (150 elementary and 150 secondary) 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 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 health/family and consumer science 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 for the elementary level, 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.

HEA791 Practicum Seminar in Health/Family and Consumer Science - 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.

INDIVIDUALIZED M.ED. (EIE, EIH)

EIH620 Introduction to Humane Education - 4 credits

Distance learning module available through affiliation with the International Institute for Humane Education, Surry, ME.

This directed study introduces the field of humane education and helps students acquire skills and knowledge needed by the humane educator. Specifically, the course introduces teaching and learning styles and provides strategies to present and communicate principles and issues of humane education in the community.

EIH630 Animal Protection - 4 credits

Distance learning module available through affiliation with the International Institute for Humane Education, Surry, ME.

Prerequisite: EIH620.

Through books, articles and videos, students are exposed to a variety of issues (animal agriculture, experimentation, entertainment, hunting, companion animal) and views pertaining to animal protection and rights. This module provides information for students to consider and evaluate for the purpose of educating others—children, teens, or adults—who play various roles in society and assume different positions on these issues. Students respond in short written assignments, essays and projects, and participate in regular consultation with the instructor.

EIH640 Environmental Ethics - 4 credits

Distance learning module available through affiliation with the International Institute for Humane Education, Surry, ME.

Prerequisites: EIH620, EIH630.

Through books, articles and videos students are exposed to a variety of issues (population, endangered species, pollution, resource and energy issues) and views pertaining to the environment. This module provides information for students to consider and evaluate for the purpose of educating others—children,



teens, or adults—who play various roles in society and assume different positions on these issues. Students respond in short written assignments, essays and projects, and participate in regular consultation with the instructor.

EIH730 Cultural Issues and the Media - 4 credits

Distance learning module available through affiliation with the International Institute for Humane Education, Surry, ME.
Prerequisites: EIH620, EIH630, EIH640.

Through books, articles and videos students are exposed to a variety of cultural issues (conservation, consumerism, globalization, the media and other influences on ideas and beliefs). Like the other modules of the Humane Education program, this module provides information for students to consider and evaluate for the purpose of educating others who play various roles in society and assume different positions on these issues. Students respond in short written assignments, essays and projects, and participate in regular consultation with the instructor.

EIH740 Human Rights - 4 credits

Distance learning module available through affiliation with the International Institute for Humane Education, Surry, ME
Prerequisites: EIH620, EIH630, EIH640, EIH730.

Through books, articles and videos students are exposed to a variety of human rights issues (civil, gay and lesbian, disability, women's, children's, and other rights). This module provides information for students to consider and evaluate for the purpose of educating others who play various roles in society and assume different positions on these issues. Students respond in short written assignments, essays and projects, and participate in regular consultation with the instructor.

EIH790 Practicum in Humane Education - 1 credit

Distance learning module available through affiliation with the International Institute for Humane Education, Surry, ME
Prerequisites: EIH620, EIH630, EIH640, EIH730, EIH740
Students apply principles and practices of humane education within a field setting. This practicum is supervised by a faculty member.

EIM600 Research Methods/Individualized M.Ed. - 4 credits

May be completed in two segments: EIM601-602
This individualized directed study with the Project Mentor focuses on methods of research appropriate to the chosen topic. Students develop a full project proposal including a literature review.

EIM601 Research Methods I - 2 credits

In this individualized directed study with the Project Mentor, the student identifies a topic and develops a project proposal, consisting of the elements of the introduction: problem statement, historical context, goals, rationale, methodology, and anticipated outcomes.

EIM602 Research Methods II - 2 credits

This continuation of the research methods study with the Project Mentor assists the learner in developing the project and completing a literature review.

EIM610 Planning Seminar: Individualized M.Ed - 3 credits

This intensive seminar focuses on adult learning theory and strategies for successful program design and completion. Students complete relevant self-assessments, a mission statement, an academic plan, course proposals, and a summary of learning.

EIM800 Individualized M.Ed. Thesis - 4 credits

This research project is the focal point and culmination of the I.M.Ed. program. The topic and format must be professionally and socially relevant, challenging, and appropriate for the student's chosen theme. In the project the learner demonstrates ability to integrate theory, resource skills, academic course work and professional experience.

HUMANITIES

HIS600 The Ancient Greek World - 2 credits

A systematic exposition of the ancient classical Greek world, emphasizing the so-called "Greek miracle" but with recognition of inheritance from other cultures, especially Babylonian science and mythology. This is an introductory survey course which will cover Greek history from the Dorian invasions, the Mycenaeans, the influence of the Hittites, and the wars with Persia. It will also give approximately half the time to literature, philosophy and science.

HIS630 Birth of a Nation: the Federalist Papers - 2 credits

The most astonishing array of personalities and minds met, collaborated, and clashed, often bitterly, as they forged the Constitution of the United States of America. Far from a mere armchair exercise, the creation of our present representative democracy required the utmost foresight and reasonableness, while understandably exciting the fiercest passions; the issues at stake being not only what good government is, but what kind of society enables a human being to be most truly *human*. Alexander Hamilton said that the entire world was watching to see if a just nation could be founded by design rather than by accident or caprice, and that his generation's failure to do so would be a serious blow to all humanity. The course will employ biographical information and contemporaneous accounts to re-create the situation. Models of democracy, notably ancient Athens, will be consulted, and continual reference will be made to the attempt to draw up a constitution in Iraq, as well as the confederation of the nations of Europe, and the dissolution of the Soviet Republic.

HIS635 The First Five Presidents/U.S. - 2 credits

The United States was a bold and risky experiment in government, in its infancy fraught with peril. A great many people assumed that the fledgling nation could not long survive the maelstrom of domestic strife and international intrigue into which it was born. Each new circumstance virtually required a precedent-setting act by the first chief executives: the "indispensable" George Washington, the stubborn John Adams, the Republican Jefferson, the scholarly Madison and the visionary Monroe. Comparing and contrasting biographical sketches will allow us to evaluate the ways in which the personalities and politics of these men set the course for the nation which claimed to be deliberately and rationally planned as the best government possible.



HIS650 The History of Ideas I: Plato's Republic - 2 credits

A careful and systematic reading of Plato's greatest dialogue, the *Republic*. The dialogue has been interpreted in many different ways, but it seems universally admitted that it has something to do with the connection between education and politics, and between the individual and society. The course will explore these connections, using the divided line and the cave, in the light of nature and convention, virtue and knowledge, knowledge and opinion, poetry and philosophy, the soul and immortality, and the idea of the Good. (Preferred text: Translation of the *Republic* by A.D. Lindsay.)

HUM620 Humanities Seminar I: The Meaning of the Humanities - 2 credits

A course of lectures designed to illuminate the idea of the humanities as a defined area of human study. The humanities are usually described rather than defined — that is, they are listed as conventional subject matters with the exclusion only of anything that is obviously mathematics or science. The point of view of *Humanities and Freedom* is that the central freedom and creativity of the human soul defines our study, and the true subject matter is that very freedom of thought and expression.

The expression of ideas, of created thought, depends upon some system of notation — mainly, of course, ordinary language. Therefore, a major part of the humanities must concern itself with the arts of language, the liberal arts of grammar, rhetoric, and logic or dialectic. Some of the fundamental concepts of knowledge, especially in literature and history, such as time and cause, truth and falsity, will be examined, and explicit examples from the western tradition will be analyzed.

HUM640 Arts Seminar I: The Arts - 4 credits

This is an action course on the fine arts, exploring different arts in each of the five weeks. Learning unfamiliar arts, we reflect on the human arts generally and on the sameness and difference between the arts that use the intellect and those that give greater play to the body. This also provides an opportunity to reflect on the nature of learning as a whole.

HUM751-753 Humanities Essay I-III - 8 credits total

751 Humanities Essay I - 3 credits

752 Humanities Essay II - 3 credits

753 Humanities Essay III - 2 credits

Each essay is a humanistic analysis of a problem or issue related to humanities and freedom. Clearly identify and explain the subject. (interpret, elaborate) account for the ideas and meaning involved.

10 hours of independent work and supervised study per credit hour is required; the final essay will be a minimum of 5,000 words. Essays II-III expect a more advanced level of sophistication and research, with an extensive bibliography where appropriate.

LIT600 Introduction to Fiction Writing - 2 credits

This class will focus on writing the short story and the novel.

We will pay attention to character development, tone, narrative structure, and plot development. In this class you'll develop concrete skills and narrative techniques through fun, in-class writing exercises designed to help you master your craft. The class will also analyze other narrative genres from movie scenes to comic books, in order to learn storytelling skills that can be applied to fiction writing. Writers include: Samuel Beckett, Thomas Hardy, Harvey Pecar, Mary Gaitskill, Heather McGowan, Michael Cunningham, Jumpa Lahiri and Ha Jin.

LIT640 From Book to Film: Representations of Literature in Popular Cinema - 2 credits

This class will explore the relationship between the written word and its translation into film. Through the particular representation and/or adaptation, we can look at the decisions made by the author in relation to the decisions made by the director and/or screen writer. While comparing aesthetic, content, and style, we can talk about the similarities and gaps that have happened or are emerging in the world of entertainment's utilization of literature. Texts will include: *The Orchid Thief*, *Sense & Sensibility*, *Frankenstein*, *The Mystic Masseur*, and *The Hours*.

INSTRUCTIONAL TECHNOLOGY (EIT)

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.

EIT610 Designing Educational Materials Online - 3 credits

This course requires students to apply perspectives on teaching and curriculum to the design of original interactive Internet materials. The course covers the elements of Web site design, including selection of materials, organization and navigational design, rhetorical strategies, visual layout, and interactivity. Students learn the HyperText Markup Language of the World Wide Web, as well as how to use HTML and graphics editors, scanners, and digital recording equipment to create texts, illustrations, digitized photographs, and diagrams for educational Web sites. Further, students focus on various design technologies in their most effective applications for curricular design. They gain hands-on experience in using multimedia integration techniques and educational design principles.



EIT621 Networks and Intranet for Educators - 1 credit

Students are introduced to the concepts of networks and intranets (in contrast to the Internet), and develop an understanding of their underlying function and operation, and how they function in academic settings. This overview will enable teachers to participate in their schools' decision-making processes concerning the technologies to be implemented and supported in their classrooms.

EIT622 Integrated Online Educational Platforms - 1 credit

This course reviews the elements of successful online learning environments (OLE's), with the goal of incorporating and recreating them in the teacher's online work. The rationale, potential, and problems of online educational platforms are explored from the viewpoints of teachers and learners. Students write reviews of existing online platforms in light of theory and share their reviews with other students.

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 and 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, 692, 693 Professional Seminar in Instructional Technology - 3 terms @ 2 credits

"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 licensed in Instructional Technology. This seminar leader is the students' academic advisor and guides them through their graduate program.

The cohort studies professional standards for instructional technology, and the requirements for state licensure in the field (all levels). 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.

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 and Ethical Internet Issues for Educational Technology - 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

Cross-listed as ECL803.

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 in the Math, Science and Language Arts Classroom - 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. (2)

EIT730 Planning for Change in Education - 3 credits

Pre-practicum hours of directed field-based training required. Integrating technology and the Web into teaching and learning is a complex process, involving many layers of change within an individual classroom, a whole school, or an entire district. This course provides planning strategies for students who will eventually lead change involving teaching, learning, and the Web. Topics include political and economic ramifications of technology integration, needs for professional development, organizational models for effective integration, and strategies for change management.

EIT800 Independent Learning Project in Instructional Technology - 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. (1)

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. (1)

ELM517 Literature for Young Adults - 3 credits

This survey course for 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. (2)

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. (1)

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. (2)

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. (2)

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. (1)

ELM624 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-693N Professional Seminar in Library Teaching
- Initial Level - three terms, 2 credits each**

Pre-practicum: five hours of directed field-based training required each term (15 hours total).

"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 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.

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 Experience in Library Teaching - 3 credits

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 in Library Teaching - 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 in Library Teaching - 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.

MATHEMATICS (EME, MAT)

**EME691-693 Professional Seminar in Mathematics I, II, III
- three terms, 2 credits each**

EME691N-693N - Initial Level

EME691P-693P - Professional Level

"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 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 lifelong learners.

MAT800 Independent Learning Project in Mathematics - 3 credits

The Independent Learning Project is a culminating learning experience 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; parts of the project may be implemented during the practicum.

MAT601 Psychology of Mathematics Learning - 3 credits

Prerequisites: MAT607 & 609 or program coordinator's approval. This course is an in-depth exploration of how children learn mathematics, learner characteristics, and differences in what children bring to mathematics learning tasks. Teachers learn how this informs mathematics curriculum, teaching and choice of instructional strategies and materials. Teachers experience how children develop understanding of mathematics concepts and skills. Teachers develop strategies to facilitate effective classroom learning and teaching, understand why learning problems occur, and explore the strengths of using a variety of cognitive strategies in the mathematics classroom. (4)

MAT603 Arithmetic to Algebra: Developing Mathematics Patterns and Ideas - 3 credits

This course explores the relationship between the study of arith-

metic 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. (2)

MAT605 Technology in Mathematics Learning and Teaching - 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. (2)

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. (2)

MAT611 Calculus I - 3 credits

Prerequisites: MAT607 & 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 & 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: MAT607, 609 & 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 take 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.

MAT617 Teaching Mathematics in a Changing World (PreK-12) - 3 credits

Prerequisites: a mathematics content course, developmental psychology, a computer course, a writing course, a psychology course (preferably a learning theory or educational psychology course). Pre-practicum: 10 hours of directed field-based training required. This course acquaints students with different methods of teaching mathematics concepts, skills, and procedures. It examines assumptions, values, philosophical and psychological constructs, and socio-political structures that guide the teaching of mathematics. Students critically examine their own mathematics learning, and develop an ideal mathematics curriculum (preparing at least one lesson) suitable for children in a multicultural, multi-ethnic, multiracial society such as ours. The culminating activity is an autobiographical statement of one's own learning, a plan for educating one's own children in light of this study, and the preparation of lesson(s) to teach a major concept, skill, or procedure. (2)

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 Numerical 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: MAT611 or program coordinator's approval. 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 theorem of arithmetic.

MAT627 Abstract Algebra - 3 credits

Prerequisite: MAT607 or program coordinator's approval. 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: MAT609 or program coordinator's approval. 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: MAT611 or program coordinator's approval. 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: MAT613 or program coordinator's approval. 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 & 631 or program coordinator's approval. 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.

MAT702 Elementary Statistics - 3 credits

Prerequisite: MAT613 or program coordinator's approval. This course focuses on how statistics can reveal a more complete picture of the world by emphasizing concepts and applications of statistics from a wide range of fields. Major topics include: organizing data; numerical descriptive measures; probability and sampling distributions: estimation and hypothesis testing; and regression analysis.

MAT704 Mathematical Modeling - 3 credits

Prerequisite: MAT706 or program coordinator's approval. This course is an introduction to the role of mathematics as a modeling tool for revealing the underlying mathematical links between apparently disparate phenomena. Major topics include: functions in modeling; creating mathematical models; modeling with exponential and logarithmic functions; polynomial models; matrices; analytic geometry models; and the binomial theorem. (2)

MAT706 Linear Algebra - 3 credits

Prerequisites: MAT607, MAT609 & MAT611 or program coordinator's approval. This course focuses on a subject that lies at the foundation of modern mathematics, physics, statistics, and many other disciplines. Major topics include: matrices; determinants; systems of linear equations; vector spaces; linear transformations and projections; eigenvalues and eigenvectors; and applications.

MAT708 Diagnosis and Remediation of Learning Problems in Mathematics - 3 credits

Prerequisites: MAT702 & 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. (4)

MAT710 Improving Mathematics Instruction (K-12) - 3 credits

Prerequisites: MAT607, 609 & 611 or program coordinator's approval. Pre-practicum hours of directed field-based training required. This course acquaints students with different methods of teaching mathematics concepts, skills, and procedures. It examines assumptions, values, philosophical and psychological constructs, and socio-political structures that guide the teaching of mathematics. Students critically examine their own mathematics learning, and develop an ideal mathematics curriculum (preparing at least one lesson) suitable for children in a multicultural, multiethnic

and multiracial society such as ours. The culminating activity is an autobiographical statement of one's own learning, a plan for educating one's own children in light of this study, and the preparation of lessons to teach a major concept, skill or procedure.

MAT712 Integrating Quantitative and Spatial Thinking: Geometry, Patterns, Graphs, and Charts - 3 credits

Prerequisites: MAT609 & 702 or program coordinator's approval.

Teachers in this course become familiar with strategies that integrate quantitative and spatial thinking in mathematics classrooms, K-8. Using the concept of area, teachers study strategies that actively engage elementary and middle school children in developing their spatial sense, and understanding how mathematics plays a major role in their lives and environment. Teachers learn how to present mathematics knowledge, concepts, and skills so that children can acquire and use them in representing and solving problems using geometric models. (2)

MAT714 Problem Solving Strategies in Mathematics - 3 credits

This course explores problem solving as the central focus of a mathematics curriculum, the primary goal of all mathematics instruction and learning, and an integral part of all mathematical activity. Teachers investigate a wide variety of mathematical concepts and problem solving situations, discuss how children develop an understanding of problem solving techniques, and how to facilitate classroom activities for their students to explore effective strategies for solving mathematics problems.

MAT716 Mathematics Curriculum Development - 3 credits

This course explores the theoretical and practical views on the effective teaching and learning of mathematics. It examines current principles of curriculum and instruction in terms of national and state standards; and studies the relationship of curriculum to student learning styles and cultural diversity in the mathematics classroom. Teachers explore the creation of classroom environments that promote student inquiry and understanding of mathematics concepts and skills. They also review mathematics teaching materials and methods, design curriculum units and lessons, and develop student assessment instruments.

MAT720 Mathematical Connections - 3 credits

This course focuses on developing and implementing an integrated approach within the mathematics curriculum. Students learn mathematics as an integrated collection of many interconnected topics, rules, and procedures. Topics include: connections among mathematics topics and between mathematics and real-world situations; linking conceptual and procedural knowledge; and making the connection between home and school, and between school and work.

MAT790 Practicum in Mathematics - 3 credits

- **MAT790A Levels 1-6 — 300 hours**
- **MAT790B Levels 5-8 — 150 hours**
- **MAT790C Levels 8-12 — 150 hours**

Prerequisites: Prepracticum, 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, appropriate curriculum materials for the elementary level, 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 in Mathematics Teaching - 2 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.

SCHOOL ADMINISTRATION

(EAD)

EAD662 Contemporary Issues and Topics in Educational Administration - 3 credits

Pre-practicum: 15 hours of directed field-based training required.

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, interpersonal skills necessary for site-based management, issues of equity, and community relationships. (5)



EAD684 Selection, Development and Supervision of Education Personnel - 3 credits

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. This course helps students develop new ways of addressing the changes that school personnel will need to continue to make in the 21st century. The process of recruitment, selection, training, and evaluation of staff will make the difference between mediocrity and excellence. This course helps students improve the school system's personnel through institutional change, in-service education, personnel and program planning. (5)

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, IDEA (special education) and No Child Left Behind are examined in depth. (5)

EAD690 Finance and Business Administration for the School Administrator - 3 credits

Pre-practicum: 15 hours of 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 mechanisms at various levels of government. Proposition 2 1/2, the Massachusetts foundation budget process, 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. (5)

EAD691N Professional Seminar I in School Administration - Initial Level - 2 credits

Pre-practicum: 15 hours of directed field-based training required. This seminar, held during the student's first term in the program that leads to licensure as a school administrator, 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. There are 10 field-based pre-practicum hours associated with this course. 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 ILP.

EAD692N Professional Seminar II in School Administration - Initial Level - 2 credits

Prerequisite: EAD691N.
Pre-practicum: 15 hours of directed field-based training required. The 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. There are 20 field-based pre-practicum hours associated with this course. Students are expected to identify a research topic and complete a proposal for the ILP.

EAD693N Professional Seminar III in School Administration - Initial Level - 2 credits

Prerequisite: EAD692N.
The third seminar emphasizes the study of introducing and supporting change efforts in schools. Topics include responding to the need for change, managing change, dealing with varying attitudes toward change and, finally, institutionalizing change. Supporting topics include the use of vision, goal setting, identifying priorities, allocating resources and collecting data on learning. Students should develop the initial draft of their ILP this term. Those students completing a practicum in this term will present for discussion issues and questions that arise during their field experience.

EAD694N Professional Seminar IV in School Administration - Initial Level - 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 and Improvement for the School Administrator - 3 credits

Pre-practicum: 15 hours of directed field-based training 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 of effective teaching, staff development, in-service programs, curriculum designs and frameworks are explored. Internet resources and research sites are explored 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. (1)

EAD720 Advanced Systems Theory - 3 credits

It is essential that educational administrators in the central office understand 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.

EAD782 Reconceptualization of Schools for the School Administrator - 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 boards and methods of educational evaluation. (5)

EAD790 School Administration Practicum - 5 credits

- **EAD790A Superintendent/Assistant Superintendent (all levels)**
- **EAD790B Principal/Assistant Principal (levels PreK-6)**
- **EAD790C Principal/Assistant Principal (levels 5-8)**
- **EAD790D Principal/Assistant Principal (levels 9-12)**
- **EAD790E Supervisor/Director (at level of prerequisite license)**

Prerequisites: Prepracticum, 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 should 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.

Exit Performance Portfolio required for credit.

This practicum experience provides field-based training for students pursuing licensure as district superintendents, principals, directors or supervisors. 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. An Exit Performance Portfolio documents the experiences. Evaluation is based on current standards for licensure.

EAD800 Independent Learning Project in School Administration - 3 credits

Prerequisites: EAD691-693.

The Independent Learning Project 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 COUNSELOR

See the School of Psychology and Counseling.

SCHOOL NURSE EDUCATION (ESN)

ESN590-591 Workshops - 1 credit each

Education workshops; 10 hours of workshops earn one credit; 20 hours earn two credits. Students choose among numerous short topics related to schools, education, and health.

ESN592 Developmental Leadership for School Nurses - 1 credit

This course covers the role of the school nurse including issues related to emergency situations, the promotion of healthy behavior, and the special needs of at-risk populations. Basic nursing materials are reviewed including disease prevention, the body's physiology, and health appraisal methods. We touch upon the legal, ethical and administrative responsibilities of the school nurse. We discuss the management of conditions encountered in the school clinical setting. Students examine functions particular to the school nurse's role including health promotion, counseling and community needs. Students learn the background, history, benefits and methods of becoming a certified school nurse. This course assists students in preparing for the School Nurse National Certification test that is administered by the National Board for Certification of School Nurses, Inc.

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 coor-

minated 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.

ESN691-693 Professional Seminar in School Nurse Education I-III - three terms @ 2 credits

"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 school nursing, such as what it means to be a school nurse in the twenty-first century, how school nurses can influence positive behavior in schools and their communities, and current responsibilities of school nurses. Students integrate their learning from classes, workshops, and experience. Transformed by reflection, readings, and discussion, students become reflective practitioners and lifelong learners.

ESN710 Dealing with Grief and Loss: The Role of Educators, Counselors and School 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.

ESN715 Informatics for School Nurses - 3 credits

This course presents an overview of information technology that can be utilized by school nurses with a focus on managing school health records. Levels of security, industry standards, and the impact of legislation that applies to electronic healthcare records will be discussed with emphasis on school nurses' practices.

ESN725 Legal Responsibilities and 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 and 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.

TEACHER OF STUDENTS WITH MODERATE DISABILITIES (SPECIAL EDUCATION) (ESP)

Some additional licensure courses are listed under Education and Mathematics.

ESP512 Inclusion and 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 these students in the regular classroom. Emphasis is on learning behavior management skills that are effective with both regular and special education students. (1)

ESP592 Adapting Materials and Instruction for the Student With Disabilities in the Regular Education Classroom - 1 credit

This course introduces teacher self-assessment, mainstreaming, and teaching techniques for students with disabilities in general education classrooms. Educators discuss solutions to difficult problems, academic interventions, lessening anxiety and frustration and increasing participation, organizing thinking, strategies to create a positive learning environment, the reading wheel, writing a paragraph, reasonable classroom accommodations, lesson presentation and realistic alternatives, herringbone technique, classroom management, and adapting tests.

ESP594 Collaboration and Consultation Techniques - 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 Children - 3 credits

Pre-practicum: 10 hours of directed field-based training required. 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. (4)

ESP615 Assistive Technology: Modifying Curriculum For Diverse Learning Styles - 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 Plan (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, and IEP goals, objectives, and instructional profiles.

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. (2)

ESP680 Pedagogy of 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. (2)

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. Formulation of developmentally appropriate Individual Educational Programs are discussed. (4)

ESP691-693 Professional Seminar I, II, III in Special Education - two terms, 4 credits total

ESP691N-693N - Initial Level

ESP691P-693P - Professional Level

"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 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 moder-



ate 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.

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 (IDEA'97, and specific regulations (34 C.F.R. 300; 603 CMR 28.00) regarding the pre-referral and referral of a student, and the development of an Individual Educational Program (IEP). Additionally, the course discusses the application of Section 504 of the *Rehabilitation Act of 1973*, the *Americans with Disabilities Act* (ADA, 1990), the *Family Education Rights and Privacy Act* (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 is on the process for developing IEPs for students in the least restrictive environment (LRE), using theories and strategies for mainstreaming students. The historical development of special education from 1900 to 2000 is introduced. (4)

ESP696 Characteristics of Learning Disabilities and Laws and Regulations Pertaining to Special Education - 3 credits

This course provides the professional educator a review of all special education laws (IDEA'97) 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 discusses 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 is on 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 2000 will be introduced. (Virginia Core Competencies covered in this course: 8VAC 20-21-430).

ESP701 Students With Disabilities and the Visual Arts - 3 credits

This course is for teachers who teach students with special needs. The course 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 Techniques in Teaching English Language Arts, Mathematics, History, and Science - 3 credits

Special education teachers learn to apply multiple intelligences and accelerated learning instructional strategies in order to teach to the standards in the content areas. They are grounded in Howard Gardner's theory of multiple intelligences, as well as in the work of Georgi Lozanov, Roger Sperry, John Grassi, David Kolk, Paul and Gail Dennison. They gain an understanding of the implications for these theorists' research, and how they are changing the way some teachers teach.

They learn to select, evaluate, and use differentiated teaching and assessment strategies to meet the needs of the special education students in the general classroom. Teachers learn how to design multiple intelligences and accelerated learning lessons to engage their students in acquiring specific knowledge and skills.

The course engages teachers with a multisensory, integrative approach that draws upon the theory of multiple intelligences and suggestopedia. It incorporates learning styles, cooperative learning, kinesiology, music and movement, storytelling, art, drama, and poetry into a unified whole. Thematic material connects the elements from one discipline to another. Teachers learn to tap into their own sense of wonder, their own creative and critical thinking process.

ESP790 Practicum in Moderate Disabilities - 3 credits

Prerequisites: Prepracticum, all initial licensure courses, Pass all teacher tests required by Massachusetts (or your own state) for this license.

Practicum Seminar required concurrently: ESP791.

Effective Fall 2003:

- **ESP790A (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.

- **ESP790B (levels 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.

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 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 in Moderate Special Needs - 2 credits

Practicum required concurrently: ESP790.

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.

ESP800 Independent Learning Project in Moderate Disabilities - 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.

TEACHING ENGLISH LANGUAGE LEARNERS (ELL)

ELL605 Teaching English Language Learners in Diverse Settings - 3 credits

This course builds participants' professional knowledge so that as educators, they can more effectively differentiate instruction for English Language Learners (ELLs) in diverse K-12 settings. Instructional methods will address listening, speaking, reading, and writing, with a primary focus on English language development. This includes increasing participant awareness of ELL 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 appropriate for various disciplines across K-12 classrooms and with students of diverse English language proficiency. Participants will learn how to integrate appropriate sheltered English or subject matter strategies

for ELLs as well as guidelines for interpreting formal and informal assessments of content knowledge.

ELL610 Linguistics and Language Variation - 3 credits

This course is designed for teachers responding to NCLB and Massachusetts Dept. of Education's regulations that require all teachers with English language learners in their classrooms to be "highly qualified" and have the appropriate credentials for their teaching assignments. This course will give intensive instruction in the following key areas: a). the foundations of second language instruction, b). second language and content learning, c). reading and writing instruction and d). assessment for ELLS.

ELL620 Teaching Reading and Writing to Limited English Proficient Students - 3 credits

This course will provide a comprehensive analysis of reading and writing theory with practical classroom applications for English Language 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 English language 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, students will better understand how cultural and linguistic differences affect literacy development and how to implement literacy instruction that motivates students.

ELL625 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 technologies that can be integrated into the mainstream, bilingual, or SEI (Sheltered English Instruction) classroom that will help scaffold and accelerate the ELLs' learning. Participants will also explore the teaching/learning theories that informed the development and use of these technologies in the classroom.

ELL630 Equitable Assessment of English Language 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 English language 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 a variety of ways to assess the progress of limited English proficient students.

ELL635 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 English Language Learners. This course will provide participants with multiple opportunities to learn and apply sheltering strategies to their specific content area and curriculum.

The instructional focus of the course is the SIOP (Sheltered Instruction Observation Protocol) Model based on the work of Deborah Short, Justine Hudec and Jane Echevarria at the Center for Applied Linguistics.

ELL650 Teaching Content to English Language 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; e.g. language across the curriculum, CALLA, process writing, cooperative learning and cognitive instruction. Students will have guided practice in using and applying effective teaching strategies that support the linguistic and academic development of English language learners within the context of the content area classroom. Students will learn how to plan and deliver instruction to help English language learners understand academic content, develop academic language, increase higher order thinking skills, and strategically apply learning strategies.

CAGS Courses in Educational Leadership

SCHOOL ADMINISTRATION

(ECA)

Some courses are listed under Curriculum and Instruction.

ECA701 School Management and the Law - 3 credits

This course focuses on the organizational skills that enhance the successful administration and management of a comprehensive school system. Particular emphasis is given to Massachusetts laws relevant to education, including the Education Reform Act of 1993, management of fiscal responsibilities, and collaborative structures. Participants examine these issues to develop understandings and skills needed to be an effective school administrator during these times of challenge and change.

ECA702 Technology and Leadership in School Settings - 3 credits

Through lectures, discussion, networking, laboratory experiences, and site visits, participants explore the significance of the changing role of leadership in education as it relates to pervasive advances in technology. Through integration of technology advances into their school organizations, participants develop a vision for the future that will enhance teaching and learning processes.

ECA703 Managing Financial Resources - 3 credits

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 re-trenchment, and strategic planning. Proposition 2 1/2, the Massachusetts foundation budget process, and the financing of charter, choice and voucher programs are studied. The importance of and the methods for addressing issues of plant and equipment maintenance are addressed.

ECA704 Effective Schools - 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 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.

ECA725 Instructional Leadership: Supervision and Administration of Educational Personnel - 3 credits

Leaders in all roles must see their purpose as improving student learning. In this course we focus on practices that supervisors can use to create a culture where all staff members recognize this as the goal and work toward achieving it. 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 paid to the role of professional development and its implementation, including mentoring for new staff.

**ECA805-806 Educational Leadership Practicum/Seminar I-II
— School Administration - 3 credits ; 2 credits**

Prerequisites: ECA800 and ECA801.

Prerequisites for supervised portion of the practicum: ECL805 and completion of all concentration courses, or permission of the coordinator

In these courses, taken during the third and fourth terms, students implement their research designs developed in ECA800 and 801. Students monitor the planned interventions, note results, and relate them to their hypotheses. There are four seminar meetings each term, in which students discuss research issues, field experiences, and current issues at their practicum sites.

During this supervised practicum, students complete a 300-hour field experience in a school setting under the guidance of a cooperating practitioner. This practicum allows the development of administrator competencies and provides opportunity for experienced professionals to become fully immersed in examining how theory and practice interact in school administration.

CURRICULUM & INSTRUCTION (ECC)

Some courses are listed under School Administration.

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 cornerstones 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 thinking skills.

ECC707 Meeting the Challenge of School Restructuring - 3 credits

This course enhances the ability of educational leaders to get their teachers to acquire the skills needed to prepare their stu-

dents for life in the 21st century. Emphasis is placed on building the collaborative relationships necessary to bring about deep-rooted school change. 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 workspace to examine a wide range of learning theories. Students learn instructional design using a model that is both robust and flexible, making it appropriate for use throughout K-12. We explore behavioral, cognitive, and constructivist theories, and balance new discoveries with older theories that are still relevant to 21st century classrooms. In addition, we examine Howard Gardner's work on multiple intelligences and developments in collaborative and cooperative learning as they relate to the design process. Using materials from their own curriculum, students complete an instructional design project using the ADDIE model (Analyze, Design, Develop, Implement, and Evaluate). Students present their projects to the class, explaining their experience with the ID process and share the learning theories incorporated into the design.

ECC709 Alternative Assessment: Theory and Practice - 3 credits

This course explores alternative assessment: what it is, what it does, what it measures; its strategies, applications, types, and 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 empowered to confidently use alternative assessment strategies in the classroom as an integral component of the curriculum-instruction-assessment link.

ECC710 Assessment and Developing and Evaluating Curriculum - 3 credits

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, the course focuses on the standards of leadership, models of curriculum designs that promote achievement for all students, work with data to inform decisions about instruction, and discuss current issues that impact teaching and learning.



**ECC805 Educational Leadership Practicum/ Seminar I
— Curriculum and Instruction - 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. They continue work on the school improvement plan, begun in ECL800 and 801, continues with a focus on conducting action research at the school site.

**ECC806 Educational Leadership Practicum/ Seminar II
— Curriculum and Instruction - 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 school improvement plan.

EDUCATIONAL LEADERSHIP

(ECL)

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 Applied 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. An overview of commonly used statistical procedures, including introductory computer applications for data analysis.

Each student designs an independent 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. Students create projects appropriate to their concentrations. 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 ECA800. They systematically organize

inquiries demonstrating connections between academic 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 applied action research project or a program evaluation. Practicum capstone learning projects are assessed by committee review.

ECL802 Advanced Leadership - 3 credits

This advanced topical issues course merges theory with practice to examine administrative and supervisory roles in educational settings. Using case studies and problem-solving techniques, students actively examine a wide variety of current issues that impact the ability of educational institutions to fulfill their public trust. 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.

ECL804 Advanced Leadership Policy and Practice - 3 credits

Prerequisite: ECL802.

This course explores the effect of organizational structures and managerial action on teaching and learning. Simulations and scenarios from class members, practitioners and research are used to inform managerial decision-making 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 problem solutions. Students gain skills for 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 school improvement plan and present the results to a panel of faculty and students.

SPECIAL EDUCATION ADMINISTRATION (ECS)

Some courses are listed under School Administration.

ECS712 Advanced Psycho-Educational Assessment and Educational 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 to 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 function-

ing 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.

ECS717 Educational Technology and Special Education - 3 credits

This course focuses on the use of computers both as teaching methodology and as an administrative tool in education. The use of Computer Assisted Instruction (CAI) is introduced. A variety of computer software packages suitable for the special needs classroom are introduced. Extensive hands-on experience with a number of commercially available educational software packages are required. Strategies and methods for integrated computing with the elementary and secondary curriculum are highlighted.

ECS725 Instructional Leadership: Supervision and Administration of Educational Personnel - 3 credits

Leaders in all roles must see their purpose as improving student learning. In this course we focus on practices that supervisors can use to create a culture where all staff members recognize this as the goal and work toward achieving it. 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 paid to the role of professional development and its implementation, including mentoring for new staff.

ECS805-806 Practicum/Seminar I-II: Special Education Administration - 710-3 credits, 711-2 credits

Prerequisite: Completion of all course work.

Exit Performance Portfolio required for credit.

Students complete 300 hours of 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.



NATIONAL INSTITUTE FOR TEACHING EXCELLENCE

Cambridge College's National Institute for Teaching Excellence (NITE) brings educators from around the country and abroad to the Boston area for an intensive residential summer institute. The academic programs continue in the fall and spring, with learning groups at regional sites and/or online. Students earn a range of degrees: Bachelor of Arts in Multidisciplinary Studies, Master of Education, and Certificate of Advanced Graduate Studies in Educational Leadership.

The NITE faculty, a diverse group of experienced educators, teachers and school administrators, attracts a highly diverse student body. The academic programs and courses are readily applicable across many states and school systems.

Summer Institute

NITE students live and learn together in the Boston area for five weeks in the summer. Students typically take one intensive course each week. Over 250 courses are offered. They get academic support in their professional seminars, attend colloquia, and participate in research week activities. They return to their schools renewed and empowered to improve their classrooms, school systems and their own lives.

Colloquium — Colloquium presentations by experts in the field of education are a core experience for all NITE students each summer.

Research Week — Professional seminar cohorts meet for a week of intensive work under the leadership of faculty coaches.

They learn online research skills and hone writing skills. They begin work on their independent learning projects and prepare a detailed proposal. Professional seminar cohorts learn to use communication tools such as eforum and discussion boards. These will support academic work in the fall and spring, when students are learning online from their homes and schools.

Fall Term & Beyond

The learning groups established in the summer continue their study together in the fall term. They may meet at regional centers, online, or in their own school systems. Educational experiences vary from one program to another, and may include a practicum, distance learning, professional seminar, implementation of school improvement plans, and independent learning or research projects. Some programs require further study.

Regional centers are available for fall, spring, and second-summer course work:

- Where Cambridge College holds state authorization (currently CA, GA, MA, TN, VA, and Puerto Rico), and
- Where the practicum experience would be strengthened for licensure programs, and
- Where there are 15 or more students in one program to support on-site course work.

Otherwise, fall and spring work is conducted online via distance learning tools.

Program Outcomes

NITE programs develop and enhance skills, competencies, attitudes, values and habits of mind which enable educators to nurture learning in schools, families, and communities. Students will:

- Be affirmed as individuals and professionals.
- Discover their strengths and learning/thinking styles.
- Acquire content and skills in their area of study and meet professional standards.
- Effectively teach people from diverse backgrounds and with diverse needs.
- Realize their own potential and create learning environments in which others realize their potential.
- Develop a network of relationships with fellow learners, Cambridge College faculty, and the faculty in their own schools.

Program Choices

Cambridge College is responding to rising standards for teachers by offering a greater variety of cutting-edge programs that lead to educator licensure/certification. Other programs are for seasoned, fully credentialed educators, or those who work in educational settings where licensure is not required. These programs can help teachers renew their passion for teaching and advance their careers. For educators who already hold master's degrees, we offer Certificate of Advanced Graduate Studies programs.

Paraprofessionals and others interested in becoming teachers can complete a Bachelor of Arts in Multidisciplinary Studies, to prepare for master's level study and educator licensure.

Bachelor's Degree Completion Program

Multidisciplinary Studies

Master of Education — Educator Licensure Programs

- Early Childhood — initial licensure
- Elementary Teacher — initial & professional licensure
- General Science — initial licensure
- Instructional Technology — initial licensure
- Library Teacher (all levels) — initial licensure
- Mathematics — initial & professional licensure
- School Administration — initial licensure
- School Guidance Counselor — initial licensure
- Teacher of Students With Moderate Disabilities — initial & professional licensure
- Teacher of English Language Learners — initial licensure (submitted to the Massachusetts D.O.E.)

Master of Education — Programs Without Licensure

- Education
- Literacy Education
- Mathematics Education
- School Nurse Education

C.A.G.S. in Educational Leadership

- Educational Specialist in Curriculum and Instruction — without licensure
- School Administration — initial licensure
- Special Education Administrator — initial licensure

For licensure requirements and paths to licensure, see Educator Licensure Programs, above.

Further information about Cambridge College's National Institute for Teaching Excellence is available in the NITE Academic Catalog and on the Cambridge College website.

SCHOOL OF MANAGEMENT

Introduction & Policies

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.

The curriculum provides comprehensive management and leadership skills: best practices, newest academic content and concepts, and proven strategies students can use to increase their organizations' effectiveness in today's world.

Entering students are expected to have college level computer, writing, and numeracy skills.

Broad Management Skills

Students gain the broad range of skills they need to manage the people, policies and financial resources of today's businesses and institutions. They also acquire personal skills such as analysis, goal-setting, self-direction and life-long learning, which are essential to effectiveness throughout a career.

Students bring their unique experiences of management in the workplace, home and community to the classroom and examine them using academic perspectives, producing a very powerful integration of management theory and practice. Students learn how to utilize computer and information technologies to increase their organization's effectiveness. A computer with Internet access is required.

Diversity and Collaborative Learning

The student body and learning environment are highly diverse by design. In stimulating, interactive classes, 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.

Concentrations

Students may choose a 16-credit specialized area of management study. Those who prefer not to specialize may choose management courses and directed studies to meet their own needs.

Advisement & Management Seminar

Admissions counselors give applicants an overview of the College's academic programs and assist with the application process. Program directors are available for further academic counseling. Faculty Admission Committee recommendations are communicated to applicants

Orientation — Just before each term begins, an Introductory Seminar provides group course advisement for new students and assistance with course registration.

Management Seminar — The Management Seminar is a key feature of study at Cambridge College. A group of students and their academic advisor meet regularly over four terms to 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, and signs off on workshop/directed studies credits, independent study, leave of absence, and graduation clearance. Seminars focus on professional issues in the students' field and support professional development.

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.

Health Care Management Concentrations

A Master of Management degree with a concentration in Healthcare Management provides the education needed to meet current and future challenges faced by health care managers and team members. Healthcare is viewed from a systems perspective — as a totality of structure, process and outcome, and from a multi-cultural perspective.

Work experience in the healthcare 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.
- Increase awareness of social and environmental influences on health care delivery, including racial, ethnic and economic factors in health disparities.
- Understand health care issues, practices and systems in historical, national and international context.

Master of Management-AdaptNet

The School of Management is introducing a new, blended learning delivery system for selected Master of Management areas of study. Please note that a special tuition rate applies (see Tuition & Fees).

The Master of Management-AdaptNet is a blended learning program providing students with broad-based, comprehensive management and leadership skills. Combined with prior education and employment experience, the program enables students to compete for both job advancement and new opportunities.

Both traditional, instructor-led and online models are used to create a blended learning experience. Students attend monthly onsite class sessions, and online instruction provides interactive learning between sessions.

During the traditional sessions, groups of 15-20 students participate in dynamic classroom instruction utilizing discussion, debate, and dialogue. Between sessions, students use an instructor-facilitated, individualized online learning instrument to conduct assignments. Students may select from among three learning styles, including:

- Apprentice: Building block approach for presenting concepts.
- Incidental: Case study approach to events that trigger the learning experience.
- Discovery: Inquiry method by which students learn by doing.

Fall 2005 MM/AdaptNet Offerings

- Master of Management (37 credits) — at the Chesapeake, VA center.
- Master of Management (37 credits/Health Care Management) — at the Springfield, MA and Chesapeake, VA centers.

Management Faculty

Ezat Parnia, Ph.D. Claremont Graduate University, Dean
William F. Hancock, M.B.A., CPA, CMA, CLU, CPCU, CDP, Wharton School, University of Pennsylvania; Associate Dean

Full-time faculty

Martha Belden, J.D. Western New England College, Professor
Gilbert Dube, Ed.D. Boston University, Professor (emeritus)
Shirley J. Harrell, M.A. Case Western Reserve University, Assistant Professor
Mary Ann Joseph, Ph.D. Northwestern University, Professor
Cynthia Y. Ker, D.B.A. University of Colorado at Boulder, Professor (on sabbatical)

Part-time faculty

Ellen B. Alperen, Ed.D. Lesley University
Joanne M. Baker, M.M. Cambridge College
Cynthia I. Bloom, M.P.A. Suffolk University
Brant Blumstein, M.A. Boston University
Donald J. Boyle, M.B.A. Columbia University
Melissa Brodrick, M.Ed. Harvard Graduate School of Education
Dennis C. Butler, M.B.A. Wharton School of Business, University of Pennsylvania
Diego A. Camacho, M.B.A. Santa Clara University
Bruce E. Cohen, M.B.A. Boston College, M.A. Ohio University
Moshe Cohen, M.B.A. Boston University



Martin Joseph Cotton, M.A. Antioch University
 Ralph J. Covino, M.B.A. Suffolk University
 Patricia Crutchfield, M.Ed. City College of the City University of
 New York; M.L.S. SUNY at Albany
 Cynthia Ebert, M.S.M. Lesley University
 Yvonne C. Freitas, M.M. Cambridge College
 Steve A. Frigand, M.A. Massachusetts Institute of Technology
 Kristen W. Girrell, M.A. Pennsylvania State University
 David F. Hoover, Ph.D. New York University
 Peter Hughes, M.Ed. Cambridge College
 Bruce LaFlamme, LICSW, M.S.W. SUNY at Albany
 Donna Maimes, M.Ed. Cambridge College
 Hugh McGill, M.Ed. Cambridge College
 Joseph J. Miglio, Ed.D. National-Louis University
 Kevin R. Morrissette, M.A. University of Massachusetts/ Boston
 Theresa Moulton, M.B.A. Babson College
 Donald A. O'Neil, Ph.D. University of California at Los Angeles
 Haresh K. Patel, M.S. Lesley University
 Robert Piotti, M.S. Bentley College
 Joseph Crawford Reed, Ph.D. University of Wisconsin/ Madison
 (on leave from teaching)
 David W. Rynick, MALS Wesleyan University
 Catherine Seo, M.S. Marlboro College
 Paul S. Sherman, M.Ed. Boston University
 Albert C. Socci, D.B.A. Nova Southeastern University
 Nishikant Sonwalkar, Sc.D. Massachusetts Institute of Technology
 Cynthia J. Thomas, M.M. Cambridge College
 Michele Vitti, M.A. Lesley University
 Lawrence B. Wilson, M.S. University of New Hampshire
 Michael L. Woodson, M.A. Utica College, M.A. Boston University
 Sharon A. Wulf, Ph.D. Columbia Pacific University

Healthcare & Nursing Management

John Bove, CAS, M.M. Cambridge College; Director
 Ellen Alperen, Ed.D. Le Salle University, M.B.A.
 Joanne Baker, M.M. Cambridge College
 Cynthia I. Bloom, M.P.A. Suffolk University
 John A. Brennan, M.B.A. Pace University
 David S. Browne, J.S. Suffolk University
 Frances C. Fairbanks, R.N., CPHQ, M.M. Cambridge College
 William F. Hancock, M.B.A., CPA, CMA, CLU, CPCU, CDP,
 Wharton School, University of Pennsylvania
 Shirley J. Harrell, M.A. Case Western Reserve University,
 Assistant Professor
 David F. Hoover, Ph.D. New York University
 Jeffrey J. Isaacson, J.D. New England School of Law
 L. William Katz, D.B.A., C.M.C. George Washington University
 Mona Liblanc, M.Ed., University of Massachusetts/Boston
 Joann MacKey, Ed.D. Nova University

Donna Maimes, M.Ed. Cambridge College
 Joseph J. Miglio, Ed.D. National-Louis University
 Liza Molina, Sc.D., MPH Harvard School of Public Health
 Daniel Mumbauer, M.S., M.B.A. Johnson & Wales University,
 University of Rhode Island
 Charles O'Donnell, M.S., RRT, Leslie University
 Thomas P. Salmon, LICSW, MPH, MSW Columbia University
 Raymond Sanzone, MHA Columbia University
 Catherine Seo, M.S. Marlboro College
 Edward K.S. Wang, Psy.D. Harvard Medical School

Springfield, MA

Full-time faculty

Richard Turner, Ph.D. Nova Southeastern University; Springfield
 Coordinator of Management and Academic Technology
 Joseph Defazio, J.D. Western New England College, Professor

Part-time faculty

Carol Bevan-Bogart, M.A. Emerson College
 Helen Caulton-Harris, C.A.G.S. Springfield College
 Patricia Crutchfield, M.Ed. City College of the City University
 of New York; M.L.S. SUNY at Albany, M.Ed. University of
 Massachusetts
 Hyman Edelstein, Ed.D., University of Massachusetts
 Mohammad Idrees, Ed.D. University of Massachusetts
 Barbara Mroz, M.M. Cambridge College

Lawrence, MA Part-time faculty

Howard F. Allen, M.Ed. Cambridge College
 Robert J. Cuomo, Ph.D. Boston College
 Subhash Dandage, Ph.D. University of Wisconsin
 Peter Hughes, M.Ed. Antioch University
 Srirama (Sas) Sastri Durvasula, M.S.E.E. University of North
 Dakota

Virginia Part-time faculty

Michael J. Aroney, M.B.A. Embry-Riddle Aeronautical University
 Allen Carmody, M.S. Georgia Institute of Technology
 Jan D. Felton, Ph.D. Walden University
 Nathaniel Fuller, M.S. Nova Southeastern University
 William C. Harper, III, B.A. Southwest Missouri State University
 William McMican, M.S. Naval Postgraduate School, Monterey, CA
 Kelly Nevala, M.A. George Washington University
 Lisa D. Orton, M.S. SUNY/Buffalo
 Jill Quirin-Riedel, Ed.D. Northern Illinois University
 Raymond Tranchant, M.S. Old Dominion University



MASTER OF MANAGEMENT

37 credits • For students with bachelor's degrees

Management Core **21 credits**

MMG690 Introductory Seminar 1

Management Seminar I-IV:

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

MMG511 Foundations of Management 3

MMG512 Organizational Environment 3

MMG517 Research Methods for Managers 3

MMG800 Independent Learning Project 3

Concentration Options **16 credits**

BUSINESS

MMG525 Decision Techniques for Managers 3

MMG520 Financial Accounting 3

MMG733 Marketing Management 3

MMG740 Human Resource Management 3

Choose one elective course:

MMG560 Managing a Diverse Workforce 3

MMG713 Total Quality & Operations Management 3

MMG725 Financial Management 3

MMG732 International Business 3

MMG735 Entrepreneurship & Small Business Management 3

MMG746 The Manager as Negotiator 3

MMG757 Consulting Skills for Managers 3

Choose one directed study:

DMG506 Essentials of Accounting 1

DMG602 Project Management 1

INFORMATION TECHNOLOGY FOR MANAGERS

Springfield, MA only

Distance learning courses with limited residency

MMG525 Decision Techniques for Managers 3

MMG701 Network Essentials 1

MMG715 Management Information Technology 3

MMG716 Emerging Technologies 3

MMG717 Systems Analysis & Design For the IT Manager 3

MMG718 E-Business Development for IT Managers 3

BUSINESS NEGOTIATION & CONFLICT RESOLUTION

MMG746 The Manager as Negotiator — required first course 3

MMG747 Conflict Management: Strategies, Tactics & Behavior 3

MMG748 Multi-party/Multi-Issue Negotiations 3

(new) Practicum in Business Negotiation & Conflict Resolution 1

Choose two:

MMG749 Conflict Management & the Organization 3

MMG758 Mediation in the Workplace 3

MMG560 Managing a Diverse Workforce 3

MMG761 Conflict Resolution in Multicultural Organizations .. 3

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:

MMG541 Human Relations Lab 3

MMG744 Management Training & Development 3

MMG746 The Manager as Negotiator 3

MMG757 Consulting Skills for Managers 3

Choose one directed study:

DMG602 Project Management 1

DMG614 Performance Management 1

MMG753 Introduction to Organizational Coaching 1

NON-PROFIT & PUBLIC ORGANIZATION MANAGEMENT

DMG506 Essentials of Accounting 1

DMG602 Project Management 1

DMG605 Grant Writing 1

DMG614 Performance Management 1

MMG727 Budgeting & Finance for Non-Profit & Public Organization 3

MMG740 Human Resources Management 3

MMG746 The Manager as Negotiator 3

Management Elective 3

Master of Management continued on next page



MASTER OF MANAGEMENT Continued

ORGANIZATIONAL COACHING

DMG753	Introduction to Organizational Coaching	1
MMG754	Applied Coaching Tools & Techniques	3
MMG751	The Coaching Leader	3
MMG752	Coaching the Organizational Agenda	3
MMG756	Practicum in Organizational Coaching	3
	Management Elective	3

ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT

MMG725	Financial Management	3
MMG733	Marketing Management	3
MMG735	Entrepreneurship & Small Business Management	3
MMG746	The Manager as Negotiator	3
	Management Electives	4

INTERNET & INFORMATION SECURITY

MMG701	Network Essentials	1
(new)	IT Security Management: Planning, Procedure & Policy	3
MME705	Information & Internet Security Essentials	3
(new)	Security Technologies – Protection, Detection & Configuration	3
MMG730	Information Law, Privacy, Forensics & Ethics	3
MMG731	Business Continuity & Disaster Recovery: Principles & Practices	3

Entrance requirements:

- Bachelor's degree and other general requirements (see Admission).
- Five years work experience recommended.

Health Care & Nursing Management Concentrations 16 credits

HEALTH CARE MANAGEMENT

MHC740	Strategic Planning in Health Care	3
MHC750	Health Care Policy & Ethics	3
MMG741	Terrorism & Disaster Management in a Health Care Setting	3
DMG506	Essentials of Accounting	1
MHC710	Risk Management in Health Care	3
MHC720	Health Care Systems	3

NURSING MANAGEMENT & LEADERSHIP

MHC740	Strategic Planning in Health Care	3
MHC750	Health Care Policy & Ethics	3
MMG741	Terrorism & Disaster Management in a Health Care Setting	3
DMG504	Computer Applications	1
DMG647	Negotiation in the Health Care System	1
DMG602	Project Management	1
DMG614	Performance Management	1
MMG727	Budgeting & Finance for Non-Profit & Public Organizations	3

Course requirements may be adapted, in consultation with the program coordinator, to meet individual career goals.

Entrance requirements for Health Care & Nursing Management:

- Bachelor's degree and other general requirements (see Admission).
- Five years health care experience required.

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).

MASTER OF MANAGEMENT

55 credits • For qualified students without bachelor's degrees

Introduction to Managerial

Competencies & Theory 18 credits

First two terms

MMG504	Computer Applications for Business.	3
MMG505	Graduate Writing	3
MMG506	Quantitative Analysis for Managers.	3
MMG507	Managerial Analysis & Communication.	3
MMG508	Information Research & Technology	3
MMG509	Political, Social & Economic Aspects of Business. .	3

Professional Seminar & Project..... 21 credits

MMG690	Introductory Seminar	1
Management Seminar I-IV:		
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
MMG511	Foundations of Management	3
MMG512	Organizational Environment	3
MMG517	Research Methods for Managers	3
MMG800	Independent Learning Project	3

Concentration Options 16 credits

- Business
- Business Negotiation and Conflict Resolution
- Entrepreneurship & Small Business Management
- Leadership in Human & Organizational Dynamics
- Information Technology for Managers
- Non-Profit & Public Organization Management
- Organizational Coaching

See 37-credit Master of Management chart for course requirements.

Entrance requirements:

- Evidence of personal and professional accomplishment, and demonstration of the academic and professional skills needed to succeed in graduate study.
- High school diploma or GED certificate.
- Five years of responsible, relevant work experience after high school recommended.

Master of Management-Access is an expanded program for qualified adult learners who do not have bachelor's degrees and do not need bachelor's degrees to advance in their careers or to pursue further education. Qualified students complete additional coursework 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 MM-Access students take 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, and provide a broad overview of liberal arts concepts underlying management theory.

MASTER OF MANAGEMENT/E-COMMERCE

42 credits • 4 terms • Virginia regional center only

First term 11 credits

MME691	Management Seminar I: Self-Diagnosis & Professional Development	2
MME710	Relational Database Management Systems Concepts & Methods	3
MME711	Relational Database Management Systems Programming	3
MME712	Relational Database Management Systems Application Development	3

Second term 11 credits

MME692	Management Seminar II: The Manager as Team Developer & Leader	2
MME713	Internet Web Site Application Development	3
MME714	Internet Applications With Object Oriented Programming	3
MME715	Internet Enterprise Applications & Project	3

Third term 11 credits

MME693	Management Seminar III: The Manager as Strategist	2
MMG511	Foundations of Management	3
MME790	Managing Software Development Projects	3
MME705	Information & Internet Security Essentials	3

Fourth term 9 credits

MME502	Organizational Environment	3
MME792	E-Business Development	3
MME800	Project Management Practicum	3

E-Commerce Program — IT Leadership

The Master of Management with a concentration in e-commerce teaches adult learners the tools used for development of e-commerce systems, information technology, and the management skills needed to plan projects and lead people in organizations engaged in e-commerce.

Program Objectives

- **Technical skills** — Ability to understand and apply concepts of relational database management systems and applications; Internet web site application development, programming, and database integration; construction of complete electronic commerce systems for selling products and services and managing vendor relations using Internet-based technologies

- **Business skills** — Ability to analyze and propose electronic trade and commerce opportunities, understand retail and commercial environments, and supply chain logistics, familiarity with techniques and tools of planning, organization, and control including financial accounting and control systems, and understand legal and contract issues relating to e-commerce; emphasis on Internet and information security including development of security policy
- **Management/Leadership** — Ability to define strategies, set goals and objectives, manage projects, build and lead teams, present ideas and information effectively, negotiate agreements and schedules, and manage change and diversity

Management Course Descriptions

DMG506 Essentials of Accounting - 1 credit

This course covers basic accounting concepts and principles, the essentials of the accounting process, the concept of the time value of money, and the application of present value techniques to accounting valuations. The course also covers analysis of financial statements used in hospitals and the healthcare arena with a view towards using accounting information in making investing, lending and other management decisions.

DMG601 Forecasting and Planning 1 credit

This directed study 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 Project Management - 1 credit

This directed study 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.

DMG605 Grant Writing - 1 credit

This module for educators and 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. Hand-on activities provide practice in the art and craft of grantsmanship.

DMG614 Performance Management: A Systematic Approach to Getting and Sustaining Higher Performance Through 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.

DMG621 Statistical Analysis With Spreadsheets - 1 credit

Students should have some previous experience with Windows and spreadsheets.

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 statisti-

cal 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 rapid adoption of Internet-based technology by business and other organizations to improve productivity and to enhance value provided to customers 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 sites, 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.

MHC710 Risk Management in Health Care- 3 credits

This course explains the discipline of dealing with the possibility that some future event will cause harm. It provides strategies, techniques, and an approach to recognizing and confronting any threat faced by an organization in fulfilling its mission. It considers the questions: What can go wrong?, What will we do?, and How will we pay for it?

MHC720 Health Care Systems - 3 credits

This course provides an overview of national and international health care systems, using a systems framework and a problem solving perspective. The structure, organization, and process of health care are introduced. Students learn about the functioning and outcomes of health care.

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 organization to achieve those goals. Strategic analysis, plan development and implementation strategies are included, as well as monitoring and evaluation.

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.



MMG504 Computer Applications for Business - 3 credits

This course familiarizes learners with the personal computer, Windows, word processing (Microsoft Word), spreadsheet (EXCEL), presentations (PowerPoint), E-mail and the Internet (Netscape). 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.

MMG505 Graduate Writing - 3 credits

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.

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 proportion, percentages, algebraic operations, probability and statistics. Charts and graphs are created using spreadsheet software. Financial calculations and the elements of financial decision-making are explored, including interest, credit and borrowing, depreciation and valuation, annuities, investments, financial statements, break-even points, budgeting, pricing, and the time value of money. Students learn to apply quantitative tools to solve a variety of business problems, and create and use quantitative models for real-world problems.

MMG507 Managerial Analysis and Communication - 3 credits

Prerequisite: MMG505 or equivalent

This course addresses the analytical and communication skills necessary for success in business environments. Building on the critical thinking skills developed in Graduate Writing, students 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.

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 healthcare publications, non-profit health financials, print and electronic sources. They will become able to create an effective presentation and publish it in print or electronic form.

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.

MMG511 Foundations of Management - 3 credits

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

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

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.

MMG520 Financial Accounting - 3 credits

The course covers accounting principles, financial analysis and planning, managing the organization's asset structure, and managing the organization's financial structure. Accounting and financial management are considered from a decision-making

perspective which conceptually links the organization's value as it is determined in the marketplace and which makes it possible for the organization to achieve its purpose. Students present decisions designed to maximize wealth in terms of risk and return factors and their potential impact on the institution.

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.

MMG525 Decision Techniques for Managers - 3 credits

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.

MMG535 Communication Strategies for Organizational Effectiveness - 3 credits

Organizational Effectiveness is a process, not an event. This course will look at the assessment, analysis and evaluation of present organizational strategies and provide opportunities to design and implement more effective communication within the organization. By measuring the functions of (1) purpose, (2) strategy, (3) feedback, (4) processes and procedures, and (5) leadership/membership.

MMG541 Human Relations Lab - 3 credits

Laboratory learning is an interactive process based on principles of group dynamics and adult education. Students gain insights into their personal style of communicating and through self-disclosure and feedback learn how to become more effective in their communications with others. This course is designed for people who wish to increase understanding and develop skills in the human side of their business.

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

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.

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.

MMG725 Financial Management - 3 credits

Prerequisite: MMG520

The major goal of the financial manager is to maximize the value of the firm. Accordingly, this course introduces financial accounting, managerial accounting and financial management and contemporary financial concepts such as economic value added (EVA) and market value added (MVA). Students learn how to prepare and analyze the income statement, the balance sheet and the statement of cash flows. Powerful planning and control tools such as budgeting and break-even analysis are introduced. Students learn how to estimate the amount of cash an organization will need in its operations, decide whether to use short-term or long-term credit, and choose the right time to issue stock or to sell bonds.

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.

MMG727 Budgeting and Finance for Non-profit and Public Organizations - 3 credits

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.

MMG732 Global Business - 3 credits

Prerequisite: MMG503

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 the functions and managerial processes in an global context.

MMG733 Marketing Management - 3 credits

Prerequisites: MMG503 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.

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 Resources Management - 3 credits

Prerequisite: MMG511

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.

The methodology includes lecture, discussion, video and negotiation simulations and role-plays. The texts are *Getting to Yes* and *Getting Past No*, and other readings provided by the instructor. Instructor and student analyze each negotiation in which the student participates. Students apply the theory learned to one of their current real-life negotiations through a written paper or in-class discussion.

MMG747 Conflict Management: Strategies, Tactics and Behavior - 3 credits

Prerequisite: MM746

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 competitive and cooperative 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. The methodology includes lecture, discussion, video, negotiation simulations and role-plays. The text for the course is *Negotiation* by Roy Lewicki. Other readings are provided by the instructor. Instructor and student analyze each negotiation in which the student participates. Students apply the theory learned to one of their current real-life negotiations through a written paper or in-class discussion.

MMG748 Multi-Party/Multi-Issue Negotiations - 3 credits

Prerequisite: MMG746

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. Methodology includes readings and handouts. The text is *Negotiation* by Roy Lewicki. Instructor and student analyze each negotiation in which the student participates. In a final paper students apply the analytic concepts and interpersonal skills in this and previous courses.

MMG749 Conflict Management and the Organization - 3 credits

Prerequisite: MMG746

This course is for students who deal with complex disputes and need to manage cultural differences within their organization, and for managers and consultants who are responsible for assessing conflict and evaluating processes and dispute resolution systems within an organization. This course explores how organizations respond to conflict and how to identify the existing conflict management systems. Students develop the skills necessary to design and improve organizational conflict resolution systems. The course also emphasizes how to negotiate deals, resolve disputes and make decisions in multicultural environments. It extends negotiation theory into a global environment and focuses on negotiation in a multicultural business environment.

The methodology is lecture, discussion, video, negotiation simulations and role-plays. The texts for the course are *Negotiating Globally* by Jeanne Brett and *Designing Conflict Management Systems* by Cosantino and Merchant. Other readings are provided by the instructor. Students to apply the theory learned to one of their current real-life negotiations through a written paper or in-class discussion.

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

Prerequisite: MMG512 recommended

The theory and practice of organization development and change management are introduced. Students gain an understanding of how organizational systems operate together, including organizational culture, leadership, structure, human resources, rewards, and technology.

Managing change effectively is challenging and the outcomes are too important to leave to chance. Students learn how to make effective change through dealing with an organization as a whole. They gain the specific competencies, skills, attitudes and behaviors that are required. They learn to develop strategies to help organizations make internal changes in response to changing technologies, markets, and other challenges. Case studies and simulations are used throughout the classwork.

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

Prerequisite: MMG746

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. The methodology is lecture, discussion, video, and mediation simulations and role-plays. The texts for the course are *The Mediation Process: Practical Strategies for Resolving Conflict* by Christopher Moore and *The Promise of Mediation* by Robert Baruch Bush and Joseph Folger. For those students interested, a practicum component may be added to the course.

MMG761 Conflict Resolution in Multicultural 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 organizations.

MMG762 Global Diversity: International Dimensions of Diversity Work - 3 credits

Students are challenged to go beyond parochialism and view organizations from a global perspective. The course explores management lessons from "the borderless world" and the conceptual, theoretical, and practical boundaries which limit ability to understand and manage people in countries worldwide. The course examines conventional attitudes, thinking patterns and behavior and develops a new vision of what it means to be a "global thinker."

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.

INTERNET, INFORMATION TECHNOLOGY & SECURITY

(MMG, MME)

MMG701 Network Essentials - 1 credit

Awareness of data communications and computer network technology serves as a basis for more detailed awareness and understanding of security, business continuity, etc. Students explore data communications and computer network technologies, services, and management capabilities.

MMG715 Management Information Technology - 3 credits

Prerequisite: MMG508 or equivalent

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 too new to be in the textbooks but too important to neglect: 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 and Design - 3 credits

Systems analysis and design is a critical competency for information technology. The linking of information systems, technology, and business mission and purpose are mastered in this course. Other key areas are project management, process re-engineering, and change management.

MMG718 E-Business Development For IT Managers - 3 credits

This course provides an overview of electronic business and e-commerce development. It develops students' 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.

MMG730 Information Law, Privacy, Forensics and Ethics - 3 credits

This course provides a fundamental understanding of the legal implications related to information security and assurance. Students are exposed to a wide spectrum of current security-related laws and the various legal, privacy and ethical issues faced by information security professionals in the work place. They explore Internet resources needed to keep abreast of breaking developments. Particular focus is placed on the key issues associated with protecting information assets, governing privacy, and procedures for collecting and preserving evidence on a global enterprise.

MMG731 Business Continuity and Disaster Recovery: Principles and Practices - 3 credits

This course teaches the concepts, policies, regulations and practices of business continuity. It demonstrates how business continuity is good business practice and an integral part of corporate governance. It promotes learning from the perspective of professional practitioners, incorporating proven tools, tips, techniques and industry resources. The course explores changes in business climate, planning and assessment procedures, consulting on the topic, and implementation principles. Students gain the ability to construct a case for business continuity and engage in basic business continuity processes.

(new) Security Technologies: Protection, Detection and Configuration - 3 credits

Prerequisite: MMG705

Students get a demonstration of software used by hackers and how they actually launch an attack. The steps that a hacker performs such as finger printing, scanning, and identifying operating system etc. are discussed. Students get hands-on practice writing rules for a firewall, configuring intrusion detection software and also public key infrastructure using certificate server. Topics covered include: network security and solutions, the design, configuration and monitoring of routers, firewalls, and perimeter defense systems.

(new) IT Security Management – Planning, Procedure and Policy - 3 credits

This course covers assessment of an IT system's risk; the establishment and implementation of policy and process; communication, training and monitoring of the effectiveness of corporate readiness for attack. Major technological advances are reviewed from a manager's perspective; students will see how these advances have also placed data at risk. The course examines various risks associated with internet security, methodologies of security, costs associated with various selections of controls, design of a security architecture, technical and non-technical controls, and key security policies and procedures.

(new) Relational Database Management Systems For Project Managers - 3 credits

Students will understand database theory and how a database works. They will understand the difference between database analysis and design and, as project managers, they will understand the role of requirements in the analysis and design of databases. This course presents a platform-independent approach to the basic underlying principles of relational database design. It offers practical design principles that enable databases to work. Ultimately they learn how to create a simple database application.

E-COMMERCE (MME)

Special tuition rate applies to all program components. See Tuition and Fees.

MME502 Organizational Environment - 3 credits

This course provides an overview of the external and internal environment of organizations, with particular emphasis on e-business. 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. 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 course provides students with the theoretical base to better understand organizational behavior and equip them with tools to analyze and improve their managerial practices.

MME503 Foundations of Management - 3 credits

This course provides an overview of the field of management and establishes a foundation and common vocabulary for managers. The course provides students with an understanding of the fundamentals and principles of management processes. Proven management principles are explored and updated for the modern demands of managing in the digital world. The course provides an understanding of the skills needed to plan, organize, direct, control and lead organizations in the e-business arena.

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 e-commerce managers.



MME691 Management Seminar I: Self-Diagnosis and Professional Development - 2 credits

The Management Seminar is a learning laboratory for developing, integrating and demonstrating competencies in personal, professional, and academic development. This seminar equips individuals with the knowledge and self-awareness to meet the challenges of changing job markets and establishes a foundation for self-directed career advancement. It promotes a career focus in information technology and e-commerce. It helps students develop an awareness of the changing career opportunities in this field, increase their knowledge of the industry and of resources for career development.

MME692 Management Seminar II: The Manager as Team Developer and Leader - 2 credits

This seminar focuses on the technical 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. Students also learn how to leverage the diversity in teams and utilize team resources effectively.

MME693 Management Seminar III: The Manager as Strategist - 2 credits

This seminar focuses on the development and implementation of strategies for gaining competitive advantage in the competitive, global e-business market. It covers varied approaches to analyzing strategic situations, developing a competitive strategy and managing policies to implement these strategies. Managers must also know how to lead organizational change and how to allocate and leverage resources. Business-governmental relationships, corporate social responsibility and cooperative strategy are also covered.

MME705 Information and Internet Security Essentials - 3 credits

The incidence of hacking and cyber-terrorism is increasing daily. This course presents principles that assist students' efforts to prevent security breaches and attacks, and how organizations can protect themselves. This course covers today's major security issues; methods of entry, detection and prevention; firewall functions and development; and about tools available for safeguarding businesses.

MME710 Relational Database Management Systems Concepts and Methods - 3 credits

This course concentrates on the full life-cycle database application development process. Using case method, students analyze a project narrative and learn to create a data model following the Relational Database Management System. Structured Query Language is used to enable students to create a database following the business narrative provided for the required course project.

MME711 Relational Database Management Systems Programming - 3 credits

PL/SQL programming units are learned and used to provide designer-enhanced functionality, incorporating block structure, error handling, control structures, functions and procedures, triggers and packages.

MME712 Relational Database Management System Application Development - 3 credits

An RDMS tool set is used to create a series of user-friendly and functional forms and reports which lead to completion of the course and the development project.

MME713 Internet Web Site Application Development - 3 credits

This course presents the theory and methods of web site design. The course focuses on the foundations of three-tiered application development. Students apply theory and methods through applications developed by using HTML, Java script and XML.

MME714 Internet Applications With Object Oriented Programming - 3 credits

This course presents the theory and methods of object oriented programming. This includes programming logic and specific object oriented programming project applications, three tiered architecture and Internet programming applications.

MME715 Internet Enterprise Applications and Project - 3 credits

This course presents the theory and methods of Java enterprise applications. Students apply these methods in publishing a JDBC application integrating Java and Oracle technology on the web.

MME790 Managing Software Development Projects - 3 credits

This course examines how the concepts, tools and techniques of project management may be used to successfully manage system development projects. System development project failures are generally failures of management, not failures of technology. Good management skills, along with an understanding of the appropriate use of technology, are therefore essential. Students learn to make the business case for investing in a software development project, plan, organize and structure a project and implement project management within an e-commerce context.

MME792 E-Business Development - 3 credits

Students develop competencies in establishing and maintaining long term e-commerce client relationships. Topics include new account development and account maintenance through effective client/consultant teaming. The course examines the importance of presenting methods for effective account management, team effectiveness and effective negotiating skills.

MME800 Project Management Practicum - 3 credits

Prerequisite: MME 790 or special permission

In the practicum, students integrate knowledge and skills learned in MME790. Students develop, design and present a software design project; plan and justify the project; work to satisfy performance, schedule and budget requirements; adjust for unplanned occurrences; and provide status reports. They are expected to demonstrate their ability to apply the concepts, tools and techniques of project management in today's dynamic digital business environment.

ORGANIZATIONAL COACHING

MMG751 The Coaching Leader - 3 credits

This course explores the dynamic between leadership and coaching: the highest-impact leaders must have a coaching mindset. The course examines how leaders can adopt a coach's mindset, honoring the needs and wants of their constituents while simultaneously advancing their leadership agenda. Students strengthen their effectiveness by identifying how their existing assumptions and beliefs impact their ability to lead and coach others.

MMG752 Coaching the Organizational Agenda - 3 credits

Applied in an organizational setting, coaching is a set of management practices designed to produce business results at both individual and organizational levels. This course presents a systematic process and set of tools for helping coaches and managers to maximize business and organizational performance. Extensive coverage is given to how to prepare for and conduct coaching. Students gain the knowledge and ability to coach employee performance at all stages of an organization's life cycle.

MMG753 Introduction to Organizational Coaching - 1 credit

This course introduces the mindset, knowledge, and skills critical to effective coaching, and an overview of organizational coaching. Hands-on exercises provide participants the opportunity to practice their coaching skills and receive real-time feedback on their impact as coaches.

MMG754 Applied Coaching Tools and Techniques - 3 credits

Students explore methods that govern the coaching process. The course teaches the use of coaching tools designed to increase self-knowledge and move forward in personal and professional development. Participants gain templates and tools to aid them in building and sustaining their coaching relationships.

MMG756 Practicum in Organizational Coaching - 3 credits

This practicum gives coaching students an opportunity to gain practical experience coaching in organizations, with support and feedback.



RESOURCES

Academic Support Services & Student Life

The Center for Learning & Assessment (CLAS)

The caring staff of the Christian A. Johnson Center for Learning & Assessment works with you to help you improve your academic skills and meet high expectations.

Assessment — The Center for Learning & Assessment 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.

Standardized Testing — CLAS offers Accuplacer, a nationally standardized series of placement tests in reading, writing and math skills. Cambridge College is an authorized testing center for CLEP and DSST, standardized tests that allow students to get college credit for courses that meet the requirements of their academic programs. For cost, see Tuition & Fees.

Portfolios are an option for Cambridge College undergraduate students who wish to demonstrate college-equivalent learning and gain college credit. For details about portfolios, go to Academic Support from the Cambridge College website homepage.

Career Resources — Academic advisors, many of whom are practicing professionals, typically help their students with career

planning and job hunting. Other faculty, students, and alumni often contribute to a supportive network. Writing tutors can help students design resumes and cover letters and search the Internet for job openings.

The Cambridge College Online Library has a career development center. From the Cambridge College home page, go to Student Services and then click on Career Resources. The College has no job placement service.

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. ESL 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 & Science — 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 and science projects, spreadsheets, complete assignments involving research data in your field, master mathematical and scientific concepts and assignments.

Workshops are offered on topics such as: grammar and math fundamentals, and teacher test preparation (MTEL Communication & Literacy and Foundations of Reading tests).

For more information about academic support services, contact:

- Terry Müller, Director of Student Academic Support Services, at ext. 1191 or at tmuller@cambridgecollege.edu.
- Carol Lane, Assistant to the Director, at ext. 1138 or at clane@cambridgecollege.edu

Academic support services vary at Cambridge College's regional centers. See Practical Information about the Cambridge campus and each regional center at the end of this catalog, or each center's web page, for more information.

Student Government

Cambridge campus — Students participate in College governance through the Student Advisory Council for their school or program. Open meetings are held monthly to discuss student concerns such as ways to improve College-wide services, programs, and policies. Student Advisory Council membership includes a representative from each seminar group, any students interested, and a member of the College administration. Bi-monthly meeting dates are posted on campus. Students may also contact the Coordinator of Student Life Services for more information.

Student representatives are elected to participate in the College Senate and the Academic Affairs Committee of the Board of Trustees.

Regional centers — Students should contact the center director with concerns and suggestions.

Student Ombudsperson

The Coordinator of Student Life Services is available to students at all Cambridge College locations, serving as an ombudsperson directing students to appropriate resources or assisting them in addressing unresolved problems.

Contact the Coordinator of Student Life Services at 1-800-877-4723 ext. 1200.

Counseling — Where to Get Help

Students desiring personal counseling referrals may get from the Coordinator of Student Life Services a list of resources for counseling and support in the Boston area.

Disability Support

Cambridge College arranges access to facilities and academic programs for students with physical, mental, or learning disabilities of permanent or temporary duration. Accommodations are determined on an individual basis and include, but are not limited to, sign language interpreters, note takers, audio recording, tutorial services, priority registration, course modification, parking, and classroom modification.

Please contact the Coordinator of Student Disability Services at ext. 1200 to discuss your disability, so we can arrange for and monitor services you need in compliance with the Americans with Disabilities Act. You are responsible to provide documentation from a qualified physician or clinician that presents a specific diagnosis of your disability, explains its limiting effects, and makes recommendations for accommodation. It is important to provide this documentation as soon as possible since many services are outside the College and must be arranged far in advance. Course instructors and advisors are notified of any students with disabilities and their required accommodations.

Health & Medical Concerns

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.

Students are required by Massachusetts law to carry qualified health insurance. Go to the Bursar's Office for current information and application form. If you have qualified health insurance coverage, you can get a waiver form. Certification of immunizations is required by law of all full-time students at the College's Massachusetts locations.



Library Services

Library—Online

All registered students have access to the Cambridge College Online Library, a full-featured virtual library. It is easily accessed from any internet-enabled computer. It provides 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, as well as more than 23,000 full-text books. Research databases of scholarly journals and periodicals include EBSCOhost Academic Search Premier, Wilson Select Plus, PsycArticles, PsycInfo, and MEDLINE. Citation-only results link conveniently to the WorldCat database for location of local libraries that have print versions. Instructional support for the Cambridge College Online Library includes 24/7 online live reference librarian service, research guides in subject areas, resource pathfinders, and instructional handouts. Cambridge College is not responsible for the content of these sites or of any sites to which they may link. Go to www.cambridgecollege.edu/library/.

Libraries—Traditional

Cambridge College provides borrower's privileges at selected academic libraries in Cambridge and near our regional centers. In other areas, academic libraries open for public use are recommended.

For more information about the traditional libraries listed below, links to their web sites, and borrower's card applications, go to the Cambridge College web site. On the home page, click on *Online Library*, then *Traditional Libraries*.

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

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, about 15 minutes' 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 one-to-one appointments with reference librarians. Individual appointments with education reference librarians 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 takes one month to process a borrower's card application. For an application, go to the Cambridge College web site. On the home page, click *Online*

Library, then *Traditional Library*. Forms are also available at the Cambridge College Registrar's Office.

National Institute for Teaching Excellence Summer Institute—Traditional Library Services

During the NITE Summer Institute, students receive instruction in online and traditional library research. NITE students have access to and borrowing privileges at our host college's library, including reference librarian services.

NITE students may also use the Gutman Library of the Harvard Graduate School of Education, located in Cambridge. If you want to borrow books during the NITE summer session, apply for a borrower's card as soon as you are registered at Cambridge College, because the process takes one month. For information and application form, see above.

Springfield, MA

Students at Cambridge College Springfield have access to Babson Library at Springfield College, www.spfldcol.edu/homepage/library.nsf/home/. Get a card at the Cambridge College Springfield office.

Lawrence, MA

Students can use their public library card to get borrower's privileges at many local academic libraries. For information go to the Cambridge College web site, click on *Online Library*, then *Traditional Libraries*, and scroll to the Lawrence section.

Greater New England

For recommended academic libraries, go to the Cambridge College web site. On the home page, click on *Online Library*, then *Traditional Libraries*, and scroll to the Greater New England section.

Chesapeake, VA

Students will be reimbursed for the cost of any borrower's privileges at local public university libraries. For suggestions and further information, call the office manager at Cambridge College Chesapeake.

Puerto Rico

Cambridge College students have access to the Biblioteca Universidad Metropolitana, <http://um.suagm.edu/>. Contact the director of Cambridge College's Puerto Rico Center for instructions to get a borrower's card.

Other Regions & Further Library Information

Students in other areas are encouraged to use local academic libraries which are open for public use. For help finding a suitable local library, and for further library information, contact libraryservices@cambridgecollege.edu or leave a message at 1-800-877-4723 ext. 1730.



Computers for Learning

Information Technology (IT) Resources & Services

Learning at Cambridge College is “high-touch/high-tech.” Intensive classroom learning is enriched by online research; it is deepened and extended by learning activities supported by computer technologies. Each professional seminar group becomes a learning community, which continues online outside class hours and beyond the end of the term.

IT 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. Go to the website for a technology orientation package.

IT Help Desk Mon.-Fri. 10am-9pm EST
. Sat. 9am-5pm, Sun. 1pm-5pm EST

Toll-free: 1-800-877-4723 ext. 1159

Direct line: 617-873-0159

E-mail: IT@cambridgecollege.edu

Contact us for technical assistance and information.

- Cambridge College e-mail system • Website • MyCC portal
- Summer laptops
- College-owned computers & software
- College network & connectivity problems

IT Training

The IT staff offer free workshops to help students get the most from learning activities supported by computer technologies. Topics include using the MyCC portal, FirstClass, e-mail, program-related applications, online library research strategies, and the Internet. For workshop schedules, go to the IT website.

E-Mail

Registered Cambridge College students are eligible to receive an e-mail account. Go to www.cambridgecollege.edu/it/ or call the IT help desk to get a user ID, password, and more information.

The Cambridge College e-mail system is the official channel for all electronic communication among students, faculty, and College offices. Use your Cambridge College e-mail account to communicate with your course instructors and classmates, and to transfer text and graphic files. You are responsible to check your Cambridge College e-mail frequently for official College communications.

Internet Access

Cambridge campus & regional centers — Wireless Internet access is available.

NITE — Residence hall rooms have network access via the host site network. Students wishing to use their modems to access

the Internet from their rooms can do so. However, they will be billed for any local and long distance charges for the call. Some classrooms offer wireless Internet access.

Call the IT help desk for information.

MyCC Portal

<https://campusweb.cambridgecollege.edu/>

Registered Cambridge College students can log in to MyCC with their own user ID and password 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 portal. General College information may also be viewed through the portal.

Computer Requirements

In order to participate in technology-based learning activities in class and distance learning at Cambridge College, you must have your own computer (laptop or desktop). You must have e-mail and an Internet service provider. You must be able to install software. An employer’s computer is not acceptable. Your computer must meet minimum hardware and software requirements posted on the IT web page.

Getting Your Computer/Laptop

Purchase — Selected computers (laptop & desktop), additional hardware, and software may be available to the Cambridge College community at special prices. Go to the IT website and click on Computer Purchase Program for current opportunities.

Financial Aid — You may apply for a federal student loan to help you cover the cost of purchasing or renting your laptop. See Financial Aid.

NITE Laptops — visit the IT or NITE websites for information.

Computer Labs

Computer labs are available for students with PC/Windows computers for students to conduct research and complete projects. The software enables users to access the Internet, do word processing, spreadsheets, and presentations. Specialized applications may be provided for selected courses and for use by educators. Some computer labs have staff on duty to assist students with computing (see hours posted in each lab). For College policy on use of computer resources, see Learning Community Rights and Responsibilities.

Distance Learning

Cambridge College, a pioneer in designing learning programs for busy adults, built its reputation by providing a diverse working student body with engaging, interactive learning, placing a premium on applied, practice-oriented programs with experienced faculty who are practicing professionals in their fields.

Online philosophy — The College has sought to integrate technology into curriculum, instruction, and communications. Now, with expansion of internet access, our emphasis on “high touch” has been matched to “high tech” to produce a vital, vigorous new set of learning tools for working professionals. We have always respected people’s busy work lives. Our online learning platform now provides a new, affordable, and even more convenient way to help you keep your learning edge.

The Distance Learning Office manages, coordinates, and promotes online courses offered by Cambridge College faculty across various programs.

The programs and courses using internet-based distance education range in structure from a total virtual classroom environment to a hands-on collaborative learning structure combining residency with online learning. In addition to courses for academic credit, non-credit and professional development courses are offered to

non-matriculated students interested in pursuing future academic endeavors at Cambridge College.

For information about these programs, current course offerings, and registration procedures, call the Distance Learning Office at 1-800-868-1000 or go to our web site at: www.cambridgecollege.edu/dl/.

To Take an Online Course

- Consult with your academic advisor.
- Choose an appropriate course.
- Contact the Distance Learning Office or the web site to learn about technical requirements and course activities.
- Complete the registration and payment process
- Receive confirmation of your registration and initial instructions from the faculty.

Technical Requirements

You must have a computer connected to the Internet. You should be familiar with word processing software and e-mail communication with file attachments. Specific requirements for hardware, software, and Internet and e-mail access are available on the web site.

Alumni & Alumni College

Alumni are invited to take advantage of Cambridge College offices, services and events.

- Alumni Newsletter.
- Attend Saturday workshops free.
- Consulting continues to be available from most faculty.
- Network through college offices.
- Public meetings sponsored by the College.
- Computers and Internet access in the Computer Lab.
- Alumni tuition discount (see Tuition and Fees).

Alumni College

The Cambridge College Alumni College was initiated in the year 2000 to better serve the needs of Cambridge College’s more than 15,000 alumni. Its activities include:

- Set up alumni chapters in each region of the U.S. where Cambridge College alumni reside.
- Sponsor yearly alumni celebrations in Cambridge and in states where graduation celebrations are held.
- Survey alumni to find out their professional and personal accomplishments, their educational needs, and the work they are doing in their communities.
- Give courses, workshops, and seminars for in-state and out-of-state alumni.
- Develop collaborative out-reach programs in communities where alumni live and work.

- Involve alumni in college events (fund-raising, award celebrations, social events).
- Develop an alumni network for the purpose of keeping alumni in touch with each other and assisting one another to secure employment.
- Assist the President’s office in identifying distinguished alumni for special scholarships and awards.

Outreach Courses — The Cambridge College Alumni College offers a number of outreach courses each term to alumni and prospective Cambridge College students who, for the most part, are teachers in public and private schools. These courses are taught by Cambridge College faculty and are designed to meet the needs of the particular school community. To see current course offerings, go to the Cambridge College web site at www.cambridgecollege.edu and click on Alumni College.

Credits earned in these courses may be evaluated for transfer into appropriate Cambridge College graduate programs (see also Transfer of Credit).

School Collaborative Courses — Cambridge College provides professional development programs, courses, and workshops for schools on request. A school official contacts a Cambridge College faculty member or administrator who designs and coordinates the appropriate learning experiences in collaboration with the school. Instruction takes place at the school.



Institutes, Centers & Collaborations

Cambridge College Business Resource Center

The BRC, a community service of Cambridge College Lawrence, provides technical assistance, training and education to small business owners and entrepreneurs and explores innovative initiatives to enhance the microenterprise sector. The Center is not limited to the small, disadvantaged businesses of Lawrence, Massachusetts, but will expand further into the whole Merrimack Valley and southern New Hampshire region.

The BRC proposes to help existing microenterprises grow and prosper; to help create new microenterprises; and to provide access to the microloans they need.

Contact the Business Resource Center

Juan Hidalgo, Executive Director, Business Resource Center
Cambridge College Lawrence, 60 Island Street, Lawrence, MA
01841

Phone: 617-873-0499, Cell: 978-479-6247

Email: Juan.hidalgo@cambridgecollege.edu

Center for Adaptive Learning & Programs

The potential for delivering educational programs using an adaptive online/blended learning approach is enormous. Cambridge College is uniquely positioned for this goal because of its range of programs, price competitiveness, and most importantly, its vision and drive.

Objectives

- To achieve a high level of infusion of information technology into courses, instruction and assessment of learning.
- To create a robust teaching/learning model integrating high-touch/high-tech.
- To create content and delivery systems with excellent quality of learning experience and outcomes.
- To take our programs to national (regional centers) and international levels (India and China).

AdaptNet Program Functions

- Program design and development, and related fund raising.
- Program delivery and management; management of IT infrastructure for AdaptNet programs in collaboration with adaptive learning platform.
- Certification and training of AdaptNet faculty.
- Coordination of institute and online faculty.
- Design of marketing campaigns and collaterals for student recruitment.

Contact the Center

Nish Sonwalkar, Ph.D., Vice President for Adaptive Learning
nsonwalkar@cambridgecollege.edu 617-642-1767

Hormoz Goodarzy, M.P.A., Director of Distance Learning
hgoodarzy@cambridgecollege.edu 800-877-4732 x1269

Institute for Lifelong Learning & Community Building

The Institute will serve the lifelong learning needs of adults outside the College's degree programs. Courses and other learning experiences will help participants develop skills and earn credentials needed for their workplaces, and for enriching their daily lives and communities. The Institute can customize academic activities in partnership with businesses, industries, organizations, and communities to help them meet their economic and human potential objectives. Learning formats may include non-credit and credit-bearing courses, certificates (clusters of courses), conferences, seminars, workshops, and lecture series.

Contact

Joel Nitzberg, Director
jnitzberg@cambridgecollege.edu 800-877-4723 x1218

Institute for Responsive Education

The Institute for Responsive Education (IRE) is a research, policy, and advocacy organization that encourages and supports school, family, and community partnership to enable high quality educational opportunities for all children. We believe that schools, families, and communities all share the responsibility to improve schools and raise education standards.

Since it was founded in 1973 by Don Davies, IRE has been committed to a more equitable distribution of educational opportunities and achievement for all children across lines of race, ethnicity, language, religion, gender, economic conditions, and geography. For nearly three decades, the Institute for Responsive Education has been bringing about systemic change in American public education, especially for children in low-income communities.

Our Work Includes

- Research
- Improving Afterschool Education
- Training and Technical Assistance
- Parent Leadership Exchange
- Information Dissemination

Contact the Institute

Jorge M. Cardoso Ed.D., Director 617-873-0402
<http://www.responsiveeducation.org>

Ladder to Language Program

The Ladder to Language is an intensive and innovative three-term ESOL course that provides six hours of classroom instruction and two hours of structured, community-oriented conversational activity each week for a 15-week term.

This non-credit program prepares participants to enter college or advance in their chosen fields through significant progress in English-language mastery. This program is for:

- Cambridge College applicants whose writing assessments did not show the skills needed for college.
- Immigrant professionals stymied by the language barrier from translating professional credentials into American careers.
- Individuals involved in the Family Asset Building Programs of partner Lawrence Community Works.

The curriculum is built on the needs of students:

- Term one begins with a complete ESOL grammar review and beginning writing skills. ESL newspaper and English reference books immerse students in an English-only environment.
- Term two continues the grammar review and adds personal goal-setting, study groups with others whose goals are similar, and preparation for the challenges of testing and areas of need.
- Term three builds test-taking skills through practice tests and reaching the established personal goals. Students are pre- and post-tested each term.

Contact

Maritza Gonzalez, Admissions Counselor, Non-credit Programs
Cambridge College Lawrence, 60 Island Street, Lawrence, MA
01841
mgonzalez@cambridgecollege.edu . . . 978-738-0502 x 1427

Mathematics Institute

The Mathematics Institute provides mathematics learning resources for school teachers, their students, and parents. Cambridge College and our mathematics faculty help people looking to become licensed math teachers, or better teachers. As curriculum and performance standards change, and approaches to teaching mathematics change, the Cambridge College Mathematics Institute is at the forefront of mathematics education.

- Master of Education programs in mathematics (see School of Education)
- Learning problems in mathematics: assessment, evaluation and instruction diagnosis and remediation of dyscalculia, and curriculum development in mathematics.
- The website offers dynamic and relevant resources for mathematics learning.

Contact

Nicolas Rubino, Ph.D., Director 1-800-877-4723 x1188
www.cambridgecollege.edu/math

Schott Fellowship in Early Care & Education

Schott fellows join a community of early education professionals to create new ways to build support for the universal preschool movement, while building their own leadership capacities and connecting to communities. This fellowship provides hands-on opportunities:

- Be immersed in a policy-focused, collaborative project.
- Network with colleagues, policymakers, state and national leaders in early care and education.
- Receive career advising and support.

- Extend your network of people and organizations you can call upon as leaders for your children.
- This one-year program begins in January, with monthly seminars and two or more days participation each month.
- The program provides professional development opportunities, and is not for academic credit.

Who Should Apply (deadline Sept. 15)

- Senior school administrators, early childhood program leaders, child or family advocates
- Currently employed by an organization that works with or on behalf of children and families.
- Mid-career professionals with at least five years experience working with or on behalf of young children.
- Persons interested in identifying and addressing public policy issues and solutions in early childhood education areas.

For More Information & Application Call 617-873-0152

www.schottfoundation.org

Funding has been generously provided by the Schott Foundation for Public Education and The Foundation for Child Development.

Year Up

Cambridge College and Year Up have a unique partnership that facilitates the development of urban youth. Year Up is a one-year, intensive training program that provides urban young adults (ages 18-24) with a unique combination of technical and professional skills, college credits, and a paid corporate internship. Year Up graduates are then enabled to move on to full-time employment and higher education. Year Up provides opportunities for urban young adults to demonstrate their true potential.

Cambridge College provides Year Up students with up to 18 hours of credit for completing a series of courses taught by Year Up instructors qualified to deliver the content (i.e., they meet College standards for adjunct faculty). The courses are selected for their alignment with Year Up's technical and professional skills development curriculum, and include both prerequisites (introduction to computer applications; information literacy; critical thinking; college-level writing) and upper-level courses (web development or network technologies; internship management). Students are co-enrolled in Year Up and Cambridge College and earn credits toward an undergraduate degree. The courses require up to a year to complete. Once the year is completed these students are empowered to continue their college education or seek full time professional employment with the help of career services support.

Contact the Cambridge Office of Year UP 617-542-1533

Henry Tarbi, M.Ed., Chief Academic Officer . . htarbi@yearup.org

Linda Swardlick-Smith, Admissions admissons@yearup.org

www.yearup.org

POLICIES & PROCEDURES

Admission

Cambridge College welcomes adult learners based on motivation, prior life achievement, and commitment to realizing life goals, rather than on the results of standardized entrance exams. An admissions counselor talks with you and helps you collect all required materials. An interview with your admissions counselor and review of your file establish whether or not Cambridge College is right for you, and whether or not you are ready for Cambridge College.

Cambridge College is an equal opportunity institution committed to providing a diverse academic environment for its students, faculty, and staff 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.

For more information, please speak with your admissions counselor. International students, please also talk with Cambridge College's international student advisor.

Rolling Admission — Applicants are admitted for the upcoming term when applications and supporting materials are received and processed, no later than the add/drop deadline each term. Terms begin in September, January, and June. Some specialized programs have different schedules and deadlines. Information is available from your admissions counselor.

Make an informed decision— Applicants are responsible for reading the Academic Catalog to get all the information needed to make an informed decision. Applicants pursuing licensure are responsible for contacting their state licensing authorities for current information, and to understand and meet their requirements.

EDUCATION & EXPERIENCE REQUIRED

Undergraduate Programs

Admission requirements

- High school diploma or GED certificate; or associate's degree from a regionally accredited college or university.
- Three years of work experience recommended (including employment, volunteer work, training, community involvement, etc.).

Applicants without a high school diploma or GED certificate may take a federally approved standardized test (at an independent, authorized test center) to establish their ability to benefit from college course work.



Counseling Psychology**Master of Education Programs**

- Bachelor's degree from a regionally accredited college or university.
- Five years of work experience recommended.

C.A.G.S. in Counseling Psychology

- Master's degree in counseling or closely related field.
- Five years of work experience recommended.
- Meeting with the program coordinator for information and academic advising:
 - To help you understand the C.A.G.S.
 - To help us understand your goals regarding further study and licensure.
 - To review your transcripts.
 - To develop an individualized learning contract.

Educator Licensure Programs:**General Requirements**

- **Degree** from a regionally accredited college or university:
 - Bachelor's degree required for M.Ed. programs.
 - Master's degree in education or a closely related field required for C.A.G.S. and other post-master's programs (bachelor's degree also required).
- **Interview** with your admissions counselor. Please be prepared to demonstrate the following:
 - Appropriate competencies and knowledge in the subject area and at the level of licensure sought.
 - Strong oral and written communication skills including organization and clarity of thought, the ability to communicate ideas, and the correct use of English.
 - Enthusiasm, sincerity and serious intent to become a licensed educator.
- **Five years of work experience** recommended.
- **Professional licensure programs** require a current initial license in the area and at the level of professional licensure sought, and three full years of employment in the role of the license.
- **Initial licensure programs in administration** (School Administration and Special Education Administration) require a prerequisite license and three full years of employment as outlined on program charts.

Some programs have additional, specialized requirements. See program charts.

Education: Professional Advancement Programs (without licensure)

- Degree from a regionally accredited college or university:
 - Bachelor's degree required for M.Ed. programs.
 - Master's degree in education or a closely related field required for C.A.G.S. and other post-master's programs.
- Five years of work experience recommended.
- ***Some programs have additional, specialized requirements. See program charts.***

Management**Master's Programs and Graduate Certificates**

- Bachelor's degree from a regionally accredited college or university.
- Five years of work experience recommended.

MM Applicants Without a Bachelor's Degree

- Evidence of personal and professional accomplishment, and demonstration of the academic and professional skills needed to succeed in graduate study.
- High school diploma or GED certificate; or associate's degree from a regionally accredited college or university.
- Five years of responsible, relevant work experience after high school recommended.

Applicants' eligibility is evaluated by the Dean of the School of Management.

DOCUMENTS REQUIRED

Please Note: Your admission file must be COMPLETE before:

- Financial aid may be awarded.
- Transfer credit may be evaluated.
- You may register for a second term.

Application Form

- Complete all items on the application.
- Attach any photocopies required.
- Sign the application.
- Include application fee.

Official Transcripts

You must request official transcripts from the institution(s) you attended, to be mailed directly to Cambridge College. Cambridge College must receive your official transcript(s), sealed and unopened. Only official transcripts are evaluated for transfer credit awards.

Undergraduate applicants — Request transcripts from all colleges and universities attended, and from high school if you do not have an associate's degree.

Graduate and post-graduate applicants — Request transcript from the college that awarded your bachelor's degree, and transcripts of all graduate work completed.

Graduate applicants without bachelor's degree— Request transcripts from all colleges and universities attended, and from high school if you do not have an associate's degree.

Bachelor's and master's degrees earned at U.S. institutions must be confirmed by Cambridge College before you may enroll. The transcript must be received before you may register for a second term.

International transcripts must be translated by an authorized translation agency and evaluated by the Center for Educational Documentation, 617-338-7171, www.cedevaluations.com; or World Education Services, 1-800-937-3895 or 212-966-6311, www.wes.org. Applicants must call to obtain this service. If original documents are located in countries where there are extenuating circumstances, a notarized copy of the original transcript may be acceptable.

International transcripts with translation and evaluation, documenting degrees earned at international institutions, must be received before applicants may enroll.

Course Descriptions or Syllabi

If you want prior graduate course work evaluated for transfer credit, course descriptions or syllabi are required. Photocopies must clearly show the college's name; write your name and social security number on the copies. Send to the attention of the Transfer Credit Office.

Current Résumé

Documents your experience and education.

Documentation of Licensure & Experience

Applicants to programs that require prior licensure and/or related experience (see academic program charts), please provide:

- Photocopy of your current educator's license.
- Letter on school letterhead signed by a school official (i.e., superintendent, principal, human resource director) stating that you have completed the required years of experience under the required license.

Students who do not submit this documentation may be admitted to the program by signing a waiver stating that they understand that **they will not be eligible for licensure at the completion of the program.**

Applicants to the **School Nurse Education** program must provide proof of their registered nursing license (RN).

Written Personal Statement/Essay

Briefly describe 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. Write about four typewritten, double-spaced pages, in paragraph form (an outline is not acceptable).

Education Programs — Describe your professional experience: What are you most proud of? What do you want to improve? How do you best learn? What are 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?

If seeking licensure, make your response specific to the area and level of licensure you seek.

Please keep an electronic copy of your statement to share with your professional seminar leader (academic advisor) and post on your MYCC web page. It will also become the first entry in your portfolio of learning at Cambridge College. This portfolio may be used for program assessment.

Professional Letters of Reference

Identify the type and level of the candidate's professional position, assess skills, strengths and weaknesses, responsibility, motivation, and performance, and potential for study at Cambridge College.

Two letters of reference are required for:

- Educator Licensure programs.
- Counseling Psychology applicants.

One letter of reference required for all other programs.

CAGS Applicants must submit two letters of reference, one of which should be written by the candidate's academic advisor for their completed master's program.

Writing Assessment

NITE applicants submit the writing assessment (online) as part of the admission process. See NITE home page on the Cambridge College web site. Other programs conduct a writing/analytical skills assessment in the first term. Then academic advisors refer students to appropriate course work and to the Academic Support Center for writing support.

Certification of Immunizations form

Required only for Massachusetts locations and NITE summer residency in greater Boston; not required for Cambridge College locations in other states. Massachusetts legislation mandates that all full-time degree students (12 credits or more per term for undergraduate work; eight credits or more for graduate work) must present evidence of immunity to measles, mumps, rubella, diphtheria, and tetanus before arriving on campus.



The form must be completed and signed by a physician, nurse, or school official. Please note that a history of having had a disease does not serve as proof of immunization. Only documentation of a serological test showing antibodies to measles, mumps, and rubella is acceptable.

MMR Vaccine: It is strongly recommended that you receive a current "MMR" (measles, mumps, and rubella) vaccine. You are required to have two doses of the live measles vaccine given at least one month apart at or after 12 months of age. Because there have been outbreaks at colleges in Massachusetts, it is strongly recommended that all students, including part-time and non-degree students, check their immunization records to make sure they are protected from measles.

Diphtheria and Tetanus vaccines must be within 10 years to be valid.

Exemptions: The only circumstances in which students may be exempted from the Massachusetts College Immunization Law are:

- Part-time study (less than 12 credits undergraduate study per term; less than eight credits graduate study per term).
- Birth before 1956.
- Conflict with religious beliefs (written statement required).
- Health would be endangered by the required immunizations (written certification by a physician who has personally examined the student required).

If you are unable to locate accurate information about your immunizations, you are required to get a positive serological test to determine immunity for measles, mumps, and rubella, and to get a tetanus/diphtheria booster.

In order to be in compliance with Massachusetts law, you must complete the Certification of Immunizations and return it to Enrollment Services before enrolling in classes.

Internships — Some internship sites, especially schools and hospitals, may require additional immunizations such as Hepatitis B vaccination. Students planning an internship are advised to call the internship site to be sure that they have all required immunizations.

Health Insurance Coverage

Required by law for Massachusetts locations and NITE summer residency in greater Boston; not required for Cambridge College locations in other states. If you have health insurance, fill out a waiver form, available in the application booklet. If you do not have insurance, call the Bursar's Office at 617-8873-0326 for current information and application.

All Application Materials become part of Cambridge College records and will not be returned. Access to this material is limited under the Family Educational Rights and Privacy Act of 1974. A complete admission file is required. In some cases, new students may register for their first term's classes before all admissions items have been received.

If Applying for an Additional Degree program at Cambridge College, all new documents must be submitted.

International Students

Cambridge College welcomes international students in its degree programs. **For assistance**, please speak with your admissions counselor or the International Students Office.

Contact the Cambridge College International Students Office:

From outside the US — Please e-mail the international student advisor, Bruce Grigsby, at bgrigsby@cambridgecollege.edu

From inside the US — Please call 1-800-877-4723 ext. 1142 or use the e-mail address above.

Website — www.cambridgecollege.edu

English Language Study & Support

The Olin Center for International Study, in Boston, provides excellent English language instruction and services for international students. In their friendly and supportive environment, students learn the linguistic, cultural, and scholastic skills needed to succeed in the academic environment in the US. International students whose TOEFL scores do not meet the level required (below) are encouraged to use their services.

Contact the Olin Center:

Telephone — 617-247-3033

E-mail — admin@olincenter.com

Website — www.olincenter.com

International Student Documents Required

International students must meet all regular admission requirements and supply all regularly required documentation. See Admission, above. In addition, all the following are required:

Copy of TOEFL Scores (Test of English as a Foreign Language) — A score of 550 on the paper-based TOEFL, or 213 on the computer-based TOEFL, is required, unless you have a degree from an American college or university, or your native language is English. TOEFL test scores are valid for only two years.

A new, internet-based TOEFL test will be available in 2005. Contact your admission counselor or the International Students office for required test scores.



If your score is lower or not available, you are encouraged to contact the Olin Center (see above) and enroll in their English language program.

Copy of Passport (front and back) showing your current passport number, expiration date, your complete name and date of birth. Also, passports of all family members traveling with you.

Letter of Credit From Your Bank or your sponsor's bank (dated within the last 60 days) to assure that funds are available for all academic expenses (tuition, books, computer, etc.) and personal expenses (living, medical/insurance, transportation, etc.) for the complete degree program.

To find out the amount you will need, see Tuition and Fees, and contact your admissions counselor or the International Students Office.

Notarized Affidavit of Support stating that your sponsor is responsible for your tuition, fees, transportation, and living expenses, signed by the person or organization that will sponsor you.

Copy of Your U.S. Visa

B-1 and B-2 visitors' visas are not acceptable. F-2 dependents are required to change to F-1 status to pursue college study.

Copy of Your I-94 (front and back) if you are in the U.S.

Copy of Your I-20 Certificate of eligibility for a non-immigrant F-1 student — required if you are transferring or graduating from a language school, training program, college or university in the U.S. You must be in good academic standing at that institution and must notify that institution that you are transferring to Cambridge College before you can transfer.

If you are applying from outside the U.S. or do not have an I-20 Certificate, you must meet all Cambridge College admissions requirements and US federal requirements before the College may issue your I-20 Certificate.

Federal rules for student visas may change from time to time. Check with the Bureau of Citizenship and Immigration Services (BCIS) for current information, or see www.ins.usdoj.gov or www.nafsa.org/.

Certification of Immunization — See Admission.

Full-Time-Study & Academic Standing

International students are required by the Bureau of Citizenship and Immigration Services (BCIS) to maintain full-time status at Cambridge College, taking 12 credits in an undergraduate program or eight credits in a graduate program each term (Fall, Spring, Summer). Only in the final term of study may students take fewer credits.

International students may enroll in no more than one online course each term, as stated by BCIS.

According to law, Cambridge College notifies the BCIS if a student takes fewer credits, is not in good academic standing, does not enroll, or otherwise does not meet all requirements for student standing.

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 Health Insurance — All students who do not already have insurance coverage by a qualified health insurance plan must enroll in a qualified student insurance plan. International students may enroll in the Student Injury and Sickness Insurance Plan. Applications are available at the Bursar's Office.

Housing and Living — Cambridge College students, including internationals, are responsible for their own housing, transportation, and all other living arrangements and expenses. The College does not have dormitories, except for the five-week NITE Summer Institute.

Employment — According to government regulations, international students are not allowed to work off-campus during their first year of study. Thereafter, international students may apply to the federal immigration authorities for permission to work off-campus.

Address & Address Change

International students are required to provide to the College their US street address and street address in their home country. A post office box number is not acceptable.

All international students who have changed their address are required to notify the BCIS and the Cambridge College International Students Office. Forms are available in the International Students Office. You may become "out of status" with the BCIS if you do not file the required form.

Vacation Periods & Holidays

Please see the College Calendar.

Optional Practical Training (OPT)

International students who want optional practical training (OPT) are required to apply before they finish their last semester of study.



Financial Aid & Student Loans

Cambridge College participates in a variety of programs that provide substantial financial assistance to students, including low interest loans, grants, scholarships, and work study opportunities. Applicants are encouraged to contact the Financial Aid Office.

Eligibility

To be eligible to receive federal or state financial aid, students must:

- Be U.S. citizens or permanent residents; international students are not eligible.
- Enroll in a degree program; individual courses and certificate programs are not eligible.
- Maintain **at least half-time** enrollment status. Graduate students must take at least four credits/term, undergraduate students must carry at least six credits.
- Make satisfactory academic progress toward achieving a degree.
- Have a high school diploma, GED, or pass an approved ability to benefit test.
- Male students ages 18-25 must be registered for Selective Service.

Students with defaulted student loans are not eligible for federal student aid. See Financial Aid Office for information on rehabilitation and restoration of Title IV eligibility.

Educational Expenses Eligible for Financial Aid

Students may receive federal financial aid for direct costs including tuition and fees for all components of an academic program, books, and associated fees. Financial aid can cover the full number of credits of the degree program. **Courses taken beyond the degree requirements are not eligible for financial aid.**

Credits earned through portfolios and exams are eligible for financial aid after they are completed and the credit award appears on the academic audit.

Students may apply for alternative loans to supplement their educational costs.

Computer — Students who wish to purchase or rent a personal computer for academic purposes may be **reimbursed with a federal student loan.**

Proof of purchase or rental must be submitted to the Financial Aid Office before the loan will be written. The printed receipt must show:

- Amount paid for the computer system/monitor
- Student's name
- Date of purchase (no more than 60 days prior to the beginning of the term) **An invoice is not acceptable.**

These loans cover the computer system/monitor and keyboard only; additional software, carrying case, service plan, Internet service provider, etc. are not covered. Please note that loans for computers are **interest-bearing loans.**

Selected computers, additional hardware, and software may be available to the Cambridge College community at specially reduced prices. Go to the Cambridge College web site for current information.

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

NITE room and board — NITE students may also receive federal financial aid for room and board.

When to Apply

Students are encouraged to apply for financial aid as soon as they have applied for admission. A complete application for admission to an eligible degree program must be submitted before funds can be posted to your student account. **Financial aid may be awarded only when the financial aid file is complete and all data verified.**

Continuing students should update their financial aid files when their loan funds are exhausted (before the add/drop deadline).

Applying for Financial Aid—a Student-Initiated Process

The Free Application for Federal Student Aid form (FAFSA) is required to determine your eligibility for federal aid. It is available on paper and on the Web. If you file online, do not submit a paper application.

Why complete the FAFSA on the Web?

Completing your FAFSA on the Web can speed up the process (72 hours online turn-around instead of six weeks for paper form). It also allows the federal processor to do a final check of your information to make sure your FAFSA is ready for processing before it is submitted.

What is a PIN?

The Personal Identification Number (PIN) is the code that the U.S. Department of Education issues to you and uses to identify you online. Although you do not need a PIN to complete your FAFSA on the Web, having a PIN will allow you to:

- Electronically sign your FAFSA
- Check the status of your electronic FAFSA
- Correct your FAFSA information
- Reapply for financial aid

Important: keep your PIN private because it allows you—or someone else—to electronically sign documents and access confidential information. Guard it as you guard your bank and credit card codes.

To prevent financial aid from being delayed or rejected, it is important to meet deadlines and supply correct documentation.



Steps to Apply

- 1. Apply for a PIN number** (required for signing your FAFSA electronically)— Visit www.pin.ed.gov/ and click on “Apply for PIN.” If you provide a valid e-mail address, you will be e-mailed directions to get your PIN online. Otherwise, your PIN will be sent to you by U.S. mail 7-10 days after you complete your application.
- 2. Visit www.cambridgecollege.edu/financialaid/ to complete your FAFSA online** (72-hour response), or call the Financial Aid Office at 1-800-877-4723 ext. 1440 to request a paper application packet.
- 3. When filing online use your 4-digit PIN number to sign electronically, or print out a signature page**, sign it and mail it to the address given on the website, **by US mail**. If your signature page is not received within 14 days of applying, your web application will be rejected.
- 4. When filing online, save and submit the data** — Save frequently and just before you click on the “Submit” button, and print out your application for your records.
- 5. Filing a paper FAFSA** (4-6 week response) — Submit all required documents included in the application packet. Follow instructions on the Financial Aid Folder Checklist and send to the Financial Aid Office at 1000 Massachusetts Avenue, Cambridge, MA 02138.
- 6. Entrance counseling** — Federal regulations require federal Stafford borrowers to participate in entrance loan counseling before receiving the first disbursement of your loan proceeds. Please go to www.mapping-your-future.org/, click on the link to “Stafford Entrance Counseling,” and follow online instructions to complete the counseling. The Financial Aid Office will receive electronic confirmation.

Warning: Do not use any other website or pay a fee. The federal website is free of charge.

The U.S. Department of Education, using your FAFSA and a federal formula, determines your eligibility for federal aid. When eligibility has been determined, the Financial Aid Office forwards the promissory note to the guarantor and sends a financial aid award letter to students.

Exit Interview Counseling

All borrowers of federal student loans must complete federally mandated exit interview counseling prior to graduating or dropping to less than half-time enrollment status. Exit interviews are conducted to help students prepare for payment. Students must complete the exit interview 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.collegexit.com, click on Loan Counseling, scroll down to Cambridge College, and follow directions on screen. Call the Financial Aid Office

for assistance, or to schedule an exit interview in person at the Financial Aid Office.

Grant Programs for Undergraduate Students — No Repayment Required

Federal Pell Grants are awarded to undergraduate students based on criteria established by the U.S. Department of Education. Awards range from \$200 to \$4,050 per year. A Pell Grant does not have to be repaid if the student completes the term for which the grant was received.

Supplemental Educational Opportunity Grants (S.E.O.G.) for undergraduate students range from \$100 to \$4,000. Preference is given to Pell Grant recipients with high financial need.

State Scholarships — Massachusetts residents pursuing undergraduate degrees may apply for the Massachusetts State Scholarships (MASSGrant). The maximum award amount varies, depending on state funding. The application (FAFSA) must be filed by May 1 for consideration for the following academic year.

Loan Programs for All Students — Repayment Required

Federal Stafford Loans, subsidized and unsubsidized, are available at a variable interest rate not exceeding 8.25% to students who are enrolled at least half time.

Federally subsidized Stafford Loans are based on financial need. Unsubsidized Stafford Loans are available to students who do not qualify for subsidized loans.

The interest on subsidized Stafford Loans is paid by the Federal government while students are enrolled. Students may pay the interest on unsubsidized Stafford 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.

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.

Cambridge College Scholarships

Through the generosity of foundations, corporations, alumni and friends, Cambridge College offers scholarships to its students on the basis of demonstrated need. Students must be enrolled for one term to be considered for a scholarship.

Complete a Free Application for Federal Student Aid (FAFSA), a scholarship application and return it with copies of your most recent tax return and other required documentation to the Financial Aid Office.



Other Financial Resources

Federal College Work Study 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.

Alternative Loan Programs — Students may get applications for alternative loans at the Financial Aid Office. Loan approval is based on credit-worthiness and ability to repay the loan. Information is available from the Financial Aid Office and participating lenders.

Veterans may be eligible for G.I. Bill assistance. Information is available from the Bursar's Office or from the regional Veteran's Administration Office.

Other Financial Resources — Financial assistance may be available from organizations to which students belong or from private foundations. The Financial Aid Office can provide information on many organizations, as can local libraries or the Higher Education Information Center at the Boston Public Library (617-536-0200). The Internet may also be helpful.

Students Without a High School Diploma

You may be eligible for student financial aid if you document your ability to benefit from undergraduate education in one of the following ways:

- Submit an official copy of a General Education Development Certificate (GED).
- Complete the College Board's nationally standardized Computerized Placement Tests (Accuplacer) to establish your ability to benefit from the courses ahead. This assessment must be taken at an authorized test center independent of Cambridge College.

Short-term Tuition Deferment

After the Financial Aid Office has received and approved an application for a federally guaranteed student loan, tuition payment may be deferred for no more than one term. Temporary clearance to register for classes is given pending loan approval by the U.S. Department of Education and receipt of loan disbursements. If a loan is rejected, the student remains fully liable for all charges. Students must apply for the loans and follow up with the Financial Aid Office.

In-School Deferment of Prior Student Loans

Students enrolling in eligible degree programs may defer payment of prior student loans. Get the form from the Financial Aid Office, complete the student's part of the form and bring it to the Financial Aid Office for signature.

Disbursement of Student Loans

By federal policy, loans are disbursed in installments based on the number of terms needed to complete the program. Upon receipt

of the loan disbursement, the student's account is credited. Recipients of student loans are not eligible for a payment plan until the full amount of the loan has been exhausted. Any federal funds in excess of current charges may be refunded to the student.

In accordance with federal regulations, federal student loans must be used for educational expenses incurred while enrolled at Cambridge College.

Maintaining Eligibility for Student Loans

In order to apply for student loans, students must be enrolled **at least half-time** and work consistently toward completing the degree in a timely manner, making **satisfactory academic progress**.

Course Load & Financial Aid

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	Undergraduate Credits/term	Graduate Credits/term
Full time	twelve or more	eight or more
At least half time	six or more	four or more
Less than half time	less than six	less than four

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

Students who are enrolled less than half time do not qualify for student loans. Undergraduate students may qualify for a small Pell Grant. Contact Financial Aid Office for details.

Enrollment Data

Student enrollment data (number of credits registered for, and 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.

Satisfactory Academic Progress

Federal regulations require all financial aid recipients to make satisfactory academic progress toward a degree. (See description under Policies and Procedures.)

Students who are not making satisfactory academic progress are placed on *financial aid probation*, during which time they are not eligible to receive federal student aid. If students do not finish the incomplete course work satisfactorily by the end of the next term, they will be ineligible for further federal or state financial aid.

An appeal may be submitted to the Financial Aid Office in writing, along with appropriate supporting documentation.

Determining 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. Students must complete at least 24 credit hours before advancing to the next grade level.

Responsibility as a Student Loan Borrower

According to federal tax laws, any monies received beyond the cost of eligible educational expenses are regarded as taxable income. Careful records should be kept and all taxable income must be reported on the appropriate tax form.

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.

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.

Perkins Loan Rehabilitation

Defaulted Perkins 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 Perkins 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.

For additional information, please contact the Financial Aid Office.

Transfer of Credit

Transfer credit requests are evaluated on the basis of official transcripts only. Once all transcripts have been received by Enrollment Services, student files are forwarded to the Transfer Credit Office. 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.

Students are typically notified of transfer credit awards during their first term, before registration for their second term.

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.

Transfer Credit & Time Limits

The number of credits that may be accepted in transfer is limited. Courses must have been completed within a specified number of years before you enroll in a Cambridge College degree program (more recent content may required).

Degree Program	Credit Limit	Time Limit
Bachelor's programs (At least 30 credits, including 12 in the major, must be completed at Cambridge College.)	90	no limit
(some courses may have time limit)		5 years
Counseling psychology programs (M.Ed. & C.A.G.S.)	9	5 years
School Guidance Counseling	12	5 years
Education programs (M.Ed. & C.A.G.S.)		
M.Ed. programs without licensure	12	no limit
C.A.G.S. programs (except as listed below)	12	10 years
Educator licensure programs (except as listed below)	12	10 years
Instructional Technology	12	3 years
Technology, law and finance courses (for licensure)		3 years
Master of Management	9	7 years
Courses from one Cambridge College management certificate	12	3 years

Note: 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

Transfer credit evaluation is student-initiated. As soon as you apply to Cambridge College, please:

- Request official transcripts as soon as possible.
- Have International transcripts translated by an authorized translation agency and evaluated by the Center for Educational Documentation, (617) 338-7171, www.cedevaluations.com; or World Education Services, (800) 937-3895 or (212) 966-6311, www.wes.org.
- If you have any grades not on the ABC scale, such as P or S, get a letter from the course instructor stating the letter grade equivalent.
- If requesting transfer of required courses into a graduate program, fill out form (available in application booklet) and attach course descriptions or syllabi. Photocopies must clearly show the college's name, your name and social security number.

Undergraduate Transfer Credit

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.

Kinds of Acceptable Credits; Please Send Official Transcripts

- College level courses.
- Credits over 60 must be upper level (300-400; junior/senior).
- Completed at regionally or nationally accredited colleges authorized to grant associate's or bachelor's degrees.
- Credits from American Council of Education (ACE) evaluated prior learning transcripts (accepted at a 2/3 ratio; 30-credit cap).
- College level nationally standardized exams (for example CLEP, DANTES).
- 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.

The Following are NOT Accepted

- 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 Undergraduate Programs 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 in the undergraduate programs.
- 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 & CAGS Transfer Credit

- Grade required: B or better (B-minus not accepted).
- Courses must meet current program requirements.

Kinds Of Acceptable Credits; Please Send Transcripts

Master of Education	Graduate degree credit courses
Licensure programs	Courses accepted by the offering institution into their own degree programs.
Professional licensure programs	Advanced graduate level courses (courses used for initial licensure or open to undergraduates not accepted.)
C.A.G.S.	Advanced graduate level courses

- Completed at regionally accredited institutions authorized to grant graduate degrees.
- Cambridge College courses (including outreach and school collaborative courses) taken as a non-degree student, are evaluated and counted as transfer credit. The transfer credit limit for your program may not be exceeded.

The Following are NOT Accepted

- Field experiences, practica, internships.
- Independent learning, research, and applied action projects (final projects in master's and C.A.G.S. programs); these projects cannot be replaced by transfer credit.
- Courses credited toward another degree.
- Professional Development Points (PDP) and Continuing Education Units (CEU).
- 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.
- Course work taken at other institutions after enrollment in a degree program or during an absence from the College.

Licensure Course Transfer (or "waiver")

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 M.Ed. programs, and
- It is judged to match the requirements and expectations of the licensing authorities. (Program directors 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 Education (DOE) as a “waiver.” Records of all waivers are kept in student files, and are subject to audit at any time by the Mass. DOE. These records will be required when you apply for licensure.

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.

Course Registration & Student Information System

Student Information System

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

For assistance, please call the Registrar's Office:
toll-free: 1-800-877-4723, x1101
direct line: 617-873-0101

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 Student Information System, the student account agreement page will display. When you click on “I agree,” you are providing an official signature to your registration transactions.

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

The Student Information System is also open to guests. Follow on-screen instructions to log in and view the current course schedule.

Special Students Registration

Special students (non-degree students) must complete a paper registration form, available from the Registrar's Office or on the website.

New Students Online Registration— Cambridge & Regional Centers

New students are notified when new student registration is open. The registration period ends on the last day of Add/Drop (See Academic Calendar).

Orientation/registration sessions are held shortly before each term begins. Ask your admissions counselor for the date of your program orientation. Please attend to **get academic advising** before registering for your first term courses. If you miss orientation, your admissions counselor can put you in touch with a faculty advisor, and assist you with registration.

Registration is done online, and may be completed at your program orientation. Ask your admissions counselor to help you get started or visit or call the Registrar's Office for assistance.

NITE — Online Course Registration for Summer

A registration packet is mailed to newly accepted students in the National Institute for Teaching Excellence (NITE), with detailed instructions, program outlines and course schedules.

During the NITE Summer Institute, the Registrar has temporary offices at our host site. When you arrive, 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 announced Add/Drop period.

Steps to Registering

- Pay or clear all tuition charges with the Bursar's Office.
- Complete your admissions file.
- Register online.

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



Registration is first come first served. Courses or sections may be canceled due to under-enrollment or closed because of class size limits. Register early to get best choices.

Bursar's Office Clearance

In order to register each term, you must receive clearance from the Bursar's Office. (See Tuition and Fees, Payment and Refunds). If satisfactory arrangements for tuition payment are not made, a *business hold* will be applied to your student account (see below).

Complete Admissions File

All students are required to have a complete admissions file. All your admissions materials must be received by Admissions before you can register for your second term.

Student Holds

A *hold* may be placed on your student record for academic, admission, business, or financial aid reasons. A hold will prevent you from registering. If you find a hold on your record when you enter your ID and PIN number in the Student Information System, **you will see a description of the hold and contact information, so that you can remedy the situation. Registration will not be possible until all holds are reconciled and removed.**

Continuing Students 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 Bursar's Office clearance, and register online.

Non-Degree Students

Special students may take courses for credit without enrolling in a degree program at Cambridge College. All course prerequisites must be met.

Financial Aid — To be eligible for financial aid, enrollment in a degree program or eligible certificate program is required:

- *Certificate of Advanced Graduate Studies* is a degree program and is therefore eligible for financial aid.
- *Medical Interpreter Training* certificate program (non-credit or for-credit) is eligible for financial aid.

Not eligible for financial aid:

- All other certificate and non-degree programs
- Courses taken without enrolling in a complete degree program or eligible certificate

Add a Course

You may register online for additional courses up to the first class session if space is available and department policies are adhered to. Go to the Student Information System and follow instructions online.

Drop a Course

Go to the Student Information System and follow online instructions to drop the course. **No verbal or telephone "drops" accepted.**

Tuition — You must pay the full tuition for all courses for which you have registered unless the course is correctly dropped online before the add/drop deadline. If you do not attend class and do not submit the form, you must pay the full tuition.

Your student account is credited for the tuition charges for dropped courses only as outlined under Payment and Refunds.

Grade — If the course is correctly dropped online, the course is "dropped" from your student record. If notification is received after the deadline, the course appears on your student record with a grade of *Withdrawn*. If the Registrar's Office is not officially informed of the drop, a grade of No Show will be issued.

After the add/drop deadline, you may still drop the course at any time before the end of the course to officially withdraw. Tuition liability is as outlined under Payment and Refunds.

In exceptional circumstances, you may write a letter to the Dean, explaining the circumstances compelling the withdrawal, including dates. The Dean's Office informs other offices of the decision.

Transfer Credit — Cambridge College courses taken without enrolling in a degree program may be evaluated for transfer credit if you enroll at a later time. The number of transfer credits accepted varies by program, and courses must meet all criteria for transfer. (see Transfer Credit).

Cambridge College can not guarantee acceptance of all such credits, because they may not meet current program requirements and other criteria for transfer.

Tuition & Fees Current rates Fall 2005 • subject to change without notice.

For all National Institute for Teaching Excellence (NITE) expenses, see the NITE Catalog.

Admission

Application fee (non-refundable)	\$30
Application fee, I.M.Ed. (non-refundable)	\$50
Admission deposit (non-refundable, credited to tuition)	\$100

Due prior to registration; confirms your intention to attend a Cambridge College degree program.

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

Undergraduate	\$335
Per credit hour (\$1,005 for a 3-credit course)	
Graduate (M.Ed., M.M.)	\$395
Per credit hour (\$1,185 for a 3-credit course)	
45-contact-hour professional licensure courses	\$565
Per credit hour (\$1,695 for a 3-credit course)	
Puerto Rico: I.M.Ed.	\$315
Per credit hour (\$945 for a 3-credit course) (NITE completion at Puerto Rico \$395/credit)	
C.A.G.S.	\$440
Per credit hour (\$1,320 for a 3-credit course)	
M.M./AdaptNet Courses	\$475
Per credit hour (\$1,425 for a 3-credit course)	
M.M./E-Commerce (offered at Chesapeake only)	\$700
Per credit hour (\$2,100 for a 3-credit course)	

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

Special Rates

Alumni College/outreach courses Special rates apply; See program director for information.

Alumni tuition discount 25%
Applies to individual courses only, not to degree programs, Alumni College courses, or courses offered in collaboration with other institutions; good financial standing with the College required; undergraduate courses limited to six credits.

Course audit fee \$150
Per credit (\$450 for a 3-credit course); subject to the same add/drop refund and tuition liability policy as are courses for credit.

Medical Interpreter Training-non-credit (per course) \$495

Other Charges

Check returned by bank	\$25
Course materials fee (for materials provided in class)	variable
Counseling Psychology Internship/Practicum Fee (M.Ed. and C.A.G.S.; course tuition additional)	\$500
Financial aid late fee	\$50
May be charged if financial aid file is not completed by add/drop deadline.	
Individualized M.Ed. — Additional fees may be charged by the International Institute for Humane Education.	
EIM610 materials fee (charged in first term)	\$250
I.M.Ed. misc. administrative fee (charged in first term)	\$250
Payment plan service charge (per term)	\$60
Student Injury and Sickness Insurance Plan — Required of all matriculated students by Massachusetts state law; contact Bursar's Office for application and cost, or to fill out a waiver giving proof of coverage by a qualified health insurance plan.	
Undergraduate portfolio evaluation fee	\$100
Per credit attempted (\$300 for a 3-credit course)	

Graduation & Transcripts

Degree processing fee	\$110
Charged in last term, for processing records.	
Official transcripts (request in writing from Registrar)	\$5
Transcript with rush service	\$20
Additional charge for express shipping, if desired.	
Unofficial transcript (given to student)	\$2

Late Degree Completion Fees

Active Candidacy fee	\$100
Per term with registration as a late degree completion student.	
Late Capstone Fees (undergraduate)	
Second & third terms, per term	\$200
(includes active candidacy fee); no charge if completed in the next term after the first attempt.	
Each additional term until completed.	\$100
Late Independent Learning/Research Project Fees (graduate & post-graduate)	
Second & third terms after first registration (must register with final seminar)	\$400
Per term (includes active candidacy fee)	
Each additional term until completed.	\$100

Payment & Refunds

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 Bursar's 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 the Bursar's Office. The College also accepts Visa and MasterCard.

Payment plan — A deposit is required at the beginning of the term, and the remainder of current charges is paid in installments. All prior charges must be paid before a payment plan may be made for a subsequent term. Contact the Bursar's Office or go to the Cambridge College web site for further details and application forms.

Employer Tuition Assistance Programs — Bring a signed and itemized purchase order to the Bursar's Office before registering for the upcoming term, authorizing Cambridge College to bill a company directly for the courses listed (include course numbers). US Veterans must bring a signed VA form 28-1905 or 22-1999. Other documentation may be required from certain area employers. (see the Bursar's Office). 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 Bursar's 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 — Cambridge College routinely reports account information to a credit bureau. Students are encouraged to make payment arrangements with the Bursar's Office in the event of hardship.

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 may be submitted to a collection agency for processing. In such case, the student is liable for any court and agency costs, as allowed by Massachusetts law, which may total 40% of the outstanding bill.

Tuition Credit & Liability for Courses Dropped

To receive tuition credit, a completed Add/Drop Request form or Leave of Absence/Withdrawal form is required; verbal notification is not accepted. The "received" date on the form determines the tuition liability. Students who do not attend classes for which they have registered, and do not complete the form, remain liable for full tuition.

Date Add/Drop Form 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 from the College are urged to see the Bursar's 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 & Repayment

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.

GENERAL REFUND POLICY

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

Withdrawal Date	Refund
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).

Refund schedule for intensive courses:

Before course starts100%
After course starts 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 students 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 back to the Title IV programs as specified by law:

1. Unsubsidized FFEL loans
2. Subsidized FFEL loans
3. Unsubsidized (other than parent loans) Federal Direct loans
4. Subsidized Federal Direct loans
5. Federal Perkins loans
6. FFEL PLUS loans
7. Federal Direct PLUS loans

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.

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 the unearned state aid back to the Massachusetts financial aid programs as specified by law.

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

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. Those funds will be available after term balances have been paid.

Graduation Clearance

Diplomas, certificates and transcripts are released only upon full payment. All tuition and other charges must be paid in full by the published graduation clearance deadline. Student accounts that are not fully paid by graduation clearance day may be turned over to a collection agency if the account continues to be delinquent. In such cases, the student is liable for any court or agency costs (as allowed by Massachusetts law) which may total 40% of the outstanding bill.

Policies & Procedures

Academic Credit & 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 forty hours of time devoted to active learning. A three-credit course therefore involves approximately 120 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, and some students progress through the course material at faster rates than others. Some courses demand intensive interactions over shorter periods of time than a term. Some courses entail extensive residences, 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 forty hours per credit.

Admission Files

All supporting materials required for admission must be in each student's file. If your admissions file is not complete at the time of enrollment, you will receive written notification from the Enrollment Services Office during the first term. If your file is not complete before web registration opens for your second term, the College reserves the right to put a hold on further course registration. The hold will not be removed until the admissions folder is complete.

All application materials become part of your file at Cambridge College and will not be returned. Materials received as part of the applications process may not be removed or duplicated for personal use by yourself nor forwarded to any third party. Applicants who are not admitted, or who are admitted and do not enroll in a Cambridge College academic program, do not have access to their files.

Auditing Courses

Courses may be audited by non-matriculating or matriculating students. Courses that 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. An audited course must be dropped before the add/drop deadline in order not to incur financial obligations.

Changing Concentration or Program

Students should consider any change of program or concentration carefully, and explore the financial and academic implications, including the following:

- Different program requirements may necessitate taking additional courses, which take additional time, effort, and expense.
- Costs may differ in another program.
- Financial aid rules and awards may differ.
- Transfer credits accepted may differ in another program.

Process

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. Get a Change of Program form from the web site or the Registrar's Office.

Complete the form and obtain the required signatures indicating approval and submit the completed form to the Office of the Dean of the appropriate school for final approval.

Note: all students receiving financial aid must see a Financial Aid officer before making any change.

If the completed form is received by the Dean of your 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.

Class Attendance

Makeup arrangements for missed material should be made with the instructor. Instructors determine the number of hours (two maximum) that a student may miss and still receive credit for their course after making up the work missed. Any religious holiday not listed in the Academic Calendar may be accommodated by faculty and their students (see Religious Observance).

College Right to Change Courses & Related Policies

At Cambridge College, course structures often vary considerably from the traditional norm. The amount of time in class varies with the nature of the course and its level. Cambridge College reserves the right to change course structure, course content, course requirements, course offerings, and course availability solely within its own discretion as it deems necessary and appropriate.

Course/Faculty Evaluation by Students

At the final session of each course, instructors provide standard Cambridge College evaluation forms for students to evaluate the course and instructor. In order to encourage student candidness and anonymity, the instructor leaves the classroom during the evaluation process. Evaluation forms are scanned. Therefore it is critical that you complete the evaluation form according to the instructions provided. Please mark the course code, including all 10 alphanumeric characters. A student volunteer collects the completed evaluations in the envelope provided and returns them to the academic offices.

Course Load—Faculty Recommendations

The undergraduate faculty recommends two or three courses each term, especially when beginning the program. As many as four courses may be recommended. Students wishing to register for 15 credits or more need the academic advisor's and Dean's approval.

The graduate faculty recommends two or three courses and the seminar for each term with a maximum of four courses. Only in unusual circumstances may this limit be exceeded; only with the recommendation of the seminar leader and approval of the program director. NITE students, by program design, take 15 credits in the summer. See also Financial Aid.

Course Waivers

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

Management — Required courses may be waived if students demonstrate comparable graduate learning. 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 management program director.

Courses Taken at Other Institutions After Matriculation

Undergraduate — Only the following may be accepted into a Cambridge College undergraduate program 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.

Written approval from the academic advisor and undergraduate dean 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.

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.

Faculty Availability & Response

Faculty are expected to respond to student work, concerns and questions orally or in writing, and return phone calls within 48 hours. Faculty are expected to return papers to students, within two weeks of the end of the term if students request. (Note: The ILP and other final projects, and portfolios for credit become the property of the College and are not returned.)

Grades

Because Cambridge College subscribes to principles of adult learning, a non-competitive learning environment is encouraged.

The **graduate and post-graduate programs** award grades of Credit or No Credit rather than letter grades. If letter grades are needed for reimbursement or other purposes, students must inform the course instructor at the beginning of the course. Letter grade equivalents are submitted to the Registrar's Office and are reported on student grade reports, internal academic records, and transcripts.

The **undergraduate programs** award grades of Credit or No Credit for portfolios, challenge exams, standardized exams, transfer credits, seminars, and skill development courses. (Letter grades are awarded for WRT090.) All other undergraduate learning experiences earn letter grades. Letter grades are given because they show progress and indicate mastery of a subject according to a traditional grading system. Letter grades for undergraduate work are typically required by graduate schools.

Cambridge College student transcripts present a record only of learning accomplished. Unsatisfactory performance is recorded only on internal documents.



DEFINITIONS & POLICIES

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. A grade of No Credit in a required course or seminar necessitates the student's taking another term of the course or seminar. In general, reasons for a grade of No Credit include:

- Absent for more than four hours of class time.
- Withdrawal from the program.
- Required work not completed to the instructor's standards.

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 undergraduate programs at least 2/3 of the course work must be complete and satisfactory to get 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, 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.

Faculty expect students to consult with them about all incomplete grades.

No Credit/Incomplete (NCI) indicates that incomplete course work, which had earned a grade of INC, was not completed by the end of the subsequent term.

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

LETTER GRADES — UNDERGRADUATE

Grades are based on performance in relation to learning outcomes listed on each course syllabus.

Advanced	A	Very high proficiency, outstanding
	B	Commendable
Intermediate	C	Satisfactory
Beginning	D	Developing
	INC	Additional Work Needed

Advanced indicates strength. The student demonstrates ability to synthesize, construct, create, evaluate, and anticipate, and has made significant progress beyond initial assessment.

Intermediate indicates satisfactory skill level. The student demonstrates ability to apply, analyze, demonstrate, interpret and predict.

Beginning indicates that skills and knowledge are developing. The student is beginning to recognize, identify, access, classify, describe information.

Grade			Grade		
Letter Grade	Point Value	Numerical Range	Letter Grade	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

Undergraduate students may take one out of every five courses (no more than 20% of courses taken at Cambridge College) for a grade of Credit/No Credit. Since grades are needed to determine satisfactory academic progress and eligibility for graduation, Credit/No Credit courses must be limited.

Incomplete Final Projects — Students have up to three years from the expected graduation date (based on entry date and length of program) to complete and have the final project (Capstone, ILP or IRP) approved. An extension may be granted by the Dean. If the original faculty advisor is not available, the Dean will assign another faculty member to supervise the completion of the project.

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.

Graduation

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 courses completed at Cambridge College. A cumulative GPA of 2.0 is required before entering the final term.

Clearance — **You must advise the Registrar's Office of your anticipated graduation date** in order for your records to be reviewed for graduation clearance.

The records of all students who are expected to graduate are reviewed at the end of each term by the Registrar's Office to ensure that all academic requirements have been successfully completed. Records are approved (cleared) by the Bursar's Office and the Financial Aid Office if applicable. Students who have



received student loans must participate in an exit interview (see Financial Aid).

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 incompletes and next steps.

DEGREE CONFERRAL

The degree conferral date is shortly after the end of each term. A student who completes all the requirements for his/her academic program in August, January or June, and successfully completes the graduation clearance process can get an official transcript from the Registrar's Office at any time after the degree conferral date (see Transcripts.)

COMMENCEMENT CEREMONY

One graduation ceremony is held each year in May or June.

Diplomas will be presented at the ceremony to all students who have been financially and academically cleared and have indicated that they are attending the event. If you are unable to attend the commencement exercises, your diploma will be mailed (UPS) to the address that is currently in the College computer system. If you have changed your address or would like your diploma mailed to a different address, you must file an official Change of Address form with the Registrar's Office.

"March Only" Conditions — The College has a "march only" policy/procedure that allows students to participate in the commencement exercises with the following conditions:

- All core requirements, including the final project (Capstone, ILP/IRP, or Action Research Project) and required practicum and/or internship, must be completed and a passing grade documented in your academic record by the grade posting deadline.
- Fewer than six credits remain to be completed for your course of study.
- Academic completion is anticipated in the next term (Summer) and registration for the summer term has been processed.

If all conditions listed above are fulfilled, a student must: Write a letter to the Registrar no later than April 15 indicating your petition to "march only" in the graduation ceremony and acknowledge your fulfillment of the College's criteria for participation.

Independent Learning/Research Project

The seminar leader assures compliance with appropriate graduate level standards, departmental requirements, and deadlines for completion of the ILP/IRP. Students are responsible for keeping the seminar leader informed of progress. Specific guidelines for the ILP/IRP can be found in departmental ILP/IRP handbooks.

An ILP/IRP/Capstone instrument is used to evaluate final projects.

It is important to submit your ILP to your seminar leader by the deadline (see Academic Calendar). The Registrar will not clear you for graduation until your ILP has been submitted, reviewed and evaluated by faculty, and approved by the Dean.

Late Degree Completion — Active Candidacy

Students are expected to complete their degree requirements by the scheduled graduation date. Students who a) have not been cleared for graduation by that date or b) have only to finish incomplete courses or ILP/Capstone must register for "active candidacy" for the following term(s) and pay applicable fees (see Tuition and Fees).

Leave of Absence or Withdrawal

A student who finds it necessary to withdraw or take a leave of absence must submit an official leave of absence/withdrawal form to the Registrar's office. Then the leave of absence or withdrawal is 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.** (see Payment and Refunds).

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 an exit interview with the Financial Aid Office prior to leaving.

Licensure Policies & Licensure Program Policies

- See introduction to Educator Licensure Programs and get more information from program coordinator.
- For policies related to counseling licensures, see introduction to the School of Psychology & Counseling, and get more information from the program coordinator or School of Psychology & Counseling Office.

Office Equipment

Office equipment such as copying machines, computers, and telephones may be used by Cambridge College personnel only.

Returning Students

Students who withdraw or take a leave of absence may be reinstated. All financial obligations must be fulfilled before registering for a new term. Students who had received financial aid must contact the Financial Aid Office to re-apply.

Students returning to undergraduate programs after an absence of more than one term must contact their advisor and the Assistant Dean for Undergraduate Programs and complete a



Petition to Change form, which must be approved by the advisor and the Assistant Dean for Undergraduate Programs.

Students who desire to return to graduate programs must inform the program director and Dean in writing, who, in turn, must approve the reinstatement. After five years' absence from the college, students must reapply through the Enrollment Services Office in order to be readmitted.

Students who have taken a leave of absence from a master's degree program and return to complete it must fulfill the program requirements current at the time of their return. Transfer credit awards are revised according to policies and limits in effect at the time of their return.

Satisfactory Academic Progress

Students must make satisfactory academic progress to continue at Cambridge College and to receive financial aid. The 1994 Amendments to the Student Aid Programs under Title IV of the Higher Education Act requires Cambridge College to define and enforce standards of satisfactory progress for all students receiving financial assistance.

SATISFACTORY COMPLETION

Undergraduate — Grade of C or better. A grade of D is acceptable if cumulative Grade Point Average (GPA) is C (2.0) or better.

Graduate — Only credits earned with grades of Credit are considered as satisfactorily completed.

Unsatisfactory grades — Incomplete, No Show, No Credit. Undergraduate grades of D are unsatisfactory if a student's GPA is less than C (2.0).

GRADES REQUIRED

Undergraduate — The GPA is computed on the basis of all courses for which letter grades are awarded. Each term, undergraduate students must maintain a grade point average of 2.0 (letter grade of C) or better in all undergraduate courses. A cumulative GPA of 2.0 (letter grade of C) is required to enter the final term. A GPA of 2.0 is required for graduation.

GOOD ACADEMIC STANDING

Students are considered to be in good academic standing in each term when 50% or more of the total number of credits attempted are satisfactorily completed.

MEASURING ACADEMIC PROGRESS

According to the federal regulations, academic progress is measured by the student's grade point average (GPA), credits earned in relation to those attempted each term, and the number of credit hours required by the academic program.

LENGTH OF TIME TO COMPLETION

Federal financial aid regulations require each student's academic

program to be completed within 150% of the time expected to complete the program, based on enrollment status (full time or part time; see Course Load and Financial Aid).

The number of credits a student must successfully complete every three terms is based on the actual enrollment status for the term (full time or part time; see Course Load and Financial Aid).

Students are expected to complete their programs in a timely manner. To find the number of terms within which a program should be completed:

1. Find the total number of credit hours required by your academic program (see program chart).
2. Add Skill Development courses if needed.
3. Subtract transfer credits accepted.
4. Multiply this total by 1.5.
5. Divide the result by the minimum number of credits needed each term for your enrollment status (part time or full time) in your undergraduate or graduate program. See Course Load and Financial Aid.

Note: Students with extenuating circumstances may negotiate to complete their program over a longer time.

HOW MANY CREDIT HOURS DO YOU NEED TO COMPLETE SATISFACTORILY EACH TERM?

Based on enrollment

in each of two consecutive terms:	Students must satisfactorily complete:
12 or more cr.	9 cr.
9-11 cr.	6 cr.
6-8 cr.	5 cr.
Less than 6 cr.	3 cr.

Students who do not make satisfactory progress based on these standards are not eligible for continued financial aid.

REVIEW & ADVISING SUPPORT

At the end of each term when grades are available, academic records are reviewed to identify those students who are not making satisfactory academic progress. The Financial Aid Office, the Registrar, and the student's program coordinator/director are notified.

The student and academic advisor meet before the end of the add/drop period early in the next term to complete the satisfactory academic progress review. **The timing of this meeting is important so that course changes can be made at no financial cost to the student.** This review assists the student to restore his/her eligibility for financial aid and make any adjustments needed to his/her program plans.

This review includes:

- Review academic record for credits attempted, credits successfully completed; credits not successfully completed, and, for undergraduate students, GPA (term and cumulative).

- Identify steps that must be taken to restore eligibility for continued financial aid.
- Advise as to academic support and appropriate courses for the following term.
- Review clearance requirements before entering the final term. If the student's academic standing and progress do not support a timely program completion, the advisor recommends appropriate intervention(s) and informs the student of the consequences of not acting on this advice.

Security

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 immediately report it. 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).

Any act or threat of violence, indecent assault, or conduct that may endanger any person on College property is prohibited, whether or not the victim chooses to pursue a criminal complaint. Where there is reasonable cause to believe that a member of the College community has violated College regulations, after a fair process the College may reprimand, suspend, expel, or dismiss that person.

Cambridge & regional centers — Report emergencies and criminal actions to the nearest Cambridge College office, a faculty member, or the reception/security desk.

Rented classrooms — Report emergencies and criminal actions to a faculty member or any personnel in charge in the building. Call 911 if no staff are immediately available to assist.

NITE Summer Institute — Report emergencies and criminal actions to our host college's Public Safety Dept., the nearest

Cambridge College office on campus, or a faculty member.

Crime statistics are available in on request from the Facilities Director or the Publications Office.

Student Contact Information Updates

To facilitate communication, students are expected to visit the Registrar's Office to complete a change of address form to update home and work addresses and telephone numbers, or correct misspellings. Students who wish to change their names must present sufficient identification (e.g., marriage certificate, notarized letter, driver's license) to the Registrar's Office.

Student Identification Cards

Cambridge College I.D. cards are issued to students upon registering for their first term. The card 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.

Transcripts

Students may request copies of their official transcripts after the close of each term and upon completion of degree requirements. Many graduates present official transcripts to their employers indicating that the degree has been conferred. Transcripts for graduates are not released until after the degree conferral date.

All requests must be made in writing with your name, social security number, dates of attendance, and degree completion date, the name and address to which to send the transcript, and a check or money order for the transcript fee (see Tuition and Fees).

Every effort is made by the Registrar's Office to give graduates priority (turnaround time 5-7 days).

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



Learning Community Rights & Responsibilities

Academic Integrity

Students are expected to maintain integrity in all academic work. They will not attempt to get grades by any means other than honest academic effort. All work must be completed by individual students except for group projects. It is not permissible to hand in the same work for different courses.

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

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

Alcohol & Drugs

The unlawful use, manufacture, distribution, dispensation, sale, or possession of any illegal drug is prohibited at all locations of Cambridge College at all times. Cambridge College prohibits the unlawful use and possession of drugs and alcohol on its property or in its activities.

The College will take disciplinary action against violators consistent with federal, state, and local laws. Students may face suspension, expulsion, disenrollment, probation with contingencies for re-instatement, and referral for prosecution. Satisfactory participation in a substance abuse treatment, counseling or education program may be required for reinstatement.

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. Thank you very much for your cooperation.

Complaints & Appeals

Resolution of complaints or grievances usually begins with an informal discussion with the person or office immediately concerned. Your academic advisor, program director, or the Director

of Student Services can suggest the appropriate channel for resolving particular complaints, and may assist with the resolution. To resolve any disagreement or to appeal a College decision, follow the steps outlined below. Please make every effort to resolve an issue at one level before proceeding to the next. This process is an internal means to resolve differences, not a legal forum.

To resolve financial and other administrative issues:

- Step 1 Student meets with Academic Advisor or Director of Student Services.
- Step 2 Student meets with administrative officer immediately concerned.
- Step 3 Student meets with Academic Advisor and administrative officer immediately concerned.
- Step 4 The administrative or financial officer's supervisor meets with all concerned, and makes a final decision.
- Step 5 The decision may be appealed to the Vice President for Finance, Administration and Student Services.
- Step 6 Final appeal may be made to the Executive Vice President.

To appeal academic decisions:

- Step 1 Student notifies the appropriate Dean or site director, and meets with Academic Advisor for advisement.
- Step 2 Student meets with faculty or staff immediately concerned.
- Step 3 The Dean and/or site director meets with all concerned, gathers facts, and seeks resolution.
- Step 4 If no adequate resolution has been achieved, the Vice President for Academic Affairs meets with all concerned, mediates the dialogue, and makes a final decision.

Computers & Network Use

Cambridge College provides computers and electronic resources for teaching and learning, research, communication, and public service. All members of the College learning community are expected to use these resources with proper respect for the rights of others, the College, and federal, state, and local laws. All users, on-site and remote or off-campus, must abide by this brief outline of policy and all policies of the Information Technology Office.

Access will not be denied or abridged in violation of equal opportunity policies. (See Equal Opportunity). Users may expect to keep personal e-mail correspondence reasonably confidential, but please be aware of the inherent limitations of shared network resources (e.g. public computer labs and shared printers) in protecting privacy.



Individual Responsibilities/Acceptable Use Agreement

All users share responsibility for maintaining an environment of mutual respect, integrity, and reason. All users accept responsibility to use their accounts only as described below:

- Only the person to whom a network account is issued shall use it. You are responsible for all use of your account (by yourself or anyone else) and for protecting the password. If someone else learns your password, you must change it.
- Accounts are to be used for Cambridge College academic and administrative purposes only. Limited personal use is permitted: you may send and receive personal e-mail and maintain personal information as long as you observe the rules of etiquette. You may not conduct business transactions on the College system or through networks, for private gain.
- Accounts shall not be used to try to gain unauthorized access to computers, software, data or information, or networks (owned by Cambridge College or not). If you abuse any networks to which the College belongs or computers at other sites connected to those networks, the College will treat this matter as an abuse of your Cambridge College computing privileges.
- Users shall not attempt to gain access to any computer account, data, software, or file unless explicit permission has not been received.
- Users shall not send fraudulent e-mail, break into another user's electronic mailbox, or read someone else's e-mail without permission.
- Users shall not use the College's computing resources to harass or threaten other users. See Harassment and Sexual Harassment policy.
- No web sites that are sexually explicit, offensive or inappropriate may be visited or used to send, display, download or print offensive material, pornographic, or sexually explicit pictures or any other material which most reasonable people would find offensive. The only allowable exception is for academic research on topics which requires visiting such sites. Extreme care must be taken to prevent other people from being exposed to offensive material.
- Software may not be copied without written permission of the system administrator, except for freeware/shareware.
- Users are responsible for maintaining the security of their own data and for making backups.
- Users shall not disrupt or encroach on others' use of the College's computers. Examples of prohibited activities include: excessive game playing; sending excessive messages; printing excessive copies; modifying system facilities, operating systems, or disk partitions; attempting to crash or tie up a College computer, or damaging or vandalizing College computing facilities, equipment, software, or computer files.

- Cambridge College computers and network systems shall not be used to violate any federal, state or local law regarding civil rights, harassment, copyright, security, pornography, privacy, and any other matter that may relate to computers and electronic media.
- Users should report any abuses to the appropriate College authority.

Disciplinary Action — Abuse of computer/network privileges, equipment, and accounts is subject to disciplinary action; due process is followed. System administrators are authorized to take any actions deemed necessary to preserve the integrity of the system, including immediate temporary suspension of access in response to evidence of violation, 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 disenrollment.

Disciplinary action by the College does not preclude law enforcement by federal, state, and local authorities.

Further Information — This text outlines Cambridge College's policy regarding use of its computers, electronic mail and network systems. The complete policy statement is posted in all computer classrooms and labs. It is also available from the Information Technology Office and on the Cambridge College web site.

Disenrollment

Students may be disenrolled for sufficient academic, financial, or administrative reasons. Students may appeal. When all requirements have been met, reinstatement may be possible.

Reasons

- 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 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).

Consequences

- Course registration and attendance are not permitted.
- 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.

Reinstatement

- The admissions file must be completed (see Admission). 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 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 Dean.

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. Financial questions may be directed to the Assistant Vice President for Finance. Other questions and concerns may be directed to the Assistant Vice President, Human Resources.

Inquiries concerning equal opportunity may be referred to:
The United States Equal Employment Opportunity Commission (EEOC) 10 Congress Street,
Boston, MA 02114 (617) 565-3200

Massachusetts Commission Against Discrimination (MCAD)
Boston Office: One Ashburton Place,
Boston, MA 02108 (617) 727-3990
Springfield Office: 424 Dwight Street,
Springfield, MA 01103 (413) 739-2145

Firearms/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 & 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) JFK Building, 475 Government Center
Boston, MA 02203 (617) 565-3200

Massachusetts Commission Against Discrimination (MCAD)
Boston Office: One Ashburton Place
Boston, MA 02108 (617) 727-3990
Springfield Office: 424 Dwight Street
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

Hazing is a crime under Massachusetts law. Therefore, Cambridge College forbids hazing and any related activities. Any student or student group violating this policy will be subject to immediate disciplinary action, including disenrollment. Hazing activities should be reported to the director of student services.

In compliance with state regulations, any conduct or initiation into any student organization, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any student or other person is prohibited. Such conduct includes whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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.

Service Animals & Pets

Service animals that provide assistance to individuals with disabilities are permitted. No pets of any kind are allowed on Cambridge College property.

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 Executive Vice President of the College.

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.

Smoking

In compliance with state and city ordinances, Cambridge College is a smoke-free institution. All indoor smoking on campus and at all classroom locations is prohibited, including bathrooms and stairwells.

Student Information — Confidentiality, Access, and Release

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 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.

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.



PRACTICAL INFORMATION & APPENDICES

Cambridge campus

1000 Massachusetts Avenue • 80 Prospect Street • Cambridge, MA 02138

Cambridge College's campus is in the heart of Cambridge, Massachusetts. The School of Education is located in Central Square at 80 Prospect Street. The College's main building is a 10-minute walk down Massachusetts Avenue toward Harvard Square. Both buildings are accessible to physically challenged people. Our students enjoy many convenient eating places, bookstores, museums and cultural events within a few blocks of campus. Classes are also offered at many other locations across eastern Massachusetts.

As a commuter college for adults, no dormitories or cafeterias are provided. Students in our local programs typically live and work in the region and are responsible for their own living arrangements. Because adult students are involved in community organizations, their families and jobs, no student activities are provided.

Students in our distance learning programs are responsible for their own transportation and lodging when they come to campus. The Cambridge College Housing Office can assist you to find accommodations in the area.

Academic Support Center

Writing — Writing tutors help you improve your communication, literacy and research skills to get the most from course work and write the final project. ESL support is provided for students for whom English is a second language.

Math & Science — Get help with math and quantitative thinking in a relaxed, comfortable environment.

Workshops are offered on topics such as: grammar review, vocabulary development, teacher test preparation (MTEL Communication and Literacy test).

Computer Lab — A computer lab is available for students to conduct research, write papers, and complete other projects. A lab assistant is on duty late on weekday afternoons and evenings, and on weekends when classes are in session (see schedule posted in the lab). When classes are not in session, hours are limited. During daytime working hours Monday-Friday the lab is usually open without staff. Users may be asked to present their Cambridge College student ID.

The Center for Learning & Assessment (CLAS)

Assessment — Entering undergraduates complete writing and math assessments. The results help students recognize their learning strengths and specific skill needs; appropriate courses are suggested and learning support activities provided.

Standardized Testing — CLAS offers Accuplacer, a nationally standardized series of placement tests. The College is an authorized testing center for CLEP and DSST standardized tests for college credit.

Portfolios — Cambridge College undergraduate students can demonstrate college-equivalent learning and gain college credit. For details, go to Academic Support from the Cambridge College website homepage.

Student Lounge

The main building and School of Education have informal areas for students to talk, do homework, and have a meal. There are snack and beverage vending machines and public pay phones in the area.

Student Mailboxes

Student mailboxes are located in the student lounges (main building and School of Education). Because these mailboxes are open,

it is not advisable to leave important documents or sensitive correspondence. The mailboxes are emptied of all materials at the beginning of each term. Please check your mailbox regularly.

Text Books

A book list is available on the Cambridge College web site, www.cambridgecollege.edu.

Web Site — At the home page, select Student Services, then click on Bookstore Information.

Cambridge — Books are available at the Harvard Coop in Harvard Square (third floor textbook dept., 617-499-2223). To have them delivered to your home, order them online.

OFFICES & DIRECTORY

Cambridge College

1000 Massachusetts Avenue, Cambridge, MA 02138

phone 1-800-877-4723 or 617-868-1000

fax 617-349-3545

Office Hours Mon-Fri 9:00 a.m.-5:00 p.m.

Additional office hours on days when classes are held:

Evenings 5:00-8:00 p.m.

Weekends 8:00 a.m.-5:00 p.m.

Academic Affairs

Joseph Reed, Ph.D. Vice President for

Academic Affairs x1232

Gail West-Jones, Executive Assistant x1214

Kim Vassar, Assistant for Academic Scheduling x1184

Wilfredo Diaz, Staff Assistant x1233

Academic Support Services & Student Life

Terry Müller, M.A., Director x1191

Lucilia Valerio, Director of Student Assessments x1453

Disability Support for students with learning, mental, or physical disabilities x1200

Phone for hearing impaired 1000 reception desk, 1st floor

Student Advisory Boards x1200

Student Life Services x1200

Student Ombudsperson x1200

Transfer Credit

Ludmilla K. Lewis x1181

Paulette Bannister x1143

Undergraduate Academic Services Molly Leong, M.Ed. x1139

Center for Learning & Assessment

Carol Lane, Assistant to the Director x1138

Academic Support Center

Terry Muller, Director x1191

Carol Lane, Assistant to the Director x1138

Writing Tutor Appointments

1000 Mass. Ave. x1185

80 Prospect St. x1418

Math & Science Tutoring x1650

Adaptive Learning, Center for

Nishikant Sonwalkar, Ph.D., Vice President

Hormoz Goodarzy, Ph.D., Director of Distance Learning . . . x1269

Administration

Ezat Parnia, Ph.D., Executive Vice President x1166

Jocelyn Duran, Executive Assistant x1136

Finance, Administration & Student Services

Jennifer Tonneson-Benoit, Vice President 1244

Lynn Salo, Controller. x1154

Ande DeLibero, Bursar x1111

Human Resources & Administration

Jerome K. Saunders, Assistant Vice President. x1170

Trudy Reddicks, Manager of HR Services x1287

Regional Centers Administration

Anthony DeMatteo, Ph.D., Vice President

for Sites Administration x1219

James Waldman, B.S., Assistant Vice President

for Sites Administration 1-800-723-0131

Kathy Blackwood, Staff Assistant x1130

Alumni College

John Grassi, Ph.D. Vice President. x1221

Books

..... x1184

Textbooks are available at the Harvard Coop, 617-499-2000, 3rd floor; or go to Cambridge College web site to order online.

Bursar's Office x1326

Chancellor/Founder (617) 354-0033

Eileen Brown, Chancellor/Founder

Janet Bowe, Executive Assistant

Judy Groleau, M.Ed., Capital Campaign Director

Cheryl Bowe, M.U.A., Major Gifts Officer

Cesidia Bennington & Geraldine Holland, Staff Assistants

Computer Services see Information Technology

Counseling Psychology see Psychology & Counseling

Development

Tracey Thompson, B.A., Director. x1278

Elizabeth Bastos, Development Associate. x1478

Lawrence Fabbri, Development Associate, Database

Manager x1198

Christina Gajewski, Alumni Relations Coordinator x1430

Joel Nitzberg, Research Administration x1218

Karen Turer, Development Associate x1179

Distance Learning

Hormoz Goodarzy, Director. x1269

Education, School of

Anthony DeMatteo, Ph.D., Dean x1219

Reception, 80 Prospect St. x1291

Security, 80 Prospect St. x1272

Licensure Programs

Anthony DeMatteo, Ph.D., Director x1219

Sara White, Executive Assistant x1156

CAGS in Educational Leadership

Kathleen Buckley, D.Ed x1247

Curriculum and Instruction (CAGS)

Sandra Bridwell, Ph.D. x1212

Doctor of Education Joseph Daisy, Ed.D. x1172

John Kerrigan, Ed.D., Assistant Director

Elementary Education Gloria Stanton, C.A.G.S. x1226

General M.Ed. Jorge Cardoso, Ed.D. x1402

General Science John Papadonis, C.A.G.S. x1292

Health/Family & Consumer Science, Health Education

Shirley Handler, Ed.D. x1245

Instructional Technology Hormoz Goodarzy, Ph.D. x1269

Individualized M.Ed. Pedro Schuck, Ed.D x1241

Mathematics Education Nick Rubino, Ph.D. x1188

National Institute for Teaching Excellence (NITE)

Jorge Cardoso, Ed.D., Director x1402

Bruce Grigsby, Director, Housing & Logistics x1142

School Administration Kathleen Buckley, D.Ed. x1794

School Guidance Joseph Huff, Ed.D. x1157

Special Education, Special Education Administrator

Mary Garrity, Ed.D. x1168

Kathy Blackwood, Staff Assistant x1130

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 x1115

Enrollment Services

Ezat Parnia, Ph.D., Executive Vice President x1166

Jocelyn Duran, Executive Assistant x1136

Data & Information Processing x1447

Raul Mercado, Manager x1123

Alonso Guzman, Associate Manager x1122

Publications

Peter Wetherbee, Graphic Designer x1180

Genie Johnston, Editor/Designer x1196

Graduate Admissions Wendy Shattuck, Director. x1144

Judith Hague, Assistant Director x1131

Carrie Munro, Staff Assistant x1291

School of Psychology & Counseling

Chantra Sun, Coordinator x1280

Cheryl Nelson x1194

School of Education Wendy Shattuck, Director x1144

Judith Hague x1131

Robin Laskey x1141

Lauren Greyson x1126

School of Management Michael Travaglini, Director x1162

Karina Rinsky x1231

National Institute for Teaching Excellence

Ken Boatner, Ph.D., Coordinator x1712

Ken Schubert x1260

Maura DeJesus x1187

Undergraduate Admissions

Farah Ravanbakhsh, Director x1124

Bella Margarian x1145

Sara G. Mariam x1253

Medical Interpreter program Farah Ravanbakhsh x1124

Financial Aid x1440

Gerri Major, Ph.D., Director x1137

Jean Liu, Associate Director x1149

Deborah Spearman, Counselor x1193

Tina Johnson, Admin. Assistant x1148

Finance....see Administration

Human Resources....see Administration

Information Technology

Gloria Davila, M.M., Director x1235

Carmen Carrero, Staff Assistant x1174

Student Computer Lab x1235

International Student Office

Bruce Grigsby, Director x1142

Lifelong Learning & Community Building,

Institute for Joel Nitzberg, Director x1218

Library Services....Maida Tilchen, M.S.Ed. x1320

Lost & Found x1115

Management, School of

Ezat Parnia, Ph.D., Dean x1254

William Hancock, M.B.A., Associate Dean x1281

Health Care & Nursing Management

John Bove, M.M., Director x1132

Mathematics Institute

Nick Rubino, Ph.D., Director x1188

Policy, Planning, Research & Evaluation

Joseph Daisy, Ed.D., Director x1172

President

Mahesh Sharma, President x1211

Sean Mason, Assistant to the President x1121

Lillian Travaglini, Admin. Assistant x1167

Psychology & Counseling, School of

Anthony DeMatteo, Ph.D., Dean x1219

Niti Seth, Ed.D., Director x1208

Addiction Counseling Leroy Kelly, M.A. x1735

C.A.G.S. Paul Gerson, Ph.D. x1790

Counseling Practicum/Internship Paul Gerson, Ph.D. x1155

Counseling Psychology, Psychological Studies

Giovanna Franchi, M.A. x1208

Mental Health Counseling Stephen Merther, M.A.

School Adjustment Susan T. Leichtman, M.S.W. x1777

School Guidance Joseph Huff, Ed.D., x1157

Registrar x1101

Kathy Curtin, M.A.T., Registrar

Responsive Education, Institute for

Jorge M. Cardoso Ed.D., Director x1402

Schott Fellowship x1152

Valera Washington, Ph.D., Director

Bonnie Mitchell, Program Director

Tamara Bates, M.A., Fellowship Associate

Security x1115

Student Records

Cecelia Cull, M.S., Assistant Vice President. x1120

Undergraduate Programs

James Lee, M.A., Assistant Dean x1236

Family Studies Barbara Koffske Reid, M.Ed. x1165

Holistic Studies Michael Siegell, Ph.D. x1250

Human Services Barbara Koffske Reid, M.Ed. x1351

Juvenile Justice Carol Pepi, M.Ed. x1215

Management Studies William Hancock, M.B.A. x1281

Math & Science Programs James Lee, M.A. x1236

Medical Interpreter Training Norma Green, M.Ed. x1246

Multidisciplinary Studies Eugene Narrett, Ph.D. x1252

Psychology Michael Siegell, Ph.D. x1250

Web Site www.cambridgecollege.edu

Year Up 617-542-1533

Henry Tarbi, M.Ed., Chief Academic Officer

Linda Swardlick-Smith, Admissions. admissons@yearup.org

DIRECTIONS

to the Cambridge, MA campus

Main Building

1000 Massachusetts Avenue, Cambridge

Half-way between Harvard Square & Central Square

Public Transportation: MBTA bus #1 (Mass Ave.) stops at 1000 Massachusetts Avenue. Many other buses come into Harvard Square or Central Square. Or take the Red Line to Central Square or Harvard Square. The College is a short walk down Massachusetts Avenue.

From Rte. 93 north or south: Rte. 93 to Storrow Drive. Take the Massachusetts Ave. exit. Take a right and cross the Harvard Bridge. Proceed straight for about three miles. The College is on your left.

From the Massachusetts Turnpike: Take the Cambridge/Allston exit. Cross the River St. Bridge into Cambridge and turn left onto Putnam Ave., and go to the end. Turn right onto Massachusetts Ave. Cambridge College is on your right.

From Rte. 1 (Jamaica Way): Turn right onto Storrow Drive. Take the Massachusetts Ave. exit. Take a right and cross the Harvard Bridge. Go straight for about three miles.

From Rte. 128/95: Exit onto Rte. 16 East and follow it through Watertown; continue on Rte. 16/Mt. Auburn St. until Rte. 16 turns left onto Aberdeen Ave. Do not turn. Continue straight on Mt. Auburn St. for two miles. It merges into Massachusetts Ave. shortly before you reach Cambridge College.

OR exit onto the Massachusetts Turnpike at Weston and follow directions above.

School of Education

80 Prospect Street, Central Square, Cambridge

Public Transportation/Walking: Take the Red Line or MBTA bus to Central Square (MBTA bus #1 or walk down Massachusetts Ave). Walk from the Central Square T-stop on Massachusetts Avenue, half a block to Prospect Street. The School of Education is on the second block from Massachusetts Ave, just past Carberry's.

Driving From Harvard Square or 1000 Massachusetts Avenue: Take Massachusetts Avenue to Central Square. There is no left turn onto Prospect Street, so go one block farther and turn left onto Essex Street. Go one block on Essex Street, and turn left onto Bishop Allen Drive; take your first right onto Prospect Street. The School of Education is on the right.

From Boston via Storrow Drive: From Boston, drive west on Storrow Drive and take the Central Square/Cambridge/I-90/Mass. Pike exit; the ramp becomes Soldiers Field Road. Turn left onto Cambridge Street and cross the River Street Bridge; proceed straight on River Street, and merge onto Western Avenue as you approach Central Square. Cross Massachusetts Avenue, taking a slight jog to the left onto Prospect Street. The School of Education is on the right side of the street, just past the first intersection.

Parking is always a challenge in Cambridge, but there should be space in the evening at the lot across from the School of Education, and at the City of Cambridge lot on Bishop Allen Drive between Essex and Prospect Streets.

Parking

450 Green Street Parking Lot: From Cambridge College (1000 Massachusetts Ave), drive three blocks down Massachusetts Ave toward Central Square. Turn right at the Post Office onto Pleasant St. Go one short block and turn right again onto Green Street. The parking lot is on your left.

Discounted parking tickets must be purchased in advance at the Cambridge College Bursar's Office. Discount for weekday evenings and weekends only.

Other public parking facilities are located around Harvard Square and Central Square.

DIRECTIONS to Other Classroom Locations

Cambridge College offers some courses at other sites and collaborates with other institutions. No more than 49% of an academic program may be offered at these locations. No academic program may be completed at these locations.

Locations and directions are subject to change. Please go to Student Services on the website for current information.

Surry, ME — International Institute for Humane Education (IIHE)

From Rte. 95: Exit onto 395 in Bangor and take 395 to 1A toward Ellsworth. Drive approximately 25 miles to Ellsworth. You will pass Ellsworth High School on the left, the Mill Mall on the right, the YMCA on the right, and then the road will fork at the Fork in the Road restaurant. Bear right (State Street) and drive several blocks to the light. Turn right at the light and go over the bridge. Stay in the left lane. The road will fork. Bear left onto Rte. 172 following the sign for Surry and Blue Hill. The IIHE is approximately four miles on the left, just before the Gatherings family campground.

Beverly, MA

Beverly High School, 1000 Sohier Road, Beverly, MA 01915 (978) 921-8598.

Rte 128 to exit 19 (Brimbal Avenue). At the end of the exit continue straight; the street will change to Sohier Road. Beverly High School is on the right.

Biogen-Idec, Building 8

14 Cambridge Center, Cambridge, MA
Please go to www.biogenidec.com for detailed directions.

Bourne, MA

Bourne High School, 75 Water House Road, Bourne, MA 02532 (508) 759-0670.

From Rte. 495: Take Rte. 495 and go over the Bourne Bridge. As soon as you come off the bridge, take the first right after the State Police Barracks (Trowbridge Rd.). Continue on this road for about 1/4 mile and you will see a school on the left side set back from the road and a second school beside it. Bourne High School is the second school.

From Rte. 3: Follow Rte. 3 over the Sagamore Bridge. Take the first exit off the bridge. Follow road down to the first light. Take a left onto Sandwich Road. You will pass the Gallo Ice Arena on the right. About 1/4 mile from the arena you will come to a fork in the road; bear left. At the rotary, go half way around the rotary, take the right (Trowbridge Road) between the State Police Barracks and the Gulf station. Continue on this road for about 1/4 mile and

you will see a school on the left side set back from the road and a second school beside it. Bourne High School is the second school.

Braintree, MA — Braintree High School

128 Town Street Braintree, MA 02184

From the North: Take 93 S to Exit 6 (Rte. 37, Braintree/Holbrook) Keep right at the fork in the ramp. Go straight through four lights. At the 5th light (Braintree Five Corners) bear a slight right onto Granite Street keeping Dunkin Donuts on right and Bertucci's on left. At the next light (shopping mall on right) turn left onto Town Street. The High School will be directly on your left.

OR

Take 128/95; it turns into 93 N. Take Exit 6 (Rte. 37 W, Quincy/Braintree). Keep right at the fork in the ramp. Go through three lights. At the 4th light (Braintree Five Corners) bear a slight right onto Granite Street, keeping Dunkin Donuts on right and Bertucci's on left. At the next light (shopping mall on right) turn left onto Town Street. The High School will be directly on your left.

From the South: Take Rte. 95 N to the 93 N exit (Exit 12, Braintree/Boston). Take Exit 6 (Rte. 37 W., Quincy/Braintree). Keep right at the fork in the ramp. Go through three lights. At the 4th light (Braintree Five Corners) bear a slight right onto Granite Street keeping Dunkin Donuts on right and Bertucci's on left. At the next light (shopping mall on right) turn left onto Town Street. The High School will be directly on your left.

OR

Take Rte. 24 N to the 93 N exit (Exit 21A Boston). Take Exit 6 (Rte. 37 W (Quincy/Braintree). Keep right at the fork in the ramp. Go through three lights. At the 4th light (Braintree Five Corners) bear a slight right onto Granite Street keeping Dunkin Donuts on right and Bertucci's on left. At the next light (shopping mall on right) take a left onto Town Street. The High School will be directly on your left.

Burlington, MA — Burlington Science Center (Burlington High School)

Route 95 (128) to route 3A/Burlington exit, follow route 3A through the set of lights, BHS is on left about 3/4 mile, enter driveway at granite sign, follow driveway and bear to the left, look for large garage door and Science Center sign on the side of the building.

Cambridge, MA — Christian Life Center

85 Bishop Allen Drive, Cambridge, MA (617)-661-1110

From 1000 Massachusetts Avenue: Drive down Mass. Ave towards Central Square. Go one block beyond the intersection of Prospect St. and Mass. Ave, and turn left onto Essex Street, and then turn right onto Bishop Allen Drive. The Christian Life Center is a pinkish-colored building on your left. Parking is available in local City of Cambridge lots.



Further directions can be found at the website www.st-paul-ame.org; click on "Christian Life Center" on the right of the home page, and then click on "directions to the Christian Life Center."

Dedham, MA

Dedham Holiday Inn, 55 Ariadne Road, Dedham, MA 02026 (781) 329-1000.

Call or get directions from Mapquest.com/.

Fall River, MA

John J. Doran School, 101 Fountain Street, Fall River, MA 02721-1329 (508) 675-8225

From I-93 South: Take the Rte. 24 South exit towards Brockton, exit #4. From ramp, merge onto Rte.24 South (go 29 miles). Continue on 24/79 South (go 3.4 miles). Take the Rte. 79 South exit #7 towards N. Fall River/Somerset (go 2.8 miles). Continue on Rte. 79/138 South for a mile, then take Rte 138 South towards N. Tiverton, RI - go 0.3 mile, turn left on Columbia St., then left onto Fountain St.

Franklin, MA

835 Upper Union Street, Franklin, MA 02038 (508) 553-3500

From the north: Take Rte. 495 south to exit 16. Go right off ramp onto King St. Take immediate left (industrial park) Go .4 mile and turn right into Hawthorne Suites parking lot.

From the south: Take Rte. 495 south to exit 16. Take left off ramp onto King Street. Take left after 495 overpass (industrial overpass). Proceed .4 mile and turn right into Hawthorne Suites parking lot.

Mattahunt

100 Hebron Mattapan, MA 02126 (617) 635-8792

Call or get directions from Mapquest.com/.

Medford, MA

Amerisuites Hotel, 116 Riverside Avenue, Medford, MA 02155 (781) 395-8500

Take I-93 to Exit 32. Follow Route 60 to the first left, River Street. Take a left onto Riverside Avenue. The hotel is on the left.

Milton, MA — Curry College

1071 Blue Hill Avenue, Milton, MA 02186

From the Mass. Pike: Rte. 128 South (which becomes Rte. 93 North) to Exit 2B, Rte. 138. Follow 138 North for 2.5 miles; College entrance is on the left. (CAUTION: Do not take the Rte. 95 South exit to Providence, RI).

From Providence, R.I.: Rte. I-95 to Rte. 128 South (Rte 93 North) to Exit 2B, Rte. 138. Follow 138 North for 2.5 miles; College entrance is on the left.

From Boston: Expressway South (Rte. 93 South) to exit 2B, Rte. 138. Follow 138 North for 2.5 miles; College entrance is on the left.

Framingham, MA — Sheraton Framingham Hotel

1657 Worcester Road, Framingham, MA 01701 (508) 879-7200

From North: Take Interstate 93 South to Exit 37B (Interstate 95 South/Route 128 South towards Waltham). Follow to Exit 25 (Interstate 90 West/Massachusetts Turnpike). From I-90 West, take Exit 12 (Route 9 West towards Framingham). Bear left after toll. The hotel is the first building on the right.

From South: Take I-95 North to Exit 6B (Interstate 495 North towards Worcester). Continue on I-495 North for about 25 miles. Take Exit 22 (Massachusetts Turnpike I-90 East) towards Boston. Take Exit 12 (Route 9 West towards Framingham). Bear left after toll. Stay in the right lane. The hotel is the first building on the right.

From East: Follow the Massachusetts Turnpike (I-90) West to Exit 12 (Route 9 West towards Framingham). Bear left after the toll. Stay in the right lane. The hotel is the first building on the right.

From West: Follow the Massachusetts Turnpike (I-90) East to Exit 12 (Route 9 West towards Framingham). Bear left after the toll. Stay in the right lane. The hotel is the first building on the right.

Framingham — The Hemenway School

72 Water St., Framingham, MA 01701-3480

From Rte. 9: Take Rte. 9 West to Southboro/Framingham/Route 30 Exit. Take ramp to light and turn right onto Edgell Road. (Coming from Rte. 9 East take the Edgell Road Exit. Follow up to lights and turn left onto Edgell Road). Follow about two miles to the lights at Nobscot (Exxon and Mobil stations on the right). Turn right onto Water Street. The school is on the left just past the fire station and retirement center. If you cross the railroad tracks, you have gone too far.

From the Mass Pike: Merge onto I-90 W/Massachusetts Turnpike toward Newton/New York. Merge onto Cochituate Road/MA-30 W via EXIT 13 toward Framingham. Turn right onto Burr Street. Stay straight to go onto Leggat McCall Connector Road. Turn left onto Speen Street Turn right onto Old Connecticut Path. Turn left onto Hamilton Street. Turn left onto School ST/MA126. Turn slight left to stay on School Street/MA 126. Turn right onto Concord Steet/MA-126. Continue to follow Concord Street. Turn left onto Central Street. Turn right onto Water Street.

Stoneham, MA

New Central Elementary School, 36 Pomworth St. Stoneham, MA 781-279-3860

Follow Route 28 South to the fourth traffic light - William Street (Citgo Gas Station on right, Mobile on the left). Take a left onto William St. Proceed on William to Pomworth. Turn left on Pomworth and look for a one-way sign on the left. This is a one-way driveway into the New Central Elementary School.

Worcester, MA

Clark Street School, 280 Clark Street, Worcester, MA 01606



(508) 799-3545.

From Boston: Take the Mass Pike to Rte. 495 North. Exit onto Rte. 290 West. Take exit 22 (Route 70; Worcester/ Shrewsbury). At the bottom of the ramp turn right onto Plantation Street. At the next light, go straight. A quarter mile down the road you will see Allegro Electric. Take next left after Allegro Electric onto Clark Street.

ACADEMIC PROGRAMS OFFERED

Bachelor's Degree Programs

- B.A. in Multidisciplinary Studies
- B.A. in Psychology
- B.S. in Human Services
- B.S. in Management Studies
- Medical Interpreter Training (certificate)

Master of Management

- Business
- Business Negotiation & Conflict Resolution
- Entrepreneurship & Small Business Management
- Health Care Management
- Leadership in Human & Organizational Dynamics
- Non-Profit & Public Organization Management
- Organizational Coaching
- Nursing Management & Leadership

Professional development certificates available in any concentration.

Master of Management-Access (for qualified students without bachelor's degree)

Counseling Psychology

Master of Education

- Psychological Studies
- Counseling Psychology
- Counseling Psychology With Focus on Forensic Counseling
- Addiction Counseling
- Mental Health Counseling
- School Adjustment Counseling
- School Guidance Counselor

Certificate of Advanced Graduate Studies in Counseling Psychology

Education Programs for Professional Advancement (without licensure)

Master of Education

- Education
- Individualized M.Ed. (I.M.Ed.)
- I.M.Ed. in Humane Education
- Interdisciplinary Studies

- Literacy Education
- Mathematics Education
- School Nurse Education
- School Nurse Education/Access (for qualified students without bachelor's degree)
- Science Education

Graduate Certificates

- Elementary/Middle School Mathematics Specialist
- High School Mathematics Specialist
- Highly Qualified Teacher of English Language Learners

Master of Education Programs for Licensure

- Early Childhood: Teacher of Students With & Without Disabilities
- Elementary Teacher
- General Science
- Health/Family & Consumer Science
- Instructional Technology
- Library Teacher
- Mathematics
- School Administration
- School Guidance Counselor
- School Social Worker/School Adjustment Counselor
- Teacher of Students With Moderate Disabilities

Post-master's courses for professional licensure

- Elementary Teacher
- Health/Family & Consumer Science
- Instructional Technology
- Library Teacher
- Mathematics
- Teacher of Students With Moderate Disabilities

C.A.G.S. in Educational Leadership

- School Administrator
- Special Education Administrator
- Education Specialist in Curriculum & Instruction

WEATHER CLOSINGS

If a class is cancelled due to an emergency or illness of an instructor, the College tries to notify students as soon as possible by phone. Cancellations are also posted on the information monitors, on the web site, and with the College answering service.

Call 617-868-1000 or 1-800-877-4723 for College closings due to inclement weather or emergency. College closings are also listed on stations:

- WBZ Radio AM 1030
- TV Channel 4
- WCVB TV Channel 5.

Cambridge College - Hospital Locations

Newton Wellesley Hospital • Massachusetts General Hospital

Cambridge College is authorized by the Massachusetts Board of Higher Education to operate instructional locations at Newton Wellesley Hospital and Massachusetts General Hospital. The hospitals provide classrooms for Cambridge College's Health Care Management Program.

Academic Programs Offered

Master of Management — Health Care Management

Master of Management — Nursing Management & Leadership

Office, Services & Directory

All College offices and services are located at the Cambridge campus. See directory above.

John Bové, M.M., C.A.S., Director 617-873-0132

Newton Wellesley Hospital Address & Directions

Bowles Conference Room, second floor across from cafeteria.

2014 Washington Street, Newton, MA 02468

Located near the intersection of Routes 16 & 128 (I-95), one mile south of the Mass. Pike (I-90).

617-243-6000 (hospital switchboard)

617-243-6970 (telephone number for directions)

By Public Transportation: Take the Green Line-Riverside train outbound to the Woodland stop. Walk out to Washington Street and turn left. The Hospital is two short blocks on the left.

From west of Rte. 128 (I-95): Take the Mass. Pike to Rte. 128 (I-95) for less than one mile. Take exit 21/21A to Rte. 16 East. Proceed on Rte. 16 East 1/4 mile to the parking garage at the second hospital entrance on the right (2000 Washington Street).

From Boston: Take the Mass. Pike to Exit 16 (West Newton). Follow Rte. 16 West for 1-1/4 miles to the parking garage entrance on the left (2000 Washington Street).

From north or south Route 128 (I-95): Take exit 21/21A to Rte. 16 East. Proceed on Rte. 16 East 1/4 mile to the parking garage at the second hospital entrance on the right (2000 Washington Street).

Massachusetts General Hospital Address & Directions

55 Fruit Street, Boston, MA 02114

617-726-2000 (main switchboard)

By Public Transportation: The easiest line to MGH is the Red Line, Charles Street/MGH station. (Please note that this station is not currently handicap-accessible. The nearest MBTA station currently handicap-accessible is North Station. There is a free Partners shuttle bus from the North Station MBTA station to MGH. However, due to construction in the area, trains may not be running in to North Station. Go to www.mbta.com for current service information.

Take the Red Line train to Charles Street/MGH. Follow exit signs to MGH, follow Cambridge Street one block, Go left onto North Grove Street. The main entrance is straight ahead.

From Storrow Drive: Take Government Center exit (left exit). At end of ramp, yield to crossing traffic at flashing traffic signal, then proceed straight. Turn left onto Cambridge Street at traffic signal.

To access the main entrance, emergency, Fruit Street and Parkman Street garages: Take Cambridge Street to first traffic signal (North Grove Street), turn left onto North Grove Street. Fruit Street garage is one block on left. Main entrance and emergency entrances are straight ahead. Turn right on Parkman Street to access Parkman Street garage on right.

To access the Wang ACC and Parkman Street Garage: Take Cambridge Street to second traffic signal (Blossom Street). Turn left onto Blossom Street. Turn left onto Parkman Street (first left). Wang ACC is one block on right. Parkman Street Garage is two blocks on left.



Cambridge College Springfield

570 Cottage Street, Springfield, MA 01104 • 413-747-0204

Cambridge College Springfield has offices, classrooms, a student lounge, and a kitchenette with microwave oven and snack machines for students' use.

Academic Support Center

The Center offers tutorial services four days a week, with late afternoon and evening hours. Students may make appointments or just drop in. Our writing faculty provide 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

Computer Lab

A computer lab is available for students to conduct research, write papers, and complete other projects. Software enables students to access the Internet, do word processing, spreadsheets, and presentations. For more information, see notices posted in the lab.

Library Services

Students at Cambridge College Springfield have access to Babson Library at Springfield College, www.spfldcol.edu/homepage/library.nsf/home/. Get a card at the Cambridge College Springfield and proofreading of a final project. In addition, the resource room has handouts, books and resources for students and faculty.

Text Books

Text books are purchased online from www.mbsdirect.net, where Cambridge College Springfield has its own page with course listings and book lists.

Office & Directory

Phone 1-800-829-4723 or 413-747-0204

Fax 413-747-0613

Office Hours Mon.-Thurs. 9:00 a.m.-7:00 p.m.

Friday 9:00 a.m.-5:00 p.m.

Sat.-Sun. 8:00 a.m.-3:00 p.m.

Director Patricia Crutchfield, M.Ed., M.L.S. x6619

Tanya Wdowiak, Assistant Director x6612

Academic Services and Registration Colleen Eaton ... x6614

Admission Counselors

Tori Countryman — undergraduate x6611

John LaChapelle — counseling psychology, management x6622

Meaghan Prendergast — education (M.Ed. & C.A.G.S.) . . x6623

Bursar's Office Stacy Johnson x6615

Counseling Psychology Programs

Deborah Merriman, C.A.G.S. x6630

- Disability Support800-877-4723 x1200
- Education Programs Susan Brown, M.Music..... x6636
- Emergency in emergency only, a student may be located in class and a message delivered. Call. x6610
- Financial Aid800-877-4723 x1440
- Information Technology Richard Turner, Ph.D. x6618
- Lost and Found Call reception desk
- Management Programs Richard Turner, Ph.D. x6618
- Reception Desk Stacy Johnson x6615
- Student Ombudsperson800-877-4723 x1200
- Undergraduate Programs Dale Parker, M.Ed..... x6638
- Website www.cambridgecollege.edu/springfield
- Writing Programs Abigail Dollinger, M.Ed..... x6645

Address & Directions

570 Cottage Street, Springfield, MA 01104

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 site.

Academic Programs Offered

Bachelor's Degree Programs

Multidisciplinary Studies

Human Services

Management Studies

Counseling Psychology (M.Ed.)

Addiction Counseling

Counseling Psychology

Mental Health Counseling

Psychological Studies

School Guidance Counseling - Initial Licensure

School Adjustment Counseling - Initial Licensure

Master of Management

Business

Business Negotiation and Conflict Resolution

Health Care Management

Information Technology for Managers

Leadership in Human and Organizational Dynamics
Master of Management/Access (for qualified students without bachelor's degree)

Master of Education Programs for Professional Advancement (without licensure)

Education
Interdisciplinary Studies

Master of Education Programs for Licensure

Early Childhood: Teacher of Students With and Without Disabilities (Levels PreK-2) - Initial Licensure
Elementary Teacher (Levels 1-6) - Initial and Professional Licensure
Library Teacher (All Levels) - M.Ed. - Initial Licensure
Teacher of Students With Moderate Disabilities (PreK-8 or

5-12) - Initial and Professional Licensure

Certificate of Advanced Graduate Study

School Administration (Three Licensure Areas) - Initial Licensure
Education Specialist in Curriculum and Instruction

Weather Closings

College closings due to inclement weather or emergency are listed on stations:

WHYN (93.1 FM, 560 AM)
WTIC (96.5 FM, 1080 AM)
WWLP Channel 22
News 40 Channel 40

Closings are also posted on the College phone system.

Cambridge College Lawrence

60 Island Street, Lawrence, MA 01841 • 978-738-0502

In the Fall 2003, Cambridge College opened an instructional center in partnership with the City of Lawrence and community organizations. Located in a newly renovated mill on the banks of the Merrimack River in the historic mill district of Lawrence, the facility creates a link between the past and the future. The polished wood floors, full-length windows, and brick interior are reminders of the mill's history. Wireless Internet connections in new classrooms, the latest techniques in adult learning, and handicapped-accessible facilities create a state-of-the-art learning environment.

Academic Support Center

Math — A tutor visits classes to help with math and quantitative thinking. You can get acclimated back into math after years out of school, and get help to do quantitative projects on spreadsheets, complete assignments involving quantitative research data in your field, master mathematical concepts and assignments in undergraduate courses.

Writing — Tutorial appointments are available on weekday afternoons, evenings and Saturdays. Our writing faculty coaches 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. In addition, the resource room has handouts, books and resources for students and faculty.

Workshops are offered on topics such as: grammar review, vocabulary development, teacher test preparation (MTEL Communication and Literacy test).

Computer Lab

A computer lab is available for students to conduct research, write papers, and complete other projects. Software enables students to access the Internet, do word processing, spreadsheets, and presentations. For more information, see notices posted in the lab.

Library Services

Cambridge College Online Library — This full-featured virtual library is easily accessed from any internet-enabled computer. Go to www.cambridgecollege.edu/library/.

Local public university libraries — Students can use their public library card to get borrower's privileges at many local academic libraries. For information go to the Cambridge College web site, click on Online Library, then Traditional Libraries, and scroll to the Lawrence section.

Text Books

A book list is available on the Cambridge College web site, www.cambridgecollege.edu. At the home page, select Student Services, then click on Bookstore Information.

Text books are available at the Nobel Bookstore, tel. 978-974-9818.

Office & Directory

Phone978-738-0502

Toll-free1-800-877-4723

Office Hours Monday-Thursday 9:00 a.m.-10:00 p.m.

Friday 9:00 a.m.-7:00 p.m.

Director Dolores C. Calaf, M.A. x1471

Rose Pierre, Administrative Assistant. x1472

Linda Tankersley, Administrative Assistant x1472

Admissions Counselors

Joy King, M.Ed., Director; M.Ed. Admissions x1475

Guillermo Ortiz, Management Admissions x1473

Amiel Vargas, Undergraduate Admissions x1474

Maritza Gonzalez, Non-Credit Programs Admissions x1472

Business Resource Center

Juan Hidalgo, Executive Director 617-873-0499

Disability Support 800-877-4723 x1200

Emergency in emergency only, a student may be located in class and a message delivered. Call978-738-0502 x1472

After office hours call.978-738-0502 x 1472 or 1471

Enrollment Services (processing of applications and supporting materials) x1447

Ladder to Language Maritza Gonzalez .978-738-0502 x1472

Reception Desk978-738-0502 x1472

Student Ombudsperson800-877-4723 x1200

Website www.cambridgecollege.edu/lawrence

Writing tutor appointments x1481

Writing Instructor x1470

Address and Directions

Address: 60 Island Street, Lawrence, MA 01841

From greater Boston: Take Rte. I-93 North to Rte. 495 North (Exit 44A). From Rte. 495, take Exit 44-45 (Marston St.). Merge right onto Marston Street, 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 Lawrence 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.

Academic Programs Offered

Bachelor's Degree Programs

- Multidisciplinary Studies
- Psychology
- Human Services
- Management Studies
- Medical Interpreter Training (certificate)

Master of Education

- Education - without licensure
- Elementary Teacher (levels 1-6) - Initial & Professional Licensure
- School Guidance Counselor - Initial Licensure
- Teacher of Students With Moderate Disabilities (levels PreK-8 or 5-12) - Initial & Professional Licensure

Master of Management — Business

Weather Closings

Call during afternoon office hours to ask whether evening classes will be cancelled due to inclement weather. If the College is closed when you call, any closing will be on the recorded greeting.

Cambridge College Virginia
1403 Greenbrier Parkway, Suite 300, Chesapeake, VA 23320 • (VA) 757-424-0333 • (from NC) 252-337-6333

Cambridge College Virginia draws students from the Chesapeake area, the Hampton Roads region, the nearby Naval base at Norfolk, and nearby northern North Carolina. The Virginia center is located in a class-A commercial building on the main access route to the city of Chesapeake. This modern building is handicapped-accessible and is approved by the city for education purposes. Shopping and restaurants are near by.

Accreditation & 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.

State Authorization — 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 the regional center at 1403 Greenbrier Parkway, Suite 300, in Chesapeake, Virginia. The programs listed below are approved.

Writing & Research Support

Academic support is provided by professional seminar leaders. They support their students to research, write and edit their independent learning projects.

Computer Lab

A computer lab is available for students during regular office hours and class times.

Library Services

Cambridge College Online Library — This full-featured virtual library is easily accessed from any internet-enabled computer. Go to www.cambridgecollege.edu/library/.

Local public university libraries — Students will be reimbursed for the cost of any borrower's privileges required. For suggestions and further information, call the Cambridge College Virginia office.

Text Books

Call the office for suggested local book stores or, on the Cambridge College website home page, click on Student Services, then on Bookstore Information.

Office & Directory

- Phone (VA)757-424-0333
- Phone (from NC)252-337-6333
- Toll-free1-800-723-0131

Office Hours Mon.-Thurs. 9:00 a.m.-6:00 p.m., Fri. 9:00-3:00, Sat. 8:00 a.m.-1:00 p.m.

Additional office hours 6:00-10:00 p.m. when evening classes are held (Mon.-Sat.).

Director Jim Waldman

Ella Benson, Ed.D., Assistant Director

Bill McMican, M.S., Assistant Director

Admissions Counselors

Bachelor's programs: Kevin Fleming

Education programs: Allison Parker, Christopher Sawyer

Management programs: Jim Waldman

Disability Support 800-877-4723 x1200

Emergency in emergency only, a student may be located in class and a message delivered. Call 757-424-0333 or 252-337-6333

Financial Aid (Cambridge, MA)800-877-4723 x1440

Office Managers Sherri Michaels, Leah Sechong

Liaison with Bursar's Office, financial aid, registrar, and enrollment services

Student Ombudsperson800-877-4723 x1200

Website www.cambridgecollege.edu/chesapeake

Address & Directions

1403 Greenbrier Parkway, Suite 300, Chesapeake, VA 23320

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 with the American Flag on top (Oracle 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.

Academic Programs Offered

Bachelor's Degree Programs

Human Services

Multidisciplinary Studies

Management Studies

Psychology

Master of Education Programs

Early Childhood (PreK-2) - licensure

Elementary Teacher (1-6) - licensure

Education - - without licensure

Mathematics (5-8) - licensure

Mathematics Education - without licensure

School Administration - three licensure areas

School Guidance Counseling - licensure

Teacher of Students With Moderate Disabilities (PreK-8 or 5-12) - licensure

(in Virginia: Special Education Teacher Licensure)

C.A.G.S. in Educational Leadership

Curriculum and Instruction - without licensure

School Administration - three licensure areas

Special Education Administrator - licensure

Master of Management

E-Commerce (18 months)

AdaptNet (12 months)

Weather Closings

Call 1-800-723-0131 during afternoon office hours to ask whether evening classes will be cancelled due to inclement weather. If the College is closed when you call, any closing will be on the recorded greeting (24/7).

Cambridge College Georgia

The Lamar Building, Suite 1000, 753 Broad Street, Augusta, GA 30901 • 706-821-3965

Cambridge College Georgia is located in the historic Lamar building, with offices and classrooms.

Accreditation & 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.

State Authorization — 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: M.Ed. in School Administration, School Guidance, School Library, and Special Education; C.A.G.S. in Educational Leadership in Curriculum and Instruction, School Administration, and Special Education Administrator.

Library Services

Cambridge College Online Library — This full-featured virtual library is easily accessed from any internet-enabled computer. Go to www.cambridgecollege.edu/library/.

Local public university libraries — For help finding a suitable library, call the Cambridge College Georgia office.

Learning Technology & Research Support

Training and ongoing support are provided for students to learn to use the Cambridge College learning software that supports our distance learning and communications, and the Student Information System (for registration).

Text Books

Call the office for suggested local book stores or, on the Cambridge College website home page, click on Student Services, then on Bookstore Information.

Office & Directory

Phone706-821-3965

Toll-free1-800-877-4723

Office Hours Monday-Friday 9:00 a.m.-5:30 p.m.

Director Charlotte Evans, Ed.D.706-821-3965 x301

Administrative Assistant Shelita Williams .706-821-3965 x301

Admission Counseling Horace Lamback. .706-821-3965 x203

Bursar's Office800-877-4723 x1326

Disability Support800-877-4723 x1200

Emergency in emergency only, a student may be located in class and a message delivered. Call706-821-3965 x201

Enrollment Services (processing of applications and supporting materials).800-877-4723 x1447

Faculty Pin Numbers Nelleen Knight . . .800-877-4723 x1125

Financial Aid800-877-4723 x1440

Registrar's Office 800-877-4723 x1101

Student Ombudsperson800-877-4723 x1200

Address & Directions

Address: The Lamar Building, Suite 1000, 753 Broad Street, Augusta, GA 30901

From I-20 take Exit 200, to River Watch Parkway. At the light, go left onto River Watch Parkway. Go through two lights; River Watch Parkway turns into Jones Road. Continue on Jones Road until it dead ends at a stop sign. Turn left onto 10th Street. At the first light, turn right onto Reynolds Street. After you pass through two lights, the 16-story Lamar Building is on the right. Enter through the back or front doors. Cambridge College is on the 10th floor.

Parking is free of charge. Faculty can park in the lot behind the Lamar Building and students in the adjacent parking lot across the street.

Academic Programs Offered

COMPLETE PROGRAMS OFFERED AT AUGUSTA

Master of Education

School Guidance Counselor - Initial Licensure

C.A.G.S. in Educational Leadership

Education Specialist in Curriculum and Instruction -
without licensure

Special Education Administrator - Initial Licensure

School Administration - Initial Licensure

NATIONAL INSTITUTE FOR TEACHING EXCELLENCE

Programs begin with an intensive five-week summer session in Massachusetts. Students may finish some NITE programs at Cambridge College Augusta.

Master of Education

Library Teacher (all levels) - Initial Licensure

Master of Education - without licensure

School Administration - Initial Licensure

School Guidance Counselor - Initial Licensure

Teacher of Students With Moderate Disabilities
(PreK-8 or 5-12) - Initial Licensure

C.A.G.S. in Educational Leadership

Education Specialist in Curriculum and Instruction -
without licensure

Special Education Administrator - Initial Licensure

Weather Closings

Call during afternoon office hours to ask whether evening classes will be cancelled due to inclement weather. If the College is closed when you call, any closing will be on the recorded greeting.

Cambridge College California

337 N. Vineyard Avenue, Ontario, CA 91764 • 909-635-0250

Accreditation & 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.

State Authorization — Cambridge College is approved by the Bureau for Private Post-Secondary and Vocational Education to offer the following programs in the state of California: B.A. in Multidisciplinary Studies, B.S. in Management Studies; M.Ed. in Education, Mathematics (1-6, 5-8, 8-12), School Administration, School Guidance Counselor, Teacher of Students with Moderate Disabilities (PreK-8 or 5-12), School Nurse Education; Masters of Management with concentrations in Business, Business Negotiation & Conflict Resolution, Health Care Management, Information Technology for Managers, leadership in Human & Organizational Dynamics, Management Generalist, Non-Profit & Public Organization Management; C.A.G.S. in Educational Leadership.

Library Services

Cambridge College Online Library — This full-featured virtual library is easily accessed from any internet-enabled computer. Go to www.cambridgecollege.edu/library/.

Local public university libraries — For help finding a suitable library, call the Cambridge College California office, e-mail libraryservices@cambridgecollege.edu, or leave a message at 1-800-877-4723 x1730.

Learning Technology & Research Support

Training and ongoing support are provided for students to learn to use the Cambridge College learning software that supports our distance learning and communications, and the Student Information System (for registration).

Text Books

Call the office for suggested local book stores or, on the Cambridge College website home page, click on Student Services, then on Bookstore Information.

Address & Directions

Address: 337 N. Vineyard Avenue, Ontario, CA 91764

From the west: From the Interstate 10 Freeway, take the Vineyard Avenue exit; turn right onto Vineyard Avenue. Go three blocks to the parking lot at the corner of Vineyard Avenue and D Street.

From the east: From the Interstate 10 Freeway, take the Vineyard Avenue exit; turn left onto Vineyard Avenue. Go over the bridge and go four blocks to Vineyard Avenue and D Street. The parking lot is on the right.

Academic Programs Offered

Bachelor's Degree Programs

- Multidisciplinary Studies
- Management Studies

Master of Education: professional development (without credential/licensure)

- Education
- School Nurse Education

Master of Education: with credential/initial licensure

- Early Childhood Teacher (PreK-2)
- Elementary Teacher (levels 1-6)
- Teacher of Students With Moderate Disabilities (PreK-8 or 5-12)

Office & Directory

Phone909-635-0250
Toll-free1-800-877-4723
Fax909-635-0253
Director Janis Peterson, M.Ed.

Admission Counseling Gregory White

Bursar's Office 800-877-4723 x1326

Disability Support 800-877-4723 x1200

Emergency in emergency only, a student may be located in class and a message delivered.

Call Janis Peterson, Director 909-635-0250

Enrollment Services (processing of applications and supporting materials). 800-877-4723 x1447

Financial Aid 800-877-4723 x1440

Student Ombudsperson 800-877-4723 x1200

Registrar's Office 800-877-4723 x1101

Faculty Pin Numbers Nelleen Knight . . . 800-877-4723 x1125

Weather Closings

Call during afternoon office hours to ask whether evening classes will be cancelled due to inclement weather. If the College is closed when you call, any closing will be on the recorded greeting.

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.

Cambridge College Puerto Rico

O'Kelly Plaza, 55 Aguadilla St. Suite 302, Condado, San Juan PR 00907 • 787-977-0101 or 787-977-0235

Cambridge College Puerto Rico is centrally located in the Condado area of San Juan, close to expressways and bus lines. The offices, computer lab and conference room overlook Condado Lagoon. Restaurants and hotels are close by, convenient for students when they visit the center.

Accreditation & 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 has authorized Cambridge College to offer graduate courses of the National Institute for Teaching Excellence leading to a Master of Education degree.

Library Services

Cambridge College Online Library — This full-featured virtual library is easily accessed from any internet-enabled computer. Go to www.cambridgecollege.edu/library/.

Local public university libraries — Cambridge College students have access to all libraries in the Ana G. Mendez System (<http://um.suagm.edu>). Call the Cambridge College office for instructions on how to get a borrower's card.

Learning Technology & Research Support

All students are required to attend on-site training sessions to learn to use the Cambridge College learning software that supports our distance learning and communications, and the Student Information System (for registration).

Text Books

Call the office for suggested local book stores or, on the Cambridge College website home page, click on Student Services, then on Bookstore Information.

Office & Directory

Phone 787-977-0101 or 787-977-0235

Fax 787-977-0205

Office Hours Monday-Friday 10:00 a.m.-6:00 p.m.

Director Pedro Schuck, Ed.D. x24

Student & Administrative Services Coordinator & Cambridge Liaison William Ubinas, Ed.D. x21

Disability Support 800-877-4723 x1200

Student Ombudsperson 800-877-4723 x1200

Emergency in emergency only, a student may be located in class and a message delivered. Call William Ubinas, Student Services Coordinator 787-977-0101 x21

On Saturdays cal 787-977-0101 ext 25

Enrollment Services, Financial Aid

Oswaldo Vazquez, Ph.D. x22

Registrar's Office—Student Pin Numbers

(Cambridge, MA) 800-877-4723 x1101

Faculty Pin Numbers Nelleen Knight . . . 800-877-4723 x1125

Website www.cambridgecollege.edu/puertorico

Address & Directions

Address: O'Kelly Plaza, 55 Aguadilla St. Suite 302, Condado, San Juan PR 00907

We are located in the Condado area of San Juan, across the street from the old Hotel Condado. Call for further directions.

Parking — Two public parking lots are available on Ashford Avenue, within two blocks of our center.

Academic Programs Offered

Master of Education (NITE)

This program begins with an intensive five-week summer institute in Massachusetts. Students may finish any NITE program at Cambridge College Puerto Rico.

Weather Closings

Call 787-977-0101 ext. 21. If the College is closed due to inclement weather, it will be recorded on the greeting so you can plan accordingly.

Cambridge College Board of Trustees

Jonathan Z. Larsen Journalist, New York, New York, Chair

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Watertown, Massachusetts, Vice Chair

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Index

- Ability to Benefit 187
About Our Students 7
Academic Credit & Time Management 202
Academic Integrity 208
Academic Support 179, 212
 Lawrence 221
 Springfield 220
Access Programs
 Master of Management 168
 School Nurse Education 114
Accreditation *ii*
Adaptive Learning, Center for 184
AdaptNet 164, 184
Add/drop
 Course registration 198
 Tuition Credit & Liability 200
Addiction Counseling (graduate) 51
Addiction Studies (undergraduate) 15, 22
Admission
 Counseling Psychology 188
 Documents Required 188
 Educator Licensure Programs 188
 informed decision 104, 187
 Management 188
 Undergraduate Programs 187
Admission Files 202
Alcohol policy 208
Alumni, Alumni College 183
Applicants Without a High School Diploma 187, 194
Auditing Courses 202
Authorization & Approval *ii*
Bachelor of Arts in Multidisciplinary Studies 18
Bachelor of Arts in Psychology 13–14
Bachelor of Science in Human Services 15–16
Bachelor of Science in Management Studies 20–21
Board of Trustees 227
Bursar's Office 200
Business Office. See Bursar's Office
Business Resource Center 184
CAGS. See Certificate of Advanced Graduate Studies
Calendar 2, 8
Career Resources 179
Center for Adaptive Learning & Programs 184
Center for Learning & Assessment 179, 212
Certificate of Advanced Graduate Studies
 Counseling Psychology 57, 68
 Education 118, 157
Changing Concentration or Program 202
Children at the College 208
Class Attendance 202
College Leadership 228
College Right to Change Courses & Related Policies 202
Commencement Ceremony 205
Community Building, Institute for 184
Community Building (undergraduate) 15, 24
Complaints & Appeals 208
Computers & Network Use Policy 208
Computers for Learning 182
Computer Lab 182, 212
 Lawrence 221
 Springfield 220
 Virginia 222
Continuing Students Registration 198
Counseling — Where to Get Help 180
Counseling Psychology-CAGS 57
Counseling Psychology-Focus on Forensic Counseling 50
Counseling Psychology-M.Ed. 50
Course/Faculty Evaluation 203
Courses Taken at Other Institutions After Matriculation 203
Course Descriptions
 Counseling Psychology-C.A.G.S. 68
 Counseling Psychology-M.Ed. 58
 Undergraduate 21
Course Load 203
Course Registration 197
Course Waivers 203
Curriculum & Instruction (CAGS without licensure) 121, 158
Degree Conferral 205
Directions
 Cambridge 215
 Georgia 224, 225
 Lawrence 222
 Puerto Rico 226
 Springfield 220
 Virginia 223
Directory 224
 California 225
 Cambridge 213
 Lawrence 221
 Puerto Rico 226

- Springfield 220
- Virginia 223
- Disability Support 180
- Disenrollment 209
- Distance Learning 183
- Drop/add
 - Course registration 198
 - Tuition Credit & Liability 200
- Drugs policy 208
- Early Childhood Teacher (initial licensure) 78, 122
- Education, School of
 - Course Descriptions-CAGS 157
 - Course Descriptions-M.Ed. 122
 - Educator Licensure Programs
 - Academic Program Charts-M.Ed. 78
 - Academic Program Charts - C.A.G.S. 119
 - Initial Licensure Programs Overview 77
 - Introduction & Policies 71
 - Professional Licensure Programs Overview 91
 - Faculty 74, 105
 - Professional Advancement Programs
 - Academic Program Charts 108
 - Introduction & Policies 103
- Educational Leadership 118
- Educational Specialist in Curriculum & Instruction (CAGS without licensure) 121
- Education (basic M.Ed. program) 108, 125
- Elementary Teacher
 - Course descriptions 122
 - Initial licensure 79
 - Professional licensure 92
- Emergency Phone Calls for Students 203
- Employer Tuition Assistance 200
- English Language Study & Support 179, 190
- Equal Opportunity 210
- Exit Interview 193
- Faculty
 - Availability & Response 203
 - C.A.G.S.. See Education and Educator Licensure faculty
 - Counseling Psychology 48
 - Education 74, 105
 - Undergraduate 11
- FAFSA 192
- Family Education Rights and Privacy Act 211
- Family Studies (undergraduate) 15, 26
- FERPA 211
- Financial Aid 192
- Firearms/Weapons 210
- Free Application for Federal Student Aid 192
- General Science (initial licensure) 80–81, 136
- General Science Education (without licensure) 112
- Grades 203
- Graduation 204
- Harassment & Sexual Harassment 210
- Hazing 211
- Health/Family & Consumer Sciences
 - Course descriptions 139
 - Initial licensure 82
 - non-licensure option 82
 - Professional licensure 94
- Health & Medical Concerns 180
- Health Care Management 167
- Health insurance 190
- Highly Qualified Teacher of English Language Learners (certificate) 109
- History of Cambridge College 5
- Holistic Studies 15, 28
- Humane Education 116–117
- Humanities & Freedom 115
- Human Services 29
- Human Services, B.A. in 15–16
- Identification Cards 207
- immunizations 189
- Independent Learning/Research Project 205
- Individualized Master of Education 116–117, 142
- Institute for Lifelong Learning & Community Building 184
- Institute for Responsive Education 184
- Instructional Technology
 - Course descriptions 144
 - Initial licensure 83
 - Non-licensure Option 83
 - Professional licensure 96
- Interdisciplinary Studies 109
- International Students 190–191
- International transcripts 189
- Juvenile Justice 14, 15, 30
- Ladder to Language Program 184
- Late Degree Completion 205
- Leave of Absence or Withdrawal 205
- Liability 211
- Library Services 181
- Library Teacher 146
 - Initial licensure 84
 - Professional licensure 96
- Licensure. See Education or Psychology & Counseling
- Lifelong Learning & Community Building, Institute for 184

- Literacy Education 110
- Locations of Cambridge College 7
- Management, School of
- Academic Program Charts 166–170
 - Faculty 164
 - Introduction & Policies 163
- Management Studies, B.S. in 20–21
- Massachusetts General Hospital 219
- Massachusetts Tests for Educator Licensure 73
- Master of Education
- Counseling Psychology program charts 49
 - Educator Licensure Program charts 78
 - Professional advancement program charts 108
- Master of Management 166
- Access 168
 - AdaptNet 164
 - Course Descriptions 170
 - E-Commerce 169
- Mathematics
- Course descriptions 147
 - Initial licensure 85–87
 - Mathematics Education (without licensure) 111
 - Mathematics specialist certificates 111
 - Professional licensure 97
- Mathematics Institute 185
- Medical Interpreter Training 16–17, 38
- Mental Health, Addiction & School Adjustment Counseling 55
- Mental Health/Addiction Counseling 53
- Mental Health Counseling 52
- Mission & Values of Cambridge College 5
- Multidisciplinary Studies, B.A. in 18–19
- National Institute for Teaching Excellence 161–162
- Online Course Registration for Summer 197
- Newton Wellesley Hospital 219
- Non-Degree Students 198
- Non-discrimination 210
- Nursing Management & Leadership 167
- Office Equipment 205
- Official transcripts 188
- Olin Center for International Study 190
- Online Library 181
- Organizational Coaching 167
- Organizational Psychology (undergraduate) 14, 40
- Payment 200
- Payment plan 200
- Pell Grants 193
- Perkins Loans 193
- personal property 211
- Personal statement/essay 189
- Pets & Service Animals 211
- Photos-policy 211
- Plagiarism 208
- Planning, Research & Evaluation 6
- Portfolios 179, 212
- Program Goals & Outcomes 6
- Psychological Studies 49
- Psychology, B.A. in 13–14
- Psychology & Counseling, School of
- Academic Program Charts 49
 - Course Descriptions-C.A.G.S. 68
 - Course Descriptions-M.Ed. 58
 - Faculty 48
 - Introduction & Policies 46
- Refunds & Repayment 200
- Regional Centers 7
- Religious Observance 211
- Responsive Education 184
- Returning Students 205
- Satisfactory Academic Progress 194, 206
- Scholarships 193
- School Adjustment Counseling 54
- School Administration
- C.A.G.S. course descriptions 157
 - C.A.G.S. Initial licensure 119
 - C.A.G.S. Non-licensure option 119
 - M.Ed. course descriptions 150
 - M.Ed. Initial licensure 90
 - M.Ed. Non-licensure option 90
- School Collaborative Courses 183
- School Guidance Counseling 56
- School Nurse Education 113–114, 152
- Schott Fellowship in Early Care & Education 185
- Science Education (without licensure) 112
- Security 206
- Service animals 211
- Smoking 211
- Special Education. See Teacher of Students With Moderate Disabilities
- Special Education Administrator 120, 159
- Non-licensure option 120
- Special Students 198
- Stafford Loans 193
- Standardized Testing 179, 212
- Student Activities & Residence 8
- Student Advisory Council 180
- Student Contact Information Updates 207

- Student Government 180
- Student Identification Cards 207
- Student Information — Confidentiality, Access, and Release 211
- Student Information System 197
- Student Loans 192
- Student Ombudsperson 180
- Supplemental Educational Opportunity Grants 193
- Teacher of English Language Learners (initial licensure) 89, 156
- Teacher of Students With Moderate Disabilities
 - Course descriptions 153
 - Initial licensure 88
 - Professional licensure 101
- Teacher Tests
 - Policies 73
 - Preparation Workshops 180
 - Report Card 73
- Teaching & Learning Model 5
- Tests for Educator Licensure 73
- Text Books
 - California 225
 - Cambridge 213
 - Georgia 224
 - Lawrence 221
 - Puerto Rico 226
 - Springfield 220
 - Virginia 222
- TOEFL 190
- Transcripts
 - Cambridge College 207
 - for admission 188
 - for transfer credit evaluation 195
 - International 189
- Transfer Credit 195
- Trustees 227
- Tuition & Fees 199
- Tutoring
 - Math & Science 180
 - Writing 179
- Undergraduate Programs
 - Academic Program Charts 13
 - Course Descriptions 21
 - Faculty 11
 - Introduction & Policies 9
- Veterans 194
- Weather Closings
 - Cambridge
 - Georgia 224, 225
 - Lawrence 222
 - Puerto Rico 226
 - Springfield 221
 - Virginia 223
- Welcome 4
- Work Study 194
- Writing Assessment 189
- Writing Lab. See Academic Support
- Writing Support 73
- Writing support 179
- Year Up 185

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